



## COMMODITY/CLASS LISTING

Please indicate which products and/or services your company can supply by checking the appropriate box(es). Upon receipt of both the completed Supplier Mailing List Application and the completed Commodity/Class Listing, a detailed item list for each Commodity Category selected will be sent.

VENDOR NAME: \_\_\_\_\_

CLASS	TITLE	CLASS	TITLE	CLASS	TITLE			
005	Abrasives .....	<input type="checkbox"/>	193	Clinical Laboratory Reagents and Tests ( <i>blood grouping, diagnostic, drug monitoring, etc.</i> ) .....	<input type="checkbox"/>	370	Food Processing and Canning Equipment and Supplies .....	<input type="checkbox"/>
010	Acoustical Tile, Insulating Materials, and Supplies .....	<input type="checkbox"/>	195	Clocks, Timers, Watches, and Jewelers' and Watchmakers' Tools and Equip- ment .....	<input type="checkbox"/>	375	Foods: Bakery Products ( <i>fresh</i> ) .....	<input type="checkbox"/>
015	Addressing, Copying, Mimeograph, and Spirit Duplicating Machine Sup- plies: Chemicals, Inks, Paper, etc. ....	<input type="checkbox"/>	200	Clothing, Apparel, Uniforms, and Accessories .....	<input type="checkbox"/>	380	Foods: Dairy Products ( <i>fresh</i> ) .....	<input type="checkbox"/>
020	Agricultural Equipment, Implements, and Accessories .....	<input type="checkbox"/>	204	Computer Hardware and Peripherals for Microcomputers .....	<input type="checkbox"/>	385	Foods: Freeze-Dried, Frozen, and Prepared Ready-to-Eat .....	<input type="checkbox"/>
022	Agricultural Implement and Accessory Parts .....	<input type="checkbox"/>	206	Computer Hardware and Peripherals for Mini and Mainframe Computers .....	<input type="checkbox"/>	390	Foods: Perishable .....	<input type="checkbox"/>
025	Air Compressors, and Accessories .....	<input type="checkbox"/>	207	Computer Accessories and Supplies .....	<input type="checkbox"/>	393	Foods: Staple Grocery and Grocer's Miscellaneous Items .....	<input type="checkbox"/>
031	Air Conditioning, Heating, and Ventilating: Equipment, Parts and Accessories ( <i>See related items in Class 740</i> ) .....	<input type="checkbox"/>	208	Computer Software for Microcomputers (Preprogrammed) .....	<input type="checkbox"/>	395	Forms, Continuous: Computer Paper, Form Labels, Snap-Out Forms, and Folders for Forms .....	<input type="checkbox"/>
035	Aircraft and Airport: Equipment, Parts, and Supplies .....	<input type="checkbox"/>	209	Computer Software for Mini and Mainframe Computers .....	<input type="checkbox"/>	400	Foundry Castings, Equipment, and Supplies .....	<input type="checkbox"/>
037	Amusement, Decorations, Entertain- ment, Toys, etc. ....	<input type="checkbox"/>	210	Concrete and Metal Culverts, Piling, Pipe, Septic Tanks .....	<input type="checkbox"/>	405	Fuel, Oil, Grease and Lubricants .....	<input type="checkbox"/>
040	Animals, Live: Bees, Dogs, Fish, Livestock, and Poultry .....	<input type="checkbox"/>	220	Controlling, Indicating, Measuring, Monitoring, and Recording Instruments and Supplies .....	<input type="checkbox"/>	410	Furniture: Health Care and Hospital Facility .....	<input type="checkbox"/>
045	Appliances and Equipment, Household Type .....	<input type="checkbox"/>	225	Coolers, Drinking Water ( <i>water fountains</i> ) .....	<input type="checkbox"/>	415	Furniture: Laboratory .....	<input type="checkbox"/>
050	Art Equipment and Supplies .....	<input type="checkbox"/>	232	Crafts, General .....	<input type="checkbox"/>	420	Furniture: Cafeteria, Chapel, Dormitory, Household, Library, Lounge, School .....	<input type="checkbox"/>
052	Art Objects .....	<input type="checkbox"/>	233	Crafts, Specialized .....	<input type="checkbox"/>	425	Furniture: Office .....	<input type="checkbox"/>
055	Automotive Accessories for Automob- iles, Buses, Trucks, etc. ....	<input type="checkbox"/>	240	Cutlery Dishes, Flatware, Glassware, Trays, Utensils, and Supplies .....	<input type="checkbox"/>	430	Gases, Containers, Equipment: Laboratory, Medical, and Welding .....	<input type="checkbox"/>
060	Automotive Maintenance Items and Repair/Replacement Parts .....	<input type="checkbox"/>	245	Dairy Equipment and Supplies .....	<input type="checkbox"/>	435	Germicides, Cleaners, and Related Sanitation Products for Health Care Personnel .....	<input type="checkbox"/>
065	Automotive Bodies, Accessories, and Parts .....	<input type="checkbox"/>	250	Data Processing Cards and Paper .....	<input type="checkbox"/>	440	Glass and Glazing Supplies .....	<input type="checkbox"/>
070	Automotive Vehicles and Related Transportation Equipment .....	<input type="checkbox"/>	255	Decals and Stamps .....	<input type="checkbox"/>	445	Hand Tools ( <i>powered and non- powered</i> ), Accessories and Supplies .....	<input type="checkbox"/>
075	Automotive Shop Equipment and Supplies .....	<input type="checkbox"/>	260	Dental Equipment and Supplies .....	<input type="checkbox"/>	450	Hardware and Related Items .....	<input type="checkbox"/>
080	Badges, Emblems, Name Tags and Plates, Jewelry, etc. ....	<input type="checkbox"/>	265	Draperies, Curtains, and Upholstery Material ( <i>including automobile</i> ) .....	<input type="checkbox"/>	460	Hose, Accessories, and Supplies: Industrial, Commercial, and Garden .....	<input type="checkbox"/>
085	Bags, Bagging, Ties, and Erosion Control Equipment .....	<input type="checkbox"/>	270	Drugs, Pharmaceuticals and Biologicals ( <i>for human therapeutic use</i> ) .....	<input type="checkbox"/>	465	Hospital and Surgical Equipment, Instruments, and Supplies .....	<input type="checkbox"/>
