



## KNOX COUNTY VENDOR APPLICATION

Please complete all information requested on this form and return it to the address noted above. Submission of this form will provide Knox County with a database of vendors that can meet departmental needs for commodities and services. All bids are available for review in the Purchasing Division, Suite 100 of the Knox Central Building. You will be responsible for retrieving the bid packages personally at our office or from our web based procurement system (Buyspeed) at [www.knoxcounty.org/purchasing](http://www.knoxcounty.org/purchasing)

### Company Information (Please complete ALL blocks to ensure proper input of your application.)

Are you in compliance with our Conflict of Interest Policy that is on page 2? (If not, please do not continue and contact us at (865) 215-5777)

I Comply With                       I Do Not Comply With

Company Name	Business Description

Mailing Address Line 1	Federal Tax ID#	Knox County Business Tax # <small>Applies to businesses with a physical address in Knox Co.</small>

Address Line 2	Year of Incorporation	State of Incorporation

Address Line 3	Preferred Delivery Method for PO notification <small>Please select exactly one category (Note: Fax delivery will fax you a message requiring you to go online.)</small>
	<input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Paper Copy Pick-up in Purchasing

Address Line 4	Company Phone	Company Fax

City	State	Zip Code	County	Company Email

Would you like to be listed as an emergency supplier? *Note: Emergency suppliers must be available 24 hours a day 7 days a week*

Yes     No

Emergency Phone	Emergency Contact

Emergency Email	Emergency Info Comment

Category: Are you a CAC Vendor (CAC stands for Community Action Committee)	Category: Business Type <i>Please select exactly one category</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Corporation <input type="checkbox"/> Individually Owned <input type="checkbox"/> Partnership

Category: Diversity Code *Please select exactly one category Note: If you are a Corporation, you do not have to select a category.*

<input type="checkbox"/> Asian Female <input type="checkbox"/> Asian Male <input type="checkbox"/> Black or African Female <input type="checkbox"/> Black or African Male	<input type="checkbox"/> Caucasian Female <input type="checkbox"/> Caucasian Male <input type="checkbox"/> Hispanic or Latino Female <input type="checkbox"/> Hispanic or Latino Male	<input type="checkbox"/> American Indian or Alaska Native Female <input type="checkbox"/> American Indian or Alaska Native Male <input type="checkbox"/> Native Hawaiian or other Pacific Islander Female <input type="checkbox"/> Native Hawaiian or other Pacific Islander Male
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### Administrative User Information (This individual will be your point of contact for all correspondence to and from Knox County Purchasing. This will include purchase orders, change orders, bid notifications, etc. The login and password must be filled out in order to set up access to our online website.)

First Name	Last Name

Job Title	Department	Phone	Fax

Email	Login (must be Between 5-8 characters)	Password (must be Between 5-8 characters)

Knox County Charter  
Section 8.08 Conflict of Interest

A. It shall be unlawful for any member of the Commission, the Mayor, other elected office-holder, or any administrative assistant, executive assistant, head of any division or department of County Government, or any other person employed by the County to vote for, let out, overlook, or in any manner to superintend any work or contract with the County for the sale of any land, materials, supplies, or services to, or by the County, or to a contractor supplying the County, where such person has a substantial financial interest, direct or indirect, as defined by Tennessee Code Annotated, Section 12-4-101, and any subsequent amendment thereto.

B. Any person who willfully conceals such a substantial financial interest or willfully violates the requirements of this Section shall be guilty of malfeasance in office or position and shall be subject to ouster from office or termination of employment. Violation of this Section with the knowledge, express or implied, of the person or corporation contracting with or making a sale to the County shall render the contract voidable by the Mayor or the Commission.

C. Any member of the Commission who is also an employee of the County may vote on matters in which he has a conflict of interest arising from his/her employment with the County if the member informs the Commission immediately prior to the vote as follows: "Because I am an employee of (name of governmental unit), I have a conflict of interest in the proposal about to be voted. However, I declare that my argument and my vote answer only to my conscience and to my obligation to my constituents and to the citizens this body represents."

