

# ALAMEDA COUNTY MEDICAL CENTER



*Highland Campus - Fairmont Campus  
John George Psychiatric Pavilion  
Ambulatory Health Care Services*

Dear Sir or Madam:

Thank you for your interest in doing business with Alameda County Medical Center. Enclosed you will find a Vendor Application. Please complete the application form and return it to:

**ALAMEDA COUNTY MEDICAL CENTER  
HEALTHCARE CONTRACTING DEPARTMENT  
1411 East 31<sup>st</sup> Street  
Oakland, Ca 94602  
Fax Number: (510) 535-7542**

If you have questions or need additional information, please feel free to contact the number listed below for assistance.

Very truly yours,

Alameda County Medical Center Healthcare Contracting Department

*1411 East 31<sup>st</sup> Street, Oakland, CA 94602  
Telephone: (510) 437-8518 Fax: (510) 437-4737*



**ALAMEDA COUNTY MEDICAL CENTER**  
 Highland Campus • Fairmont Campus  
 John George Psychiatric Pavilion • Ambulatory Healthcare Services  
 1411 East 31st Street  
 Oakland, CA 94602

**VENDOR APPLICATION**

RETURN THE COMPLETED FORM TO THE ADDRESS SHOWN ABOVE

**FOR PURCHASING DEPARTMENT USE ONLY**

Date Ent.	Vendor #	By
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1. FIRM NAME	1a. DATE	2. <input type="checkbox"/> INITIAL REQUEST <input type="checkbox"/> REVISED REQUEST
3. MAILING ADDRESS CITY STATE ZIP		4. FAX #
5. REMITTANCE ADDRESS CITY STATE ZIP		6. TELEPHONE ( ) - (800) -

7. TYPE OF ORGANIZATION (check one) TAXPAYER I.D. NUMBER (TIN)

a.  INDIVIDUAL S/S # \_\_\_\_\_  
 Name of Owner: \_\_\_\_\_

b.  PARTNERSHIP Fed ID # \_\_\_\_\_  
 Name of Partners: \_\_\_\_\_  
 (Use additional sheets if needed)

c.  CORPORATION Fed ID # \_\_\_\_\_  
 State of Incorporation: \_\_\_\_\_  
 Are you a non-profit, tax exempt  Yes  No (if yes) Type: \_\_\_\_\_  
 Are you a provider of medical services:  Yes  No

d. CONTRACTOR'S and/or BUSINESS LICENSES:  
 Number: \_\_\_\_\_ Type: \_\_\_\_\_ Issued by: \_\_\_\_\_

8. DO YOU HAVE A "CERTIFICATE OF REGISTRATION - USE TAX" FROM THE STATE OF CALIFORNIA AUTHORIZING YOU TO COLLECT SALES TAX FROM US?  YES  NO IF YES, PLEASE GIVE NUMBER \_\_\_\_\_

9. COMPOSITION OF OWNERSHIP

Is this business owned and managed by a female?  YES  NO  
 (If yes, must be at least 51% female owned)

Is this business owned and managed by a minority?  YES  NO  
 (Indicate at right the percent of ownership) % of ownership ▶

White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native
%	%	%	%	%

10. LIST THE SUPPLIES AND/OR SERVICES YOU ARE INTERESTED IN BIDDING  
 Please describe the materials or services you sell - and enter the appropriate 3-digit code selected from the attached list - if you cannot locate a code, leave it blank, we will assign the code based on your description.

COMMODITY CODE	DESCRIPTION OF MATERIAL OR SERVICE

BID LIST NUMBERS: \_\_\_\_\_ (FOR PURCHASING DEPARTMENT USE ONLY)

11. COMPLETE THE FOLLOWING AS IT APPLIES TO YOUR FIRM (Attach additional sheets if necessary)

	ADDRESS	PHONE/FAX/800
a. HEADQUARTERS <input type="checkbox"/> OFFICES NO. OF EMPLOYEES _____		
b. MANUFACTURING <input type="checkbox"/> PLANTS NO. OF EMPLOYEES _____		
c. <input type="checkbox"/> WAREHOUSES  NO. OF EMPLOYEES _____		
d. <input type="checkbox"/> SALES OFFICES  NO. OF EMPLOYEES _____		

12. NAME OF PERSON RESPONSIBLE FOR AFFIRMATIVE ACTION IN YOUR FIRM

Phone \_\_\_\_\_

13. DECLARATION

The undersigned declares that the foregoing statements are true and correct and include all material information necessary to identify and explain the operations and ownership of: \_\_\_\_\_  
(Name of Firm)

The undersigned understands that in accordance with California Law any person through its directors, officers, or agents that falsely represents a business as a women or minority business enterprise in an attempt to procure contracts is subject to fine or imprisonment.

The undersigned agrees to inform Alameda County Medical Center of any changes to the information contained herein, particularly changes in ownership, controlling interest, operations, or Tax Payer I.D. Number.

The undersigned does further certify that \_\_\_\_\_  
(Firm Name) shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, or because they are disabled, or veteran of the Vietnam era, and shall comply with all applicable provisions of state and federal requirements regarding equal employment opportunity, affirmative action reporting and compliance programs, utilization of minority business enterprise and subcontractor programs.

