



## Bidder's Mailing List Application

The Board of Directors of the King County Directors' Association (KCDA) wishes to take this opportunity to thank you for your interest in bidding to our purchasing department. KCDA is very proud of the excellent list of vendors/suppliers/manufacturers representatives who continually supply technical support as well as very competitive prices.

Before your name can be placed on the mailing list, certain basic information is required about your company. Please complete the attached questionnaire and return it promptly to the address shown above; Attention: Charlene Turner; Reference: Bidder's Mailing List. Additional pages have been submitted listing the types of supplies, materials or services currently being bid by KCDA. Please check in the space(s) provided, for the bids you desire. Any vendor who fails to provide complete and accurate information on this application is subject to disqualification as a bidder.

After placement of the bidder's name on the mailing list, it is each supplier's duty to respond to a bid call or note in writing, that you are unable to bid on this invitation but you wish to remain on the active bidder's mailing list. Failure to respond will show an indication of lack of interest or change in the vendor's policy and may result in the removal of the vendor's name from the active bidder's list.

If additional assistance is required, please call me at (425) 251-8115, ext. 143, or write to the address at the top of the form.

Respectfully,

*Charlene Turner*

Charlene Turner  
Purchasing Manager  
[cturner@kcda.org](mailto:cturner@kcda.org)

**BIDDER'S MAILING LIST APPLICATION**

To: King County Directors' Association  
PO Box 5550  
Kent, WA 98064-5550

Date of Application \_\_\_\_\_

1. Applicants name and address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Address to which bid forms are to be mailed(if different than #1)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-mail Address \_\_\_\_\_

3. Type of organization (check one) Individual \_\_\_\_ Partnership \_\_\_\_ Corporation \_\_\_\_ Non-profit \_\_\_\_  
dba (if applicable) Legal Entity/Parent Organization

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Federal Tax ID or Social Security number \_\_\_\_\_

5. Names of officers, owners or partners:

President/Owner \_\_\_\_\_ Vice President \_\_\_\_\_ Secretary \_\_\_\_\_

6. Business authority:  
Washington State Business License Number (if applicable) \_\_\_\_\_  
Expiration Date \_\_\_\_\_

7. Size of business:  
Small business concern (complete A & B) \_\_\_\_ Other than small business \_\_\_\_

A. Average number of employees for four preceding quarters: \_\_\_\_\_  
B. Average annual sales for preceding three fiscal years: \_\_\_\_\_

8. Net worth: \$ \_\_\_\_\_ as of \_\_\_\_\_ (date)

9. Credit references (list at least 3)

Reference name	Address	Telephone number
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____

10. Certification and signature: I certify that the information supplied herein (including all attached pages) is correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (print in ink)

\_\_\_\_\_  
Title

Please check the space(s) provided for the supplies, materials or service you desire to have your company listed to receive bids from the KCDA Purchasing Department.

**ART SUPPLIES:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Art Brushes 152        | <input type="checkbox"/> Crayons 155          | <input type="checkbox"/> Paints, Acrylic 150        |
| <input type="checkbox"/> Art Paper/Sup 150, 155 | <input type="checkbox"/> Easels 155           | <input type="checkbox"/> Paints, Oil 150            |
| <input type="checkbox"/> Artist Pens 038, 039   | <input type="checkbox"/> Foam Board 155       | <input type="checkbox"/> Semimoist Water Colors 150 |
| <input type="checkbox"/> Beads 155              | <input type="checkbox"/> Friendly Plastic 150 | <input type="checkbox"/> Silk Screen Supplies 150   |
| <input type="checkbox"/> Burlap 155             | <input type="checkbox"/> Glitter 155          | <input type="checkbox"/> Speedball Supp 150, 155    |
| <input type="checkbox"/> Buttons 155            | <input type="checkbox"/> Glue Guns/Sticks 150 | <input type="checkbox"/> Styro Balls/Sheets 155     |
| <input type="checkbox"/> Canvas Boards 155      | <input type="checkbox"/> Linoleum 150         | <input type="checkbox"/> Temperas 150, 155          |
| <input type="checkbox"/> Chalk 038, 150         | <input type="checkbox"/> Macramé Cords 150    | <input type="checkbox"/> Tissue Paper 150           |
| <input type="checkbox"/> Charcoal 150           | <input type="checkbox"/> Masonite Board 155   | <input type="checkbox"/> Water Colors 150           |
| <input type="checkbox"/> Cold Water Dyes 155    | <input type="checkbox"/> Modeling Clay 150    | <input type="checkbox"/> Yarn 150                   |
| <input type="checkbox"/> Corobuff 155           | <input type="checkbox"/> Needles 150          |   |