090	Bakery Equipment, Commercial .....	<input type="checkbox"/>	271	Drugs, Pharmaceuticals, and Sels ( <i>for large-volume parenteral administration, infusion, irrigation, and tube feeding</i> ) .....	<input type="checkbox"/>	470	Hospital Equipment and Supplies: Mobility, Speech Impaired, and Restraint Items .....	<input type="checkbox"/>
095	Barber and Beauty Shop Equipment and Supplies .....	<input type="checkbox"/>	280	Electrical Cables and Wires ( <i>not electronic</i> ) .....	<input type="checkbox"/>	475	Hospital, Surgical, and Related Medical Accessories and Sundry Items .....	<input type="checkbox"/>
100	Barrels, Drums, Kegs, and Containers ..	<input type="checkbox"/>	285	Electrical Equipment and Supplies ( <i>except cable and wire</i> ) .....	<input type="checkbox"/>	485	Janitorial Supplies, General Line .....	<input type="checkbox"/>
105	Bearing ( <i>Except Wheel Bearings and Seals—see Class 050</i> ) .....	<input type="checkbox"/>	287	Electronic Components, Replacement Parts, and Accessories, and Miscella- neous Electronics ( <i>not for testing or analyzing—see 730</i> ) .....	<input type="checkbox"/>	490	Laboratory Equipment and Accessories ( <i>for general analytical and research use</i> ): Nuclear, Optical, and Physical .....	<input type="checkbox"/>
110	Belts and Belling: Conveyor, Elevator, Power Transmission, and V-Belts .....	<input type="checkbox"/>	290	Energy Collecting Equipment and Accessories: Solar and Wind .....	<input type="checkbox"/>	493	Laboratory Equipment and Accessories: Biochemistry, Chemistry, Environmental Science, etc. ....	<input type="checkbox"/>
115	Biochemicals, Research .....	<input type="checkbox"/>	295	Elevators, Building Type .....	<input type="checkbox"/>	495	Laboratory and Field Equipment and Supplies: Biology, Botany, Geology, Microbiology, Zoology, etc. ....	<input type="checkbox"/>
120	Boats, Motors, and Marine and Wildlife Supplies .....	<input type="checkbox"/>	305	Engineering Equipment, Surveying Equipment, Drawing Instruments, and Supplies .....	<input type="checkbox"/>	500	Laundry and Dry Cleaning Equipment, Accessories, Parts and Supplies— Commercial .....	<input type="checkbox"/>
125	Bookbinding Supplies .....	<input type="checkbox"/>	310	Envelopes, Plain or Printed .....	<input type="checkbox"/>	505	Laundry and Dry Cleaning Compounds and Supplies .....	<input type="checkbox"/>
135	Bricks and Other Clay Products, Refractory Materials, and Stone Products .....	<input type="checkbox"/>	315	Epoxy Based Formulations for Adhe- sives, Coatings, and Related Agents .....	<input type="checkbox"/>	510	Laundry Textiles and Supplies .....	<input type="checkbox"/>
140	Broom, Brush, and Mop Manufacturing Machinery and Supplies .....	<input type="checkbox"/>	318	Fare Collection Equipment and Supplies ..	<input type="checkbox"/>	515	Lawn Maintenance Equipment, Accessories, and Parts ( <i>non-agricultural applications</i> ) .....	<input type="checkbox"/>
145	Brushes ( <i>not otherwise classified</i> ) .....	<input type="checkbox"/>	320	Fastening, Packaging, Strapping, Tying, Equipment and Supplies .....	<input type="checkbox"/>	520	Leather and Related Equipment, Products, Accessories, and Supplies .....	<input type="checkbox"/>
150	Builder's Supplies .....	<input type="checkbox"/>	325	Feed, Bedding, Vitamins and Supple- ments for Animals .....	<input type="checkbox"/>	525	Library and Archival Equipment, Machines, and Supplies .....	<input type="checkbox"/>
155	Buildings and Structures: Fabricated and Prefabricated .....	<input type="checkbox"/>	330	Fencing .....	<input type="checkbox"/>	530	Luggage, Brief Cases, Purses and Related Items .....	<input type="checkbox"/>
160	Butcher Shop and Meat Processing Equipment .....	<input type="checkbox"/>	335	Fertilizers and Soil Conditioners .....	<input type="checkbox"/>	540	Lumber and Related Products .....	<input type="checkbox"/>
165	Cafeteria and Kitchen Equipment, Commercial .....	<input type="checkbox"/>	340	Fire Protection Equipment and Supplies ..	<input type="checkbox"/>	545	Machinery and Hardware, Industrial .....	<input type="checkbox"/>
175	Chemical Laboratory Equipment and Supplies .....	<input type="checkbox"/>	345	First Aid and Safety Equipment and Supplies ( <i>except nuclear and welding</i> ) ..	<input type="checkbox"/>	550	Markers, Plaques, Signs, and Traffic Control Devices .....	<input type="checkbox"/>
180	Chemical Raw Materials ( <i>in large quantities primarily or manufacturing janitorial and laundry products</i> ) .....	<input type="checkbox"/>	350	Flags, Flag Poles, Banners, and Accessories .....	<input type="checkbox"/>	555	Marking and Stenciling Devices .....	<input type="checkbox"/>
190	Chemicals and Solvents, Commercial ( <i>in bulk</i> ) .....	<input type="checkbox"/>	360	Floor Covering, Floor Covering Installation and Removal Equipment, and Supplies .....	<input type="checkbox"/>	556	Mass Transportation—Transit Bus .....	<input type="checkbox"/>
192	Cleaning Compositions, Detergents, Solvents, and Strippers—Prepackaged ..	<input type="checkbox"/>	365	Floor Maintenance Machines, Parts, and Accessories .....	<input type="checkbox"/>	557	Mass Transportation—Transit Bus Accessories and Parts .....	<input type="checkbox"/>