D. In the event a member of the Commission has a conflict of interest in a matter to be voted upon by the body, he/she may abstain for cause by announcing such to the presiding officer.

E. The vote of any member of the Commission having a conflict of interest who does not inform the Commission of such conflict shall be void if challenged by a member of the Commission in a timely manner and ruled to be a conflict of interest by the Chair of the Commission. As used in this Section, "timely manner" shall mean during the same meeting at which the vote was cast and prior to the transaction of any further business by the body.

## CLASS LIST

Please place a checkmark (/) by items you are interested in supplying.

___ 005	Abrasives	___ 287	Electronic Equipment, Components, Parts, and Accessories (See Class 730 For Testing or Analyzing Type)
___ 010	Acoustical Tile, Insulating Materials, and Supplies	___ 290	Energy Collecting Equipment and Accessories: Solar and Wind
___ 015	Addressing, Copying, Mimeograph, and Spirit Duplicating Machine Supplies, Chemicals, Inks, Paper, Etc.	___ 295	Elevators, Escalators, and Moving Walks (Building Type)
___ 019	Agricultural Crops and Grain including Fruits, Melons, Nuts, and Vegetables	___ 305	Engineering and Architectural Equipment, Surveying Equipment, Drawing Instruments, and Supplies
___ 020	Agricultural Equipment, Implements, and Accessories	___ 310	Envelopes, Plain or Printed
___ 022	Agricultural Equipment and Implement Parts	___ 315	Epoxy Based Formulations for Adhesives, Coatings, and Related Agents
___ 025	Air Compressors and Accessories	___ 318	Fare Collection Equipment and Supplies
___ 031	Air Conditioning, Heating, and Ventilating: Equipment, Parts and Accessories (See Related Items in Class 740)	___ 320	Fasteners: Bolts, Nuts Pins, Rivets, Screws, Etc. (Incl. packaging, Strapping, Tying Equipment and Supplies
___ 035	Aircraft and Airport, Equipment, Parts, and Supplies	___ 325	Feed, Bedding, Vitamins and Supplements for Animals (See Class 875 For Drugs and Pharmaceuticals for Animals)
___ 037	Amusement, Decorations, Entertainment, Gifts, Toys, Etc.	___ 330	Fencing
___ 040	Animals, Birds, Marine Life, and Poultry, Live (Including Accessory Items)	___ 335	Fertilizers and Soil Conditioners
___ 045	Appliances and Equipment, Household Type	___ 340	Fire Protection Equipment and Supplies
___ 050	Art Equipment and Supplies	___ 345	First Aid and Safety Equipment and Supplies (Except Nuclear and Welding)
___ 052	Art Objects	___ 350	Flags, Flag Poles, Banners, and Accessories
___ 055	Automotive Accessories for Automobiles, Buses, Trailers, Trucks, Etc.	