**AUDIO VISUAL SUPPLIES:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Cassette Tapes 050      | <input type="checkbox"/> Projection Carts 050      | <input type="checkbox"/> Transparencies 050  |
| <input type="checkbox"/> Laminating Film 050     | <input type="checkbox"/> Projection Screens 050    | <input type="checkbox"/> VCR's 050           |
| <input type="checkbox"/> Laminator 050           | <input type="checkbox"/> Tape/Cassette Players 050 | <input type="checkbox"/> Digital Cameras 050 |
| <input type="checkbox"/> Camcorders 050          | <input type="checkbox"/> Televisions 050           | <input type="checkbox"/> Video Tapes 050     |
| <input type="checkbox"/> Overhead Projectors 050 |  |  |

**CERAMICS:**

- |                                      |  |                                       |
|--------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Books 160   | <input type="checkbox"/> Glazes 160        | <input type="checkbox"/> Stilts 160   |
| <input type="checkbox"/> Brushes 160 | <input type="checkbox"/> Kilns 160         | <input type="checkbox"/> Supports 160 |
| <input type="checkbox"/> Clays 160   | <input type="checkbox"/> Raw Materials 160 | <input type="checkbox"/> Tools 160    |
| <input type="checkbox"/> Cones 160   | <input type="checkbox"/> Sponges 160       |                                       |

**CUSTODIAL:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Air Filters 061              | <input type="checkbox"/> Fire Extinguishers 180    | <input type="checkbox"/> Ladders 061                 |
| <input type="checkbox"/> Antifreeze 205               | <input type="checkbox"/> Floor Maint. Machines 261 | <input type="checkbox"/> Mops, Dust/Wet 060          |
| <input type="checkbox"/> Batteries 061                | <input type="checkbox"/> Floor Mats 060            | <input type="checkbox"/> Padlocks 061                |
| <input type="checkbox"/> Brushes/Brooms 060, 061      | <input type="checkbox"/> Floor Pads 060            | <input type="checkbox"/> Paint Brushes 061           |
| <input type="checkbox"/> Buckets/Wringers 060         | <input type="checkbox"/> Floor Screens 060         | <input type="checkbox"/> Rags/Wipers 060             |
| <input type="checkbox"/> Can Liners 065               | <input type="checkbox"/> Garbage Cans 060          | <input type="checkbox"/> Sanitary Napkins 065        |
| <input type="checkbox"/> Chair Glides/Crutch Tips 061 | <input type="checkbox"/> Garden Tools 061          | <input type="checkbox"/> Sash Cords 061              |
| <input type="checkbox"/> Chemicals/Cleaners 070       | <input type="checkbox"/> Glazing Compounds 061     | <input type="checkbox"/> Squeegees 060               |
| <input type="checkbox"/> Clocks 065                   | <input type="checkbox"/> Gloves, Custodial 060     | <input type="checkbox"/> T Tissue/Dispensers 065,060 |
| <input type="checkbox"/> Facial Tissue 065            | <input type="checkbox"/> Grounds Maintenance 061   | <input type="checkbox"/> Towels/Dispensers 060, 065  |
| <input type="checkbox"/> Fertilizers 062              | <input type="checkbox"/> Hand Trucks 061           | <input type="checkbox"/> Waste Receptacles 060       |
| <input type="checkbox"/> Plastic Glazing Sheets 206   |  |  |

**FIRST AID:**

- \_\_\_ Bandages 110
- \_\_\_ Cleaners 110
- \_\_\_ Compresses 110
- \_\_\_ Cotton 110
- \_\_\_ Eye Charts 110
- \_\_\_ First Aid Kits 110
- \_\_\_ Helmets 110
- \_\_\_ Merit Pins 110
- \_\_\_ Nurses Cots 130
- \_\_\_ Patrol Vests 110
- \_\_\_ PE Medical Supplies 110
- \_\_\_ Raincoats 110
- \_\_\_ Splints 110
- \_\_\_ Tapes 110

**FOOD:**

- \_\_\_ Can Fruit/Vegetables 085
- \_\_\_ Oil & Cheeses 088
- \_\_\_ Staple Foods 080

**FURNITURE:**

- \_\_\_ Bulletin Boards 130
- \_\_\_ Classroom 130,134,136,265
- \_\_\_ Floor Mats 130
- \_\_\_ Metal 130,134,136,265
- \_\_\_ Office 130,134,136,265
- \_\_\_ Shelving 130,265
- \_\_\_ Stools 130,134,136,265
- \_\_\_ Tables 130,134,136,265
- \_\_\_ Wall Panels 130, 265
- \_\_\_ Whiteboards 130
- \_\_\_ Wood 130,134,136,265
- \_\_\_ Workstations 130, 134, 265

**GENERAL SUPPLIES:**

- \_\_\_ Binders 014
- \_\_\_ Cash Box 035
- \_\_\_ Collators 030
- \_\_\_ Computer Accessories 035
- \_\_\_ Convention Badges 030
- \_\_\_ Copyholders 032
- \_\_\_ Correction Supplies 030
- \_\_\_ Data Binders 030
- \_\_\_ Data Racks 030
- \_\_\_ Desk Files 035
- \_\_\_ Desk Organizers 030
- \_\_\_ Desk Trays 035
- \_\_\_ Diskettes/Files 030
- \_\_\_ Erasers 030
- \_\_\_ File Folder Frames 030
- \_\_\_ Flags 032
- \_\_\_ Label Holders 020, 030
- \_\_\_ Labels 030
- \_\_\_ Magnifying Glasses 030
- \_\_\_ Maps/Globes 036
- \_\_\_ Numbering Machines 032
- \_\_\_ Paper Trimmers 030
- \_\_\_ Pencil Sharpeners
- \_\_\_ Push Pins 035
- \_\_\_ Ribbons 030
- \_\_\_ Rotary Files 035
- \_\_\_ Rubber Bands 035
- \_\_\_ Rubber Fingers 030
- \_\_\_ Rulers 032
- \_\_\_ Scales, Postal 030
- \_\_\_ Scissors 032
- \_\_\_ Sheet Protectors 030
- \_\_\_ Sorters 035
- \_\_\_ Staplers 032
- \_\_\_ Tapes/Adhesives 033
- \_\_\_ Trays 035
- \_\_\_ Vinyl Letters 035
- \_\_\_ Whiteboard Cleaner 030
- \_\_\_ Writing Instruments 038, 039

**INDUSTRIAL ART SUPPLIES:**

- \_\_\_ Abrasives 189
- \_\_\_ Brushes 060,061
- \_\_\_ Ear Plugs 180
- \_\_\_ Electrical Cord 180
- \_\_\_ Fasteners 185
- \_\_\_ Finishes 180
- \_\_\_ Foundry Supplies 170, 180
- \_\_\_ Goggles 180
- \_\_\_ Lubricants 180
- \_\_\_ Metals 182
- \_\_\_ Rags 060
- \_\_\_ Resins 180
- \_\_\_ Safety Glasses 180
- \_\_\_ Safety Tape 180
- \_\_\_ Solder/Flux 180
- \_\_\_ Styrofoam 180
- \_\_\_ Washers 185
- \_\_\_ Welding Apparel 180
- \_\_\_ Welding Rod 180
- \_\_\_ Wire 180