# CONTRA COSTA COUNTY

General Services Department

PURCHASING DIVISION

Barton J. Gilbert  
Director

Michael J. Lango  
Deputy Director

Kevin Berenson  
Manager

The Contra Costa County Board of Supervisors have adopted a resolution creating the Small Business Enterprises (SBE) program in March of 2000. The purpose of the program is to assist in the development, solicitation and award of contracts to small businesses. The program requires that 50% of applicable county dollars spent on: Purchases less than \$50,000, Construction Contracts less than \$25,000 and Professional Services contracts of less than \$50,000, be awarded to certified Small Business Enterprises.

If you are a small business, by providing us with your certification information, the County will be able to identify you as a small business. The California Government Code defines a SBE as independently owned and operated, not dominant in its field of operation, whose principal office and officers are located in California. The business must have 100 or fewer employees with average gross receipts of ten million dollars or less, over the preceding three years.

Purchasing Services is attempting to identify SBEs by surveying our current list of vendors. If you believe your business qualifies as a SBE, under the criteria listed, please fill out Sections 1, 2 and 3 of the enclosed "SBE Self Certification Form". The completed form must be completely filled out, signed, dated and returned to the address listed above.

If you have been certified as a SBE by the State of California, please enter your certification number on the top portion of the form. It is to your advantage to self certify as an SBE at this time, as we are not permitted to designate after a contract has been awarded. If you are not a small business you need not respond. If you have already filled out a self-certification form for the County, it is not necessary to respond again.