___ 360	Floor Covering, Floor Covering Installation and Removal Equipment, and Supplies
___ 060	Automotive and Trailer Bodies, Body Accessories, and Parts	___ 365	Floor Maintenance Machines, Parts, and Accessories
___ 065	Automotive Bodies, Accessories, and Parts	___ 370	Food Processing and Canning Equipment and Supplies
___ 070	Automotive Vehicles and Related Transportation Equipment (Including Trailers)	___ 375	Foods: Bakery Products (Fresh)
___ 075	Automotive Shop and Related Equipment and Supplies	___ 380	Foods: Dairy Products (Fresh)
___ 080	Badges, Awards, Emblems, Name Tags and Plates, Jewelry, Etc.	___ 385	Foods, Frozen
___ 085	Bags, Bagging, Ties, and Erosion Sheeting, Etc.	___ 390	Foods: Perishable
___ 090	Bakery Equipment, Commercial	___ 393	Foods: Staple Grocery and Grocer's Miscellaneous Items
___ 095	Barber and Beauty Shop Equipment and Supplies	___ 395	Forms, Continuous: Computer Paper, Form Labels, Snap-Out Forms, and Folders for Forms
___ 100	Barrels, Drums, Kegs, and Containers	___ 400	Foundry Castings, Equipment, and Supplies
___ 105	Bearings (See Class 060 for Wheel Bearings)	___ 405	Fuel, Oil, Grease and Lubricants
___ 110	Belts and Belting: Automotive and Industrial	___ 410	Furniture: Health Care, Hospital, and/or Doctor's Office
___ 115	Biochemical, Research	___ 415	Furniture: Laboratory
___ 120	Boats, Motors, and Marine Equipment	___ 420	Furniture: Cafeteria, Chapel, Dormitory, Household, Library, Lounge, School
___ 125	Bookbinding Supplies	___ 425	Furniture: Office
___ 135	Bricks, Clay, Refractory Materials, Stone, and Tile Products	___ 430	Gases, Containers, Equipment: Laboratory, Medical, and Welding
___ 140	Broom, Brush, and Mop Manufacturing Machinery and Supplies	___ 435	Germicides, Cleaners, and Related Sanitation Products for Health Care Personnel
___ 145	Brushes (See Class 485 For Janitorial Type)	___ 440	Glass and Glazing Supplies
___ 150	Builder's Supplies	___ 445	Hand Tools (Powered and Non-Powered), Accessories and Supplies
___ 155	Buildings and Structures: Fabricated and Prefabricated	___ 450	Hardware and Related Items
___ 160	Butcher Shop and Meat Processing Equipment	___ 460	Hose, Accessories, and Supplies: Industrial, Commercial, and Garden
___ 165	Cafeteria and Kitchen Equipment, Commercial	___ 465	Hospital and Surgical Equipment, Instruments, and Supplies
___ 175	Chemical Laboratory Equipment and Supplies	___ 470	Hospital, Nursing Home or Residential Specialized Equipment For The Handicapped and Disabled
___ 180	Chemical Raw Materials (in Large Quantities Primarily for Manufacturing Janitorial and Laundry Products)	___ 475	Hospital, Surgical, and Related Medical Accessories and Sundry Items
___ 190	Chemicals and Solvents, Commercial (in Bulk)	___ 485	Janitorial Supplies, General Line
___ 192	Cleaning Compositions, Detergents, Solvents, and Strippers - Prepackaged	___ 490	Laboratory Equipment, Accessories and Supplies: General Analytical and Research For Nuclear, Optical, and Physical
___ 193	Clinical Laboratory Reagents and Tests (Blood Grouping, Diagnostic, Drug Monitoring, Etc.)	___ 493	Laboratory Equipment, Accessories and Supplies: Biochemistry, Chemistry, Environmental Science, Etc.
___ 195	Clocks, Watches, Timepieces, Jewelry and Precious Stones	___ 495	Laboratory and Field Equipment and Supplies: Biology Botany, Geology, Microbiology, Zoology, Etc.
___ 200	Clothing: Athletic, Casual, Dress, Uniform, Weather, and Work Related	___ 500	Laundry and Dry Cleaning Equipment, Accessories, Supplies, Commercial
___ 201	Clothing Accessories (See Class 800 for shoes and boots)	___ 505	Laundry and Dry Cleaning Compounds, Detergents, and Supplies
___ 204	Computer Hardware and Peripherals for Microcomputers	___ 510	Laundry Textiles and Supplies
___ 206	Computer Hardware and Peripherals for Mini and Main Frame Computers	___ 515	Lawn Maintenance Equipment and Accessories (See Class 020 For Agricultural Types)
___ 207	Computer Accessories and Supplies	___ 520	Leather and Shoe Accessories, Equipment, and Supplies
___ 208	Computer Software for Microcomputers (Preprogrammed)	___ 525	Library and Archival Equipment, Machines, and Supplies
___ 209	Computer Software for Mini and Main Frame Computers (Preprogrammed)	___ 530	Luggage, Brief Cases, Purses and Related Items
___ 210	Concrete and Metal Products, Culverts, Pilings, Septic Tanks, Accessories and Supplies	___ 540	Lumber, Siding, and Related Products
___ 220	Controlling, Indicating, Measuring, Monitoring, and Recording Instruments and Supplies	___ 545	Machinery and Hardware, Industrial
___ 225	Coolers, Drinking Water (Water Fountains)	___ 550	Markers, Plaques and Traffic Control Devices
___ 232	Crafts, General	___ 553	Manufacturing Components and Supplies
___ 233	Crafts, Specialized	___ 555	Metal, Paper, and Plastic Stencils and Stenciling Devices
___ 240	Cutlery, Cookware, Dishes, Glassware, Silverware, Utensils, and Supplies	___ 556	Mass Transportation - Transit Bus
___ 245	Dairy Equipment and Supplies	___ 557	Mass Transportation - Transit Bus Accessories and Parts
___ 250	Data Processing Cards and Paper	___ 558	Mass Transportation - Rail Vehicles and Systems
___ 255	Decals and Stamps	___ 559	Mass Transportation - Rail Vehicle Parts and Accessories
___ 257	Defense System Equipment, Weapons, and Accessories	___ 560	Material Handling, Conveyors, Storage Equipment and Accessories
___ 260	Dental Equipment and Supplies	___ 565	Mattress and Pillow Manufacturing Machinery and Supplies
___ 265	Draperies, Curtains, and Upholstery Material (Including Automobile Upholstery)	___ 570	Metals: Bars, Plates, Rods, Sheets, Strips, Structural Shapes, Tubing, and Fabricated Items
___ 269	Drugs and Pharmaceuticals	___ 575	Microfiche and Microfilm Equipment, Accessories, and Supplies
___ 271	Drug and Feeding Administration, Infusion, and Irrigation Equipment and Supplies		
___ 279	Eighteenth (18 <sup>th</sup> ) Century Reproduction Goods		
___ 280	Electrical Cables and Wires (Not Electronic)		
___ 285	Electrical Equipment and Supplies (Except Cable and Wire)		

___ 578	Miscellaneous Products (Not Otherwise Classified)	___ 865	Twine and String
___ 580	Musical Instruments, Accessories, and Supplies	___ 870	Venetian Blinds, Awnings, and Shades
___ 590	Notions and Related Sewing Accessories and Supplies	___ 875	Veterinary Equipment and Supplies (See Class 325 for Vitamins and Supplements for Animals)
___ 593	Nuclear Equipment Components, Accessories and Supplies	___ 880	Visual Education Equipment and Supplies (Except Projection Lamps See Class 285)
___ 595	Nursery (Plants) Stock, Equipment, and Supplies	___ 883	Voice Response Systems
___ 600	Office Machines, Equipment, and Accessories	___ 885	Water and Wastewater Treating Chemicals
___ 605	Office Mechanical Aids, Small Machines, and Apparatuses	___ 890	Water Supply and Sewage Treatment, and Related Equipment (Not for Air Conditioning, Steam Boiler, or Laboratory Reagent Water)
___ 610	Office Supplies: Carbon Paper and Ribbons, All Types	___ 895	Welding Equipment and Supplies
___ 615	Office Supplies, General	___ 898	X-Ray and Other Radiological Equipment and Supplies (Medical)
___ 620	Office Supplies: Erasers, Inks, Leads, Pens, Pencils, Etc.	___ 905	Aircraft and Airport Operations Services
___ 625	Optical Equipment, Accessories, and Supplies	___ 906	Architectural Services, Professional
___ 630	Paint, Protective Coatings, Varnish, Wallpaper, and Related Products	___ 907	Architectural and Engineering Services, Non-Professional
___ 635	Painting Equipment and Accessories	___ 908	Bookbinding and Repairing Services
___ 640	Paper and Plastic Products, Disposable	___ 909	Building Construction Service, New (Incl. Maintenance and Repair Services)
___ 645	Paper (For Office and Print Shop Use)	___ 910	Building Maintenance, Installation and Repair Services
___ 650	Park, Playground, Recreational Area and Swimming Pool Equipment and Supplies	___ 912	Construction Services, General (Incl. Maintenance and Repair Services)
___ 652	Personal Hygiene and Grooming Equipment and Supplies	___ 913	Construction Services, Heavy (Incl. Maintenance and Repair Services)
___ 655	Photographic Equipment, Film, and Supplies (Not Including Graphic Arts, Microfilm, and X-Ray)	___ 914	Construction Services, Trade (New Construction)
___ 658	Pipe and Tubing	___ 915	Communications and Media Related Services
___ 659	Pipe and Tubing Fittings	___ 918	Consulting Services
___ 660	Pipes, Tobaccos, Smoking Accessories; Alcoholic Beverage	___ 920	Data Processing, Computer, Programming, and Software Services
___ 665	Plastics, Resins, Fiberglass: Construction, Forming, Laminating, and Molding Equipment, Accessories, and Supplies	___ 924	Educational Services
___ 670	Plumbing Equipment, Fixtures, and Supplies	___ 925	Engineering Services, Professional
___ 675	Poisons: Agricultural and Industrial	___ 926	Environmental and Ecological Services
___ 680	Police Equipment and Supplies	___ 928	Equipment Maintenance and Repair Services for Automobiles, Trucks, Trailers, Transit Buses and Other Vehicles
___ 685	Poultry Equipment and Supplies	___ 929	Equipment Maintenance and Repair Services For Agricultural and Heavy Industrial Equipment
___ 690	Power Generation Equipment, Accessories, Supplies	___ 931	Equipment Maintenance and Repair Services For Appliance, Athletic, Cafeteria, Furniture, Musical Instruments, and Sewing Equipment
___ 691	Power Transmission Equipment – Electrical, Mechanical Air and Hydraulic	___ 934	Equipment Maintenance and Repair Services For Laundry, Lawn, Painting, Plumbing, and Spraying Equipment
___ 700	Printing Plant Equipment and Supplies (Except Papers)	___ 936	Equipment Maintenance and Repair Services For General Equipment
___ 710	Prosthetic Devices, Hearing Aids, Auditory Testing Equipment, Electronic Reading Devices, Etc.	___ 938	Equipment Maintenance and Repair Services For Hospital, Laboratory, and Testing Equipment
___ 715	Publications, Audiovisual Materials, Books, Textbooks (Prepared Materials)	___ 939	Equipment Maintenance and Repair Services For Office, Photographic, and Radio/Television Equipment
___ 720	Pumping Equipment and Accessories	___ 940	Equipment Maintenance, Repair, Construction and Related Services For Railroad
___ 725	Radio Communication, Telephone, and Telecommunication Equipment, Accessories, and Supplies (See Class 840 For Television Equipment)	___ 941	Equipment Maintenance, Repair, and Related Services For Power Generation and Transmission Equipment
___ 730	Radio Communication and Telecommunication Testing, Measuring, and Analyzing Equipment, Accessories and Supplies	___ 944	Farming and Ranching Services, Animal and Crop
___ 735	Rags, Shop Towels, and Wiping Cloths	___ 945	Fishing, Hunting, Trapping, Game Propagation, and Related Services
___ 740	Refrigeration Equipment and Accessories	___ 946	Financial Services
___ 745	Road and Highway Building Materials (Asphaltic)	___ 947	Forestry Services
___ 750	Road and Highway Building Materials (Not Asphaltic)	___ 948	Health Related Services (For Human Services See Class 952)
___ 755	Road and Highway Asphalt and Concrete Handling and Processing Equipment	___ 952	Human Services
___ 760	Road and Highway Equipment: Earth Handling, Grading, Moving, Packing, Etc.	___ 953	Insurance and Insurance Services (All Types)
___ 765	Road and Highway Equipment (Except Equipment in Classes 755 and 760)	___ 954	Laundry and Dry Cleaning Services
___ 770	Roofing Materials and Supplies	___ 956	Library Services (Incl. Research and Subscription Services)
___ 775	Salt (Sodium Chloride) (See Class 393 for Table Salt)	___ 958	Management Services
___ 780	Scales and Weighing Apparatus (See 175-08 for Laboratory Balances)	___ 959	Marine Construction and Related Services; Marine Equipment Maintenance and Repair
___ 785	School Equipment, Teaching Aids, And Supplies	___ 961	Miscellaneous Services, No. 1 (Not Otherwise Classified)
___ 790	Seed, Sod, Soil, and Inoculants	___ 962	Miscellaneous Services, No. 2 (Not Otherwise Classified)
___ 795	Sewing and Textile Machinery and Accessories	___ 963	Non-Biddable Miscellaneous Items
___ 800	Shoes and Boots	___ 965	Printing Preparations: Etching, Photoengraving, and Preparation of Mats, Negatives and Plates
___ 801	Signs, Sign Materials, Sign Making Equipment, and Related Supplies	___ 966	Printing and Typesetting Services
___ 803	Sound Systems, Components, and Accessories: Group Intercom, Music, Public Address. Etc.	___ 967	Production and Manufacturing Services
___ 804	Spacecrafts, Accessories and Components	___ 968	Public Works and Related Services
___ 805	Sporting Goods, Athletic Equipment and Athletic Facility Equipment	___ 971	Real Property Rental or Lease
___ 810	Spraying Equipment (Except Household, Nursery Plant, and Paint)	___ 975	Rental or Lease Services of Agricultural, Aircraft, Automotive, Marine, and Heavy Equipment
___ 815	Steam and Hot Water Fittings, Accessories, and Supplies	___ 977	Rental or Lease Services of Appliances, Cafeteria, Film, Furniture, Hardware, Musical, Sewing, and Window and Floor Coverings
___ 820	Steam and Hot Water Boilers and Steam Heating Equipment	___ 979	Rental or Lease Services of Engineering, Hospital, Laboratory, Precision Instruments, Refrigeration, Scales, and Testing Equipment
___ 825	Stockman Equipment and Supplies	___ 981	Rental or Lease of General Equipment (HVAC, Athletic, Fire and Police Protection, Etc.)
___ 830	Tanks (Metal, Plastic, Wood, and Synthetic Materials): Mobile, Portable, Stationary, and Underground Types	___ 983	Rental or Lease Services of Clothing, Janitorial, Laundry, Lawn, Painting, Spraying, and Textile Equipment
___ 832	Tape (Not Data Processing, Measuring, Optical, Sewing, Sound, or Video)	___ 984	Rental or Lease Services of Computers, Data Processing and Word Processing Equipment
___ 840	Television Equipment and Accessories	___ 985	Rental or Lease Services of Equipment - Office, Photographic, Printing, Radio/Television/Telephone Equipment
___ 845	Testing Apparatus and Instruments (Not for Electrical or Electronic Measurements)	___ 988	Roadside, Grounds, Recreational and Park Area Services
___ 850	Textiles, Fibers, Household Linens, and Piece Goods	___ 989	Sampling and Sample Preparation Services (For Testing)
___ 855	Theatrical Equipment and Supplies	___ 990	Security. Fire, Safety, and Emergency Services
___ 860	Tickets, Coupon Books, Sales Books, Strip Books, Etc.	___ 992	Testing and Calibration Services
___ 863	Tires and Tubes (Incl. Recapped / Retread Tires)	___ 998	Sale of Surplus & Obsolete Item
___ 864	Train Controls, Electronic		