**INDUSTRIAL ART TOOLS:**

- \_\_\_ Bandsaw Blades 175
- \_\_\_ Chisels 175
- \_\_\_ Clamps 170
- \_\_\_ Cutters 175
- \_\_\_ Files 175
- \_\_\_ Gauges 170
- \_\_\_ Grinding Wheels 189
- \_\_\_ Hammers 170
- \_\_\_ Knives 175
- \_\_\_ Metal 182
- \_\_\_ Micrometers 170
- \_\_\_ Planes 170
- \_\_\_ Pliers 170
- \_\_\_ Power Tools 170
- \_\_\_ Propane Tools 170
- \_\_\_ Punches 170
- \_\_\_ Saws & Blades 170, 175
- \_\_\_ Screwdrivers 170
- \_\_\_ Snips 170, 175
- \_\_\_ Soldering Guns 170
- \_\_\_ Squares 170
- \_\_\_ Stamps 170
- \_\_\_ Stones 189
- \_\_\_ Tape Measures 170
- \_\_\_ Taps & Dies 175
- \_\_\_ Twist Drills 175
- \_\_\_ Vise 170
- \_\_\_ Wood Dowels 180
- \_\_\_ Wrenches 170

**LAMPS:**

- \_\_\_ Ballasts 202
- \_\_\_ Fluorescent 193
- \_\_\_ Incandescent 193
- \_\_\_ Mercury Vapor 193
- \_\_\_ Projection 190
- \_\_\_ Sodium 193
- \_\_\_ Stage/Studio 190, 193

**LIBRARY:**

- \_\_\_ Binding Machine/Combs 020
- \_\_\_ Book Cards 020
- \_\_\_ Book Ends 020
- \_\_\_ Book Tape 020, 033
- \_\_\_ Book Trucks 020
- \_\_\_ Cold Laminating Film 020
- \_\_\_ Trays 020, 035

**LUNCHROOM:**

- \_\_\_ Aprons 100
- \_\_\_ Containers/Trays 105
- \_\_\_ Cups 105
- \_\_\_ Dish Towels 100
- \_\_\_ Foil 105
- \_\_\_ Gloves 100
- \_\_\_ Napkins 065
- \_\_\_ PVC Film 105
- \_\_\_ Silverware:Plastic/Mtl 100
- \_\_\_ Straws: Paper/Plastic 105

**MECHANICAL DRAWING:**

- \_\_\_ Curves 140
- \_\_\_ Drawing Boards 140
- \_\_\_ Drawing Papers 140
- \_\_\_ Drawing Sets 140
- \_\_\_ Drawing Vellum 140
- \_\_\_ Erasing Machines 140
- \_\_\_ Pencil Pointers 140
- \_\_\_ Plastic Triangles 140
- \_\_\_ Plotter Supplies 140
- \_\_\_ Protractors 140
- \_\_\_ Technical Pens 140
- \_\_\_ Templates 140
- \_\_\_ T-squares 140

**MISCELLANEOUS:**

- \_\_\_ Apple Computers 334
- \_\_\_ Appliances 300
- \_\_\_ Cardboard Boxes 309
- \_\_\_ Carpet 340
- \_\_\_ Musical Supplies 342
- \_\_\_ Playground Matting 315
- \_\_\_ Early Childhood 296
- \_\_\_ Calculators 371
- \_\_\_ Bleachers 374
- \_\_\_ Gateway Computers 334
- \_\_\_ IBM & HP Computers 334
- \_\_\_ Lunchroom Equipment 101
- \_\_\_ Musical Instruments 342
- \_\_\_ Tier III Computer 334
- \_\_\_ Security Products 372
- \_\_\_ Playground Equipment 315
- \_\_\_ Networking Equipment 334
- \_\_\_ Auditorium Seating 374
- \_\_\_ Poly Wrap 309
- \_\_\_ Portable Classrooms 255
- \_\_\_ Printing Services 331
- \_\_\_ Science Supplies 293
- \_\_\_ Compaq Computers 334
- \_\_\_ Time/Attendance 358
- \_\_\_ Warehouse Supplies 309
- \_\_\_ Lockers 374

**OFFICE EQUIPMENT:**

- \_\_\_ Copier Supplies 037
- \_\_\_ Copiers 213
- \_\_\_ Duplicators 213
- \_\_\_ Mimeographs 213
- \_\_\_ Printer Supplies 334
- \_\_\_ Scanners/Printers 334
- \_\_\_ Shredders 035

**PAPER SUPPLIES:**

- \_\_\_ Adding Machine Rolls 015
- \_\_\_ Butcher Paper 015
- \_\_\_ Calendars 010
- \_\_\_ Carbon Paper 015
- \_\_\_ Carbonless Forms 019
- \_\_\_ Chipboard 015
- \_\_\_ Composition Books 015
- \_\_\_ Construction paper 011
- \_\_\_ Continuous Papers 019
- \_\_\_ Copy/Printing 019
- \_\_\_ Drawing Paper 015
- \_\_\_ Easel Pads 015
- \_\_\_ Envelopes 015
- \_\_\_ File Folders 010
- \_\_\_ Foil Paper 010
- \_\_\_ Index Cards 010
- \_\_\_ Index Tabs 010
- \_\_\_ Index, Cover 019
- \_\_\_ Kraft 015
- \_\_\_ Newsprint 015
- \_\_\_ Note pads, Adhesive 015
- \_\_\_ Notebooks 015
- \_\_\_ Offset Paper 019
- \_\_\_ Parchment 019
- \_\_\_ Portfolios 015
- \_\_\_ Post-it Pads 015
- \_\_\_ Railroad Board 010
- \_\_\_ Report Covers 015
- \_\_\_ Ruled Pads 015
- \_\_\_ Ruled Papers 015
- \_\_\_ Scratch Pads 015
- \_\_\_ Stars 015
- \_\_\_ Tagboard 015
- \_\_\_ Text/Cover 019
- \_\_\_ Transfer Plus Paper 015

**PHYSICAL EDUCATION SUPPLIES:**

- \_\_\_ Archery 120
- \_\_\_ Balls, Inflated 121
- \_\_\_ Baseballs 120
- \_\_\_ Basketball 120
- \_\_\_ Bats 120
- \_\_\_ Field Hockey 120
- \_\_\_ Football 120
- \_\_\_ Gym Mats 120
- \_\_\_ Intramural 120
- \_\_\_ Jump Ropes 121
- \_\_\_ Line Marking 120,121
- \_\_\_ Scorebooks 121
- \_\_\_ Soccer 120
- \_\_\_ Softball 120
- \_\_\_ Sponge Balls 121
- \_\_\_ Stopwatches 121
- \_\_\_ Tape, Vinyl 120
- \_\_\_ Tennis 120
- \_\_\_ Towels 121
- \_\_\_ Track 120
- \_\_\_ Volleyball 120

**PLASTIC GLAZING:**

- \_\_\_ Acrylic 206
- \_\_\_ Polycarbonate 206

**TEACHING/ACADEMIC AIDS:**

- \_\_\_ Class Record Books 015
- \_\_\_ Dictionaries 010
- \_\_\_ D'nealian Books 015
- \_\_\_ D'nealian Class Aids 015
- \_\_\_ Flash Cards 015
- \_\_\_ Grade Books 015
- \_\_\_ Handwriting Aids 015
- \_\_\_ Judy Clocks 015
- \_\_\_ Math/Measurement 015
- \_\_\_ Money, Toy/Play 015
- \_\_\_ Overhead Calculators 015
- \_\_\_ Overhead Proj. Aids 015
- \_\_\_ Ruled Butcher Rolls 015

**TRANSPORTATION:**

- \_\_\_ Auto Tires 212
- \_\_\_ Cleaners 212
- \_\_\_ Parts 212
- \_\_\_ School Buses 304
- \_\_\_ Tire Service 212
- \_\_\_ Truck Tires 212
- \_\_\_ Tubes 212