If you have any questions regarding this process, or the SBE program, please call the General Services Purchasing Division at (925) 313-7300. Information may be obtained online by visiting <http://www.co.contra-costa.ca.us> and following the Small Business Enterprise Link. County bid opportunities can be found by following the General Services Request for Proposal link at the same site.



# Self Certification Form

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## Small Business Enterprise and Outreach Programs

All of the non-statistical information provided in SECTION 1 will be included in the County's SBE and Outreach Directory, which may be shared with County Departments, contractors, consultants, and others in both electronic (internet, intranet, e-mail, facsimile) and paper formats, unless you indicate otherwise in SECTION 5.

### SECTION 1

Name of Firm (Print)		
Street Address (City, State)		(Zip Code)
Mailing Address (City, State)		(Zip Code)
(Area Code) Phone No.	(Area Code) Fax No.	E-mail
Is your main office located in Contra Costa County? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Business Entity Status Check all appropriate boxes: MBE <input type="checkbox"/> WBE <input type="checkbox"/> DBE <input type="checkbox"/> SBE <input type="checkbox"/> LBE <input type="checkbox"/> DVBE <input type="checkbox"/> OBE <input type="checkbox"/> (See Page 3 For Definitions)		
<b>For Statistical Purposes Only</b>		
Ethnicity of Owner(s): White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/>		

### SECTION 2 Complete this section to certify as a Small Business Enterprise. (See Page 3 for Definitions)

State Certified SBE: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Certification No.:	
Have your gross receipts for the past three years averaged \$10 million or less per year? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you employ more than 100 employees together with affiliates? Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your principal office located in California? Yes <input type="checkbox"/> No <input type="checkbox"/>	
The officers reside in California? Yes <input type="checkbox"/> No <input type="checkbox"/>	

### SECTION 3 Complete this section to certify as a Minority Business Enterprise (MBE) and/or Woman Business Enterprise (WBE) and/ or Disabled Veteran Business Enterprise (DVBE) (See Page 3 for Definitions)

<b>Check appropriate box:</b>	
Contractor <input type="checkbox"/> Special Trade Contractor <input type="checkbox"/> Trucker <input type="checkbox"/> Manufacturer <input type="checkbox"/> Construction Supplier <input type="checkbox"/> Vendor <input type="checkbox"/> Consultant/Service Provider <input type="checkbox"/>	
Are you certified with any other agencies: Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes" please list: <input type="checkbox"/> <input type="checkbox"/>	
If you are a <b>Contractor</b> , are your annual gross receipts fourteen million dollars (\$14,000,000) or less? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you are a <b>Special Trade Contractor</b> , are your annual gross receipts seven million dollars (\$7,000,000) or less? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you are a <b>Trucker/Manufacturer/Supplier/Vendor</b> , do you meet the SBA size standard? Yes <input type="checkbox"/> No <input type="checkbox"/> (For the specific SBA size standard contact the Affirmative Action Office, (925) 335-1045)	
Is your firm 51% owned and managed by one or more minority owners? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is your firm 51% owned and managed by one or more women owners? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is your firm 51% owned and managed by one or more disabled veteran owners? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are the owners citizens or lawful permanent residents of the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you are a DVBE, is your principal office located in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>	
As a DVBE, do you reside in California? Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Contra Costa County  
Small Business Enterprise and Outreach Programs  
Self Certification Form**

<b>SECTION 4 Work Conducted By Firm (Describe what your firm does.)</b>	
Construction	
Vendor/Supplies	
Consultant/ Service Provider	

<b>SECTION 5 Acknowledgement of Publication</b>							
<p>The undersigned acknowledges and agrees that the non-statistical information provided in SECTION 1 may be published in the County's SBE and Outreach Directory which may be shared with County Departments, contractors, consultants, and others in both electronic (internet, intranet, e-mail, facsimile) and paper formats, unless exceptions are noted below.</p> <p><input type="checkbox"/> I agree to publication of all SECTION 1 information.</p> <p><input type="checkbox"/> I do not agree to publication of the following (check all that apply):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Street Address</td> <td style="width: 33%;"><input type="checkbox"/> Phone Number</td> <td style="width: 33%;"><input type="checkbox"/> E-mail Address</td> </tr> <tr> <td><input type="checkbox"/> Mailing Address</td> <td><input type="checkbox"/> Fax Number</td> <td><input type="checkbox"/> Business Entity Status</td> </tr> </table>		<input type="checkbox"/> Street Address	<input type="checkbox"/> Phone Number	<input type="checkbox"/> E-mail Address	<input type="checkbox"/> Mailing Address	<input type="checkbox"/> Fax Number	<input type="checkbox"/> Business Entity Status
<input type="checkbox"/> Street Address	<input type="checkbox"/> Phone Number	<input type="checkbox"/> E-mail Address					
<input type="checkbox"/> Mailing Address	<input type="checkbox"/> Fax Number	<input type="checkbox"/> Business Entity Status					

