



## 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 your basic company information is verified, you will be contacted shortly thereafter by a member of our purchasing staff regarding registration in eSchoolMall, the electronic bidding service which KCDA utilizes. Following the procedures that they forward to you will ensure proper registration and hence, timely notification of bidding opportunities from eSchoolMall for the bidding categories that you originally checked on this application.

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:

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

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-mail Address (please print) \_\_\_\_\_

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

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

3. Federal Tax ID number \_\_\_\_\_

4. Names of officers, owners or partners:

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

5. Business authority:

Washington State Business License Number (if applicable) \_\_\_\_\_  
Expiration Date \_\_\_\_\_

6. 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: \_\_\_\_\_

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

8. Credit references (list at least 3)

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

9. 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 services you desire to have your company listed to receive bids from the KCDA Purchasing Department

### **ART SUPPLIES**

- Art Brushes, 152
- Art Paper/Supplies, 150, 155
- Artist Pens, 038, 039
- Beads, 155
- Burlap, 155
- Buttons, 155
- Canvas Boards, 155
- Chalk, 038, 150
- Charcoal, 150
- Cold Water Dyes, 155
- Corobuff, 155
- Crayons, 155
- Easels, 155
- Foam Board, 155
- Friendly Plastic, 150
- Glitter, 155
- Glue Guns/Sticks, 150
- Linoleum, 150
- Macrame' Cords, 150
- Masonite Board, 155
- Modeling Clay, 150
- Needles, 150
- Paints, Acrylic, 150
- Paints, Oils, 150
- Semimoist Water Colors, 150
- Silk Screen Supplies, 150
- Speedball Supplies, 150, 155
- Styro Balls/Sheets, 155
- Temperas, 150, 155
- Tissue Paper, 150
- Water Colors, 150
- Yarn, 150

### **AUDIO VISUAL**

- Camcorders, 050
- Video/Cassette Tapes, 050
- DVD/VCR Players, 050
- Digital Cameras, 050
- Headphones, 050
- Laminating Film, 050
- Laminating Pouches, 050
- Laminator, 050
- Listening Stations, 050
- Microphones, 050
- Overhead Projectors, 050
- Projection Lamps, 190
- Projection Screens, 050
- Projections Carts, 050
- Tape Cassette Players, 050
- Televisions, 050
- Transparencies, 050
- Two Way Radios, 050

### **CERAMICS**

- Books, 160
- Brushes, 160
- Clays, 160
- Cones, 160
- Glazes, 160
- Kilns, 160
- Raw Materials, 160
- Sponges, 160
- Stilts, 160
- Supports, 160
- Tools, 160

### **CUSTODIAL/MAINTENANCE**

- Air Filters, 061
- Batteries, 061
- Brooms/Brushes, 060,061
- Buckets, Wringers, 060
- Can Liners, 065
- Chair Glides, 061
- Chemicals/Cleaners, 070
- Maintenance Equipment, 261
- Facial Tissue, 066
- Fire Extinguishers, 180
- Floor Mats, 060
- Floor Pads, 060
- Floor Screens, 060
- Garbage Cans, 060
- Garden Tools, 061
- Gloves, Custodial, 060
- Grounds Maintenance, 061
- Hand Trucks, 061
- Lifts, Platform, 260
- Ladders, 061
- Mops, Wet/Dust, 060
- Padlocks, 061
- Paint Brushes, 061
- Plastic Glazing Sheets, 206
- Rags/Wipers, 060
- Sanitary Napkins, 066
- Sash Cords, 061
- Squeegees, 060
- Toilet Tissue/Dispensers, 066, 060
- Towels/Dispensers, 066, 060
- Waste Receptacles, 060

### **FIRST AID**

- Air Sick Bags, 110
- Antiseptics, 110
- Bandages, 110
- Bedding, 110
- Cleaners & Ointments, 110
- Cold Packs, 110
- Compresses, 110
- Crutches, 110
- Cotton, 110
- Eye Charts, 110
- Eye Wash, 110
- First Aid Kits, 110
- Disposable Gloves, 110
- Hand Lotion, 110
- Hand Wash, 110
- Helmets, 110
- Jars & Bottles, 110
- Medical Equipment, 110
- Medicine Cabinets, 110
- Nurses Cots, 110
- Patrol Merit Pins, 110
- Patrol Vests, 110
- Raincoats, 110
- Splints, 110
- Swabs, 110
- Tape, 110
- Thermometers, 110

### **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 OFFICE SUPPLIES**

\_\_Binders, 014  
\_\_Cash Box, 035  
\_\_Certificate Holders/Frames,035  
\_\_Clip Boards, 030  
\_\_Clips and Fasteners, 030  
\_\_Clocks, 032  
\_\_Collators, 030  
\_\_Computer Accessories, 035  
\_\_Convention Badges, 030  
\_\_Copyholders, 032  
\_\_Correction Supplies, 030  
\_\_Data Binders/Racks , 030  
\_\_Desk Accessories, 030, 035  
\_\_Diskette/Files, 030  
\_\_Easels, 030  
\_\_Erasers, 030  
\_\_Expanding Files, 032  
\_\_File Folder Frames, 030  
\_\_Flash Drives, 035  
\_\_Flags, 032  
\_\_Foot Rests, 035  
\_\_Highlighter Tapes, 030  
\_\_Ink Pads & Ink, 035  
\_\_Label Holders/Labels, 020,030  
\_\_Laminating Sheets, 030  
\_\_Lap Boards, 032  
\_\_Literature Holders, 032  
\_\_Magnifying Glasses, 030  
\_\_Map Rails, 030  
\_\_Maps/Globes, 036  
\_\_Message Pads, 032  
\_\_Numbering Machines, 032  
\_\_Paper Punches, 032  
\_\_Paper Trimmers, 030  
\_\_Paper Holders & Racks, 030  
\_\_Pencil Sharpeners, 032  
\_\_Postal Scales, 030  
\_\_Post-It Pads, 030  
\_\_Power Strips/Surge Protect.,035  
\_\_Project Display Boards, 032  
\_\_Push Pins, 035  
\_\_Ribbons, 030  
\_\_Rotary Files, 035  
\_\_Rubber Bands, Fingers, 030  
\_\_Rubber Stamps, 035  
\_\_Rulers, 032  
\_\_Scissors, 032  
\_\_Sheet Protectors, 030  
\_\_Shredders, 032  
\_\_Signage 035  
\_\_Sorters, 035  
\_\_Staplers & Staples, 032  
\_\_Storage Files, 032  
\_\_Tapes/Adhesives, 033

**GENERAL OFFICE (CONTINUED)**

\_\_Telephone Accessories, 030  
\_\_Tickets/ HOLDERS, 030  
\_\_Trays, 035  
\_\_Vinyl Letters, 035  
\_\_Wall Posters & Charts, 035  
\_\_Whiteboard Cleaner, 030  
\_\_Writing Instruments, 038, 039

**INDUSTRIAL ARTS SUPPLIES**

\_\_Abrasives, 189  
\_\_Brushes, 060, 061  
\_\_Ear Plugs, 180  
\_\_Electrical Cord, 180  
\_\_Finishes, 180  
\_\_Foundry Supplies, 170, 180  
\_\_Goggles, Safety Glasses, 180  
\_\_Lubricants, 180  
\_\_Particle Masks, 180  
\_\_Rags, 060  
\_\_Resins, 180  
\_\_Safety Tape, 180  
\_\_Solvents, 180  
\_\_Solder/Flux, 180  
\_\_Styrofoam Sheets, 180  
\_\_Welding Apparel. 180  
\_\_Welding Rods, 180  
\_\_Wire, 180

**INDUSTRIAL ARTS TOOLS**

\_\_Bandsaw Blades, 175  
\_\_Chisels, 175  
\_\_Clamps, 170  
\_\_Drill Bits, 175  
\_\_Files, 175  
\_\_Gauges, 170  
\_\_Grinding Wheels, Stones, 189  
\_\_Hammers, 170  
\_\_Knives, 175  
\_\_Levels, 170  
\_\_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  
\_\_Tape Measures, 170  
\_\_Taps & Dies, 175  
\_\_Vises, 170  
\_\_Wood Dowels, 180  
\_\_Wrenches, 170

**LUNCHROOM-FOOD SERVICE**

\_\_Aprons, 100  
\_\_Can Openers, 100  
\_\_Coffee Filters, 105  
\_\_Coffee Makers, 100  
\_\_Cups/Containers, Paper, 105  
\_\_Cups/Containers, Plastic, 105  
\_\_Cups/Containers, Styrofoam, 105  
\_\_Cutlery, Metal, 100  
\_\_Cutlery, Plastic, 105  
\_\_Cutting Boards, 100  
\_\_Dish Towels/Cloths, 100  
\_\_Dishwashing Compounds, 100  
\_\_Foil, 105  
\_\_Food Prep Equipment, 100  
\_\_Food Storage Boxes, 100  
\_\_Gloves, Mitts, 100  
\_\_Ingredient Bins, 100  
\_\_Lunch Trays, 100  
\_\_Mixing Bowls, 100  
\_\_Pitchers, 100  
\_\_Plates/Trays, Paper, 105  
\_\_Plates/Trays, Plastic, 105  
\_\_Plates/Trays, Styrofoam, 105  
\_\_Potholders, 100  
\_\_Pots and Pans, 100  
\_\_PVC Film, 105  
\_\_Scales, 100  
\_\_Soap Pads, 100  
\_\_Straws, 105  
\_\_Table Covering, 105  
\_\_Thermometers, 100  
\_\_Vegetable Brushes, 060  
\_\_Wax Paper, 105

**LAMPS**

\_\_Ballasts 193  
\_\_Compact Fluorescents, 193  
\_\_Fluorescent, 193  
\_\_Incandescent, 193  
\_\_Mercury Vapor, 193  
\_\_Projection, 190  
\_\_Sodium, 193  
\_\_Stage/Studio, 190, 193

**LIBRARY**

\_\_Binding Machine/Combs, 020  
\_\_Book Supplies, 020, 033  
\_\_Book Ends, 020  
\_\_Book Trucks, 020  
\_\_Cold Laminating Film, 020  
\_\_Hanging Bags, 020  
\_\_Label Holders, 020  
\_\_Magazine Binders/Protectors, 020  
\_\_Subject Labels, 020  
\_\_Trays, 020-035

**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**

- \_\_Adding Machines, 371
- \_\_Adding Machine Rolls, 371
- \_\_Apple Computers, 334
- \_\_Appliances, 300
- \_\_Auditorium Seating, 374
- \