

Harris Central Appraisal District  
Purchasing Office  
P.O. Box 920975  
Houston, TX 77292-0975  
713-957-5214  
www.hcad.org  
GTA:ADM:001(03/24)

# Bidder Application Form

Please complete your application at [hcad.ionwave.net](http://hcad.ionwave.net) for your registration in HCAD's electronic bidding system.

**Type of Application**       Initial       Revised

Name of Business \_\_\_\_\_

Street Address	City	State	Zip+4
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Telephone Number (area code and number)	Fax Number (area code and number)	Website
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Mailing Address for Bid Notices/Purchase Orders	City	State	Zip+4
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Primary Contact/Account Representative	Telephone Number (area code and number)	Fax Number (area code and number)
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Email	Pager (area code and number)
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Mailing Address for Payments	City	State	Zip+4
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Billing Contact	Telephone Number (area code and number)	Fax Number (area code and number)
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Payment Terms: _____	Discount in _____ Days or Net in _____ Days
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## Legal Structure

Individual     Proprietorship     Partnership     Joint Venture     Corporation     Other \_\_\_\_\_

## Business Type

<input type="checkbox"/> Retail	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Services Coordinator	<input type="checkbox"/> Construction Contractor
<input type="checkbox"/> Distributor	<input type="checkbox"/> Manufacturer's Representative	<input type="checkbox"/> Consultant/ Professional	<input type="checkbox"/> Other _____

Parent Company Name	Federal Employer ID or Owner's Social Security Number (attach completed I9 form)
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Location of Ownership	Number of Employees Your Location _____ Company Wide _____	Years in Business
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## Small Business Concern

Minority Business Enterprise	Women's Business Enterprise	Disadvantaged Business Enterprise	Historically Underutilized Enterprise	Certified by (Attach copy of certification)  State of Texas      Metro City of Houston      Other Houston Business Council
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## Property Tax Information for Business

Real Estate Account Number	Business Personal Property Account Number
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Name of Owner \_\_\_\_\_

Owner's Mailing Address	City	State	Zip
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**References (Please give contact person and telephone number)**

Government		Private Sector	
Name of Entity/Agency		Name of Company	
Contact	Telephone Number (area code and number)	Contact	Telephone Number (area code and number)
Name of Entity/Agency		Name of Company	
Contact	Telephone Number (area code and number)	Contact	Telephone Number (area code and number)
Name of Entity/Agency		Name of Company	
Contact	Telephone Number (area code and number)	Contact	Telephone Number (area code and number)

List license or permit, if required, to provide product or service.

Name of License Holder	Type of License/Permit	License/Permit Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Certification**

I do hereby certify that the information provided on this form is true and correct.

\_\_\_\_\_

Date Signature of owner or agent

Please indicate all commodity and service classes that apply to your company on the next two pages and return to:

**Harris Central Appraisal District  
Purchasing Office**

**Physical Address**  
13013 Northwest Freeway  
Houston, TX 77040

**Telephone**  
(713) 957-5214  
(713) 957-7401  
(713) 957-5260  
(713) 957-7418

**Mailing Address**  
P.O. Box 920975 Houston,  
TX 77292-0975  
purchasing@hcad.org  
accountspayable@hcad.org

**Fax**  
(713)-957-5208

Please indicate all commodity classes that apply to your company:

- |                          |  |                          |   |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | 015 Copying machine supplies: chemicals, inks, papers, etc.  | <input type="checkbox"/> | 480 Information resources - microcomputer   |
| <input type="checkbox"/> | 031 Air conditioning, heating & ventilating equipment, parts, & accessories  | <input type="checkbox"/> | 481 Information resources - miscellaneous data processing equipment & supplies              |
| <input type="checkbox"/> | 045 Appliances & Equipment, household type   | <input type="checkbox"/> | 482 Information resources - printers, printer accessories, & supplies                       |
| <input type="checkbox"/> | 050 Art equipment & supplies   | <input type="checkbox"/> | 483 Information resources - radio equipment & accessories                                   |
| <input type="checkbox"/> | 055 Automobile & truck accessories   | <input type="checkbox"/> | 484 Information resources - telecommunication equipment & accessories                       |
| <input type="checkbox"/> | 060 Automobile & truck maintenance items & replacement parts   | <input type="checkbox"/> | 485 Janitorial supplies, general line   |
| <input type="checkbox"/> | 070 Automotive major transportation equipment  | <input type="checkbox"/> | 490 Laboratory equipment & accessories  |
| <input type="checkbox"/> | 080 Badges & other identification equipment & supplies   | <input type="checkbox"/> | 525 Library machines & supplies   |
| <input type="checkbox"/> | 125 Bookbinding supplies (library only)  | <input type="checkbox"/> | 555 Marking devices   |
| <input type="checkbox"/> | 145 Brushes (not otherwise classified)   | <input type="checkbox"/> | 560 Material handling equipment & allied items  |
| <input type="checkbox"/> | 165 Cafeteria & kitchen equipment, commercial  | <input type="checkbox"/> | 575 Microfiche, microfilm, & other records management equipment & supplies                  |
| <input type="checkbox"/> | 195 Clocks, timers, & equipment  | <input type="checkbox"/> | 578 Miscellaneous (not itemized in other classes)   |
| <input type="checkbox"/> | 200 Clothing & apparel   | <input type="checkbox"/> | 600 Office machines, equipment, & accessories   |
| <input type="checkbox"/> | 220 Controlling, indicating, & recording instruments & supplies  | <input type="checkbox"/> | 605 Office mechanical aide, small machines & apparatus                                      |
| <input type="checkbox"/> | 225 Coolers, drinking water  | <input type="checkbox"/> | 610 Office supplies, carbon paper & ribbon, all types                                       |
| <input type="checkbox"/> | 255 Decals   | <input type="checkbox"/> | 615 Office supplies (not otherwise classified)  |
| <input type="checkbox"/> | 280 Electrical cables & wires (not electronic)   | <input type="checkbox"/> | 620 Office supplies: erasers, inks, leads, pens, etc.                                       |
| <input type="checkbox"/> | 285 Electrical equipment & supplies (except cables & wires)  | <input type="checkbox"/> | 625 Optical equipment & supplies  |
| <input type="checkbox"/> | 287 Electronic components, miscellaneous electronic equipment, replacement parts & accessories   | <input type="checkbox"/> | 630 Paint, protective coatings, varnish, wallpaper, etc.                                    |
| <input type="checkbox"/> | 305 Engineering equipment, surveying equipment, drawing instruments, and supplies  | <input type="checkbox"/> | 640 Paper & plastic products, disposable  |
| <input type="checkbox"/> | 310 Envelopes  | <input type="checkbox"/> | 645 Paper (for office & print shop use)   |
| <input type="checkbox"/> | 317 Equipment rental/lease (without operator)  | <input type="checkbox"/> | 655 Photographic equipment & supplies   |
| <input type="checkbox"/> | 320 Fasteners & supplies   | <input type="checkbox"/> | 695 Printing & silk screening   |
| <input type="checkbox"/> | 340 Fire protection equipment & supplies   | <input type="checkbox"/> | 700 Printing plant equipment & supplies (except paper)                                      |
| <input type="checkbox"/> | 345 First aid & safety equipment & supplies  | <input type="checkbox"/> | 712 Photocopier purchase  |
| <input type="checkbox"/> | 350 Flags, flag poles, banners, & accessories  | <input type="checkbox"/> | 713 Photocopier rental/lease  |
| <input type="checkbox"/> | 360 Floor covering   | <input type="checkbox"/> | 714 Photocopier rental/lease renewal  |
| <input type="checkbox"/> | 365 Floor maintenance machines, parts & accessories  | <input type="checkbox"/> | 715 Publication & audiovisual materials   |
| <input type="checkbox"/> | 395 Forms, continuous (computer paper) & snap-out  | <input type="checkbox"/> | 730 Radios, television & electronic testing, measuring & analyzing equipment, & accessories |
| <input type="checkbox"/> | 405 Fuel, oil, grease, & lubricants  | <input type="checkbox"/> | 735 Rags, shop towels, & wiping cloths  |
| <input type="checkbox"/> | 420 Furniture, non-office  | <input type="checkbox"/> | 780 Scales & weighing apparatus   |
| <input type="checkbox"/> | 425 Furniture, office  | <input type="checkbox"/> | 785 School & higher education equipment & supplies  |
| <input type="checkbox"/> | 445 Hand tools (not otherwise classified)  | <input type="checkbox"/> | 788 Security & fire alarm systems & supplies  |
| <input type="checkbox"/> | 450 Hardware, shelf hardware, & allied items   | <input type="checkbox"/> | 803 Sound systems, components & accessories   |
| <input type="checkbox"/> | 477 Information resources - barcode & optical code character readers & printers, scanners, etc.  | <input type="checkbox"/> | 832 Tape, adhesive  |
| <input type="checkbox"/> | 478 Information resources - controllers, direct access storage devices, front end processors, geographic information systems, imaging systems, mainframe central processing units, and accessories | <input type="checkbox"/> | 840 Television equipment & accessories  |
|                          |  | <input type="checkbox"/> | 863 Tires and tubes   |
|                          |  | <input type="checkbox"/> | 870 Window coverings  |
|                          |  | <input type="checkbox"/> | 880 Visual education equipment & supplies   |

Please indicate all service classes that apply to your company:

- |                          |        |   |                          |        |  |
|--------------------------|--------|---|--------------------------|--------|--|
| <input type="checkbox"/> | 905    | Aircraft operations   | <input type="checkbox"/> | 946-35 | Credit card & charge card services   |
| <input type="checkbox"/> | 905-05 | Aerial photography  | <input type="checkbox"/> | 946-36 | Credit investigating & reporting services  |
| <input type="checkbox"/> | 905-20 | Charters, aircraft (including helicopters)  | <input type="checkbox"/> | 946-48 | Financial advisory services  |
| <input type="checkbox"/> | 906    | Architect, engineer & other professional design services  | <input type="checkbox"/> | 946-54 | Installment purchase financing   |
| <input type="checkbox"/> | 910    | Building maintenance & repair: acoustics, carpet, exterior cleaning, insulating, tiling, & related items                              | <input type="checkbox"/> | 946-56 | Investment management services   |
| <input type="checkbox"/> | 915    | Communications & media related services   | <input type="checkbox"/> | 946-57 | Insurance services   |
| <input type="checkbox"/> | 920    | Data processing services & software   | <input type="checkbox"/> | 946-61 | Inventory services   |
| <input type="checkbox"/> | 924    | Educational services  | <input type="checkbox"/> | 946-70 | Land surveyors accreditation consulting services                                     |
| <input type="checkbox"/> | 929    | Equipment maintenance, reconditioning & repair services: automotive, heavy industrial   | <input type="checkbox"/> | 956    | Library Services   |
| <input type="checkbox"/> | 929-18 | Automotive transportation equipment   | <input type="checkbox"/> | 961    | Miscellaneous professional services  |
| <input type="checkbox"/> | 929-58 | Material handling equipment   | <input type="checkbox"/> | 961-15 | Concessions, catering & vending services   |
| <input type="checkbox"/> | 931    | Equipment maintenance, reconditioning & repair services: appliance, cafeteria, furniture  | <input type="checkbox"/> | 961-17 | Construction management services   |
| <input type="checkbox"/> | 931-07 | Appliances & equipment, household   | <input type="checkbox"/> | 961-19 | Conservation & resource management services  |
| <input type="checkbox"/> | 931-30 | Cafeteria & kitchen equipment, commercial   | <input type="checkbox"/> | 961-20 | Consulting services (not otherwise classified)                                       |
| <input type="checkbox"/> | 931-42 | Furniture installation & reconfiguration services (including systems furniture)   | <input type="checkbox"/> | 961-21 | Consulting, specification development  |
| <input type="checkbox"/> | 931-46 | Furniture, office (including refinishing, upholstering & reupholstering)  | <input type="checkbox"/> | 961-27 | Drug testing services  |
| <input type="checkbox"/> | 931-53 | Lighting fixtures   | <input type="checkbox"/> | 961-28 | Employee recruitment services  |
| <input type="checkbox"/> | 936    | Equipment maintenance, reconditioning & repair services: general equipment  | <input type="checkbox"/> | 961-30 | Employment training & job assistance services  |
| <input type="checkbox"/> | 936-08 | Air compressors & accessories   | <input type="checkbox"/> | 961-31 | Energy conservation administrative services  |
| <input type="checkbox"/> | 936-10 | Air conditioning, heating & ventilating equipment   | <input type="checkbox"/> | 961-32 | Environmental impact studies   |
| <input type="checkbox"/> | 936-12 | Alarm Equipment   | <input type="checkbox"/> | 961-34 | Feasibility studies  |
| <input type="checkbox"/> | 936-15 | Binder Equipment  | <input type="checkbox"/> | 961-44 | Insurance management & administrative services                                       |
| <input type="checkbox"/> | 936-25 | Electrical equipment (except cable, wires & lighting)   | <input type="checkbox"/> | 961-50 | Legal services   |
| <input type="checkbox"/> | 936-33 | Fire protection systems   | <input type="checkbox"/> | 961-52 | Management administrative consulting services  |
| <input type="checkbox"/> | 936-41 | Hand tools  | <input type="checkbox"/> | 961-57 | Property management services   |
| <input type="checkbox"/> | 936-43 | Hardware equipment, shelf type  | <input type="checkbox"/> | 961-68 | Title & escrow services  |
| <input type="checkbox"/> | 936-52 | Mailroom equipment  | <input type="checkbox"/> | 961-75 | Translation services   |
| <input type="checkbox"/> | 936-60 | Printing plant equipment  | <input type="checkbox"/> | 962    | Miscellaneous services   |
| <input type="checkbox"/> | 936-84 | Towers: radar, radio, etc.  | <input type="checkbox"/> | 962-10 | Auctioneer services, miscellaneous surplus property                                  |
| <input type="checkbox"/> | 936-89 | Venetian blinds, draperies & upholstery   | <input type="checkbox"/> | 962-11 | Auctioneer services, vehicles  |
| <input type="checkbox"/> | 938    | Equipment maintenance, reconditioning & repair services: laboratory & testing equipment   | <input type="checkbox"/> | 962-13 | Automotive washing, waxing & polishing services                                      |
| <input type="checkbox"/> | 939    | Equipment maintenance, reconditioning & repair services: computer, office, photographic, radio/television & word processing equipment | <input type="checkbox"/> | 962-14 | Blue printing services: blue prints, blue line, large engineering reproduction, etc. |
| <input type="checkbox"/> | 939-15 | Calculating machines  | <input type="checkbox"/> | 962-16 | Bottled water services   |
| <input type="checkbox"/> | 939-21 | Computers & computer equipment  | <input type="checkbox"/> | 962-23 | Coffee services  |
| <input type="checkbox"/> | 939-27 | Copying machines  | <input type="checkbox"/> | 962-24 | Courier/delivery services  |
| <input type="checkbox"/> | 939-35 | Dictating Machines  | <input type="checkbox"/> | 962-40 | Hazardous material services  |
| <input type="checkbox"/> | 939-42 | Intercom & other sound equipment  | <input type="checkbox"/> | 962-50 | Lubrication & oil change services  |
| <input type="checkbox"/> | 939-28 | Library Machines  | <input type="checkbox"/> | 962-55 | Membership dues & fees services  |
| <input type="checkbox"/> | 939-54 | Microfilm & microfiche equipment  | <input type="checkbox"/> | 962-70 | Recycling services   |
| <input type="checkbox"/> | 939-61 | Optical disk equipment  | <input type="checkbox"/> | 962-71 | Registration dues & fees services  |
| <input type="checkbox"/> | 939-66 | Photographic equipment  | <input type="checkbox"/> | 962-75 | Ribbons re-inking services   |
| <input type="checkbox"/> | 939-68 | Radio equipment (including facsimile transceivers)  | <input type="checkbox"/> | 962-78 | Sewing & alteration services   |
| <input type="checkbox"/> | 939-72 | Telecommunication & telephone equipment   | <input type="checkbox"/> | 962-83 | Tire mounting & balancing services   |
| <input type="checkbox"/> | 939-74 | Telephone, radio & telecommunication test equipment   | <input type="checkbox"/> | 962-85 | Tire maintenance & repair services   |
| <input type="checkbox"/> | 939-84 | Television & video equipment & accessories  | <input type="checkbox"/> | 962-87 | Travel services - local  |
| <input type="checkbox"/> | 939-87 | Typewriters   | <input type="checkbox"/> | 962-88 | Travel services - non local  |
| <input type="checkbox"/> | 946    | Financial & accountancy services  | <input type="checkbox"/> | 962-91 | Utility services: electrical, natural gas, telephone, etc.                           |
| <input type="checkbox"/> | 946-06 | Accountancy regulatory consulting services  | <input type="checkbox"/> | 962-93 | Vending machine services   |
| <input type="checkbox"/> | 946-08 | Accountancy regulatory data collection/analysis services  | <input type="checkbox"/> | 962-95 | Warehousing & storage services   |
| <input type="checkbox"/> | 946-12 | Actuarial service & retirement planning   | <input type="checkbox"/> | 964    | Personnel, temporary (employment agency services)                                    |
| <input type="checkbox"/> | 946-13 | Appraisal services, aircraft  | <input type="checkbox"/> | 964-30 | Data entry personnel   |
| <input type="checkbox"/> | 946-14 | Appraisal services, artwork & paintings   | <input type="checkbox"/> | 964-55 | Industrial workers   |
| <input type="checkbox"/> | 946-15 | Appraisal services, historical sites  | <input type="checkbox"/> | 964-60 | Land surveyors   |
| <input type="checkbox"/> | 946-16 | Appraisal services, museum antiques   | <input type="checkbox"/> | 964-78 | Secretarial & clerical personnel   |
| <input type="checkbox"/> | 946-17 | Appraisal services, real estate   | <input type="checkbox"/> | 967    | Professional personnel (not otherwise classified)                                    |
| <input type="checkbox"/> | 946-18 | Appraisal services (not otherwise specified)  | <input type="checkbox"/> | 968    | Public works, construction & related services  |
| <input type="checkbox"/> | 946-20 | Auditing Services   | <input type="checkbox"/> | 971    | Real property rental & lease   |
| <input type="checkbox"/> | 946-30 | Cash, securities & bonding services   | <input type="checkbox"/> | 990    | Security, fire, & safety services  |
|                          |        |   | <input type="checkbox"/> | 992    | Testing & calibration services   |