<b>SECTION 6 Certification of Ownership</b>	
<p>The undersigned is authorized to execute this Self Certification form on behalf of _____  <div style="text-align: right; margin-right: 100px;">Name of Firm</div> </p> <p>_____  <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Street Address (City, State, Zip Code)</span> <span>Name(s) of Owner(s)</span> </div> </p> <p>And swears under penalty of perjury that our firm meets the definition of MBE, WBE, DBE, SBE, LBE, DVBE , and/or OBE set forth on page 3 of this form and that all information contained in this form is true and correct. <b>Any material misrepresentation will be grounds for terminating any purchase orders or contracts which may be or have been awarded.</b></p>	
<p>Signed in _____  <div style="text-align: right; margin-right: 100px;">(City, County, State)</div> </p> <p>on _____, 200____</p> <p>By _____  <div style="display: flex; justify-content: space-between; width: 100%;"> <span>(Print Name)</span> <span>(Title)</span> </div> </p> <p>_____  <div style="display: flex; justify-content: space-between; width: 100%;"> <span>(Signature)</span> <span>(Area Code) Phone No.</span> </div> </p>	

**Return this Self-Certification Form to the department who sent you this form or:**

**Contra Costa County  
Affirmative Action Office  
651 Pine Street – 10<sup>th</sup> Floor  
Martinez, CA 94553**

\*\*\*\*\*For Department Use Only\*\*\*\*\*

<b>SECTION 7 Departmental Concurrence</b>	
<p>The undersigned department concurs in the above Self-Certification form and is satisfied that the applicant meets the requirements for self certification as an MBE, WBE, DBE, SBE, LBE, DVBE , and/or OBE.</p>	
<p>By _____  <div style="text-align: right; margin-right: 100px;">(Print Name)</div> </p> <p>_____  <div style="text-align: right; margin-right: 100px;">(Department)</div> </p> <p>_____  <div style="display: flex; justify-content: space-between; width: 100%;"> <span>(Signature of Department Head or Deputy)</span> <span>(Area Code) Phone No.</span> </div> </p> <p>Date _____</p>	

***Note: This form should be forwarded to the Affirmative Action Office within 10 days of its completion.***

**MBE, WBE, OBE, DBE, SBE, LBE, and DVBE Definitions:**

A Minority Business Enterprise (MBE) is a business entity which is at least 51% owned and whose management and daily business operations are controlled by one or more minorities who are citizens or lawful permanent residents of the United States and a member of a recognized ethnic or racial group. The management operations, and control must be substantial, real, and on-going on a regular basis.

A Women Business Enterprise (WBE) is a business entity at least 51% owned and whose management and daily business operations are controlled by one or more women who are citizens or lawful permanent residents of the United States. The management operations, and control must be real, substantial and on-going, on a regular basis.

A Other Business Enterprise (OBE) is any business which does not otherwise qualify as a Minority or Women Business Enterprise.

A Disadvantaged Business Enterprise (DBE) is a small business concern (pursuant to Section 3 of the Small Business Act) owned and controlled by socially and economically disadvantaged individuals. This means that socially and economically disadvantaged individuals must own at least 51% of the business, and they must control the management and operations of the business. DBE criteria is used only for state or federally funded projects that require DBE goals.

A Small Business Enterprise (SBE) is an independently owned and operated business; which is not dominant in its field of operation; the principal office of which is located in California; the officers of which are domiciled in California; and which, together with affiliates, has 100 or fewer employees and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years, or is a manufacturer with 100 or fewer employees.

A Local Business Enterprise (LBE) is a business entity whose principal place of business is located within the boundaries of Contra Costa County.

A Disabled Veteran Business Enterprise (DVBE) is a business concern certified by the administering agency as meeting all of the following: 1) a veteran of the military, naval, or air service of the United States with a service-connected disability of at least 10 percent, and who is also a resident of California, 2) one or more disabled veterans own 51% percent of the firm, 3) the management and control of the daily business operations are by one or more disabled veterans, and 4) it is a sole proprietorship corporation or partnership with its home office located in the United States and is not a subsidiary of a foreign firm.