EXECUTED AT \_\_\_\_\_ ON \_\_\_\_\_  
City State

20 \_\_\_\_\_

BY \_\_\_\_\_

Title \_\_\_\_\_

## COMMODITY CODES

Air Conditioning, HVAC	.031	Foods - Dairy Products	.373	Shoes and Boots	.800
Appliances and Equip., Household	.045	Foods - Entrees, Fresh, Frozen	.374	Sporting and Athletic Goods	.805
Art Equipment and Supplies	.050	Foods - Meats, Poultry and Seafoods	.376	Tape	.832
Auto and Truck Accessories	.055	Foods - Staple Foods	.377	Television/Video Equip.	.840
Auto: Parts/Maint. Items	.080	Foods - Fruits & Vegetables	.378	Textiles, Fibers, Household Linens	.850
Auto: Bodies and Special Body		Forms, Continuous	.395	Tickets, Coupon Books, Sales Books, Script Books, etc.	.880
Accessories for Trucks	.065	Fuel, Oil, Grease and Lubricants	.405	Twine	.885
Auto: Major Transportation Equip.	.070	Furniture, Hospital	.410	Waste and Refuse Equip.	.883
Auto: Trailers	.072	Furniture	.420	Water Treating Chemicals	.885
Auto: Shop Equip. and Supplies	.075	Furniture, Office	.425	Welding Equip., Gases and Supplies	.894
Badges and ID	.080	Gases: Hospital & Lab	.430	X-Ray and Other Radiological Equip./Supplies	.898
Bags	.085	Hardware & Allied Items	.450	Advertising/Public Relation Services	.902
Barber and Beauty Supplies	.085	Hospital Equip., Respiratory	.461	Artistic Services	.908
Batteries (except Auto)	.103	Hospital Equip., General	.465	Building Maintenance and Repair Service	.908
Builder's Supplies	.150	Hospital Equip., Mobility, Speech	.470	Cleaning Services	.912
Buildings, Fabricated	.155	Janitorial Supplies	.485	Construction Services	.913
Cafeteria and Kitchen Equip.	.165	Lab Equip. and Accessories - General	.490	Data Processing Services	.918
Clinical Lab. Reagents and Tests	.193	Lab Equip. and Accessories - Biochemistry	.493	Engineering Services	.924
Clocks, Timers, Watchmakers' Tools	.196	Lab & Field Equip., Biology/Zoology	.495	Environmental Services	.925
Clothing and Apparel	.200	Laundry and Dry Cleaning Equip.	.500	Financial Services	.932
Computer Hardware/Peripherals	.205	Laundry and Dry Cleaning Supplies	.505	Food & Beverage Service	.934
Computer Hardware (Lease/Rental)	.206	Laundry Textiles/Supplies	.510	Funeral Services	.935
Concrete and Corrugated Metal	.210	Library Machines and Supplies	.525	Interpreter Services	.945
Computer Software for Microcomputer	.215	Lumber	.540	Laboratory Services	.947
Computer Software for Minicomputer	.216	Markers, Plaques, Signs, and Traffic Control	.550	Landscape Services	.949
Computer Supplies	.218	Material Handling Equip.	.560	Lease of Capital Equip.	.950
Coolers, Drinking Water	.225	Metals: Bars, Plates, Rods, Sheets, Strip	.570	Legal Services	.951
Crafts, General	.232	Microfiche, Microfilm, Microfilming Equip/Supplies	.575	Mail Handling Service	.955
Crafts, Specialized	.233	Office Machines, Equip.	.600	Maintenance & Repair Services	.958
Data Processing Papers	.250	Office Mech. Aids, Small Machines	.605	Management Services	.957
Dental Equip./Supplies	.260	Office Supplies	.615	Medical Services	.960
Draperies, Curtains	.265	Office Supplies: Erasers, Pens, Pencils, etc.	.620	Miscellaneous Service	.961
Drugs/Pharmaceuticals	.269	Optical Equip./Supplies	.625	Moving Services	.962
Non-Prescription and Misc. Drugs	.270	Paint, Varnish, Wallpaper	.630	Pharmaceutical Services	.969
Drugs, Pharmaceuticals and Sets	.271	Painting Equip.	.635	Printing, Bookbinding, & Related Services	.972
Electrical-Lighting & Fixtures	.281	Paper and Plastic Products, Disposable	.640	Rental of Supplies	.976
Electrical-Equip./Supplies	.288	Paper	.645	Radiological Services	.977
Electronic Components	.287	Photographic Equip.	.655	Rental of Capital Equipment (for Less than One Year)	.980
Embossing and Engraving	.300	Plastics, Forming, Laminating	.665	Security and Guard Services	.982
Engineering Equip., Surveying, Drawing, and Supplies	.305	Plumbing Equip., Fixtures, and Supplies	.670	Survey Services	.987
Envelopes, Plain or Printed	.310	Printing	.698	Telecommunications Services	.990
Fencing	.330	Radio and Telecommunications Equip.	.725	Temporary Personnel	.991
Fire Protection Equip./Supplies	.340	Radio, Television, and Electronic Testing, Equip.	.730	Testing, Physiology, Services	.992
First Aid and Safety Equip.	.345	Rags, Shop Towels, & Wiping Cloths	.736	Therapy Services	.993
Flags, Flag Poles, Banners	.350			Transportation Services	.995
Floor Covering, Installation, Removal and Supplies	.360				
Floor Maintenance Machines, Parts	.365				
Food Processing	.370				
Foods - Beverages	.371				
Foods - Bread Products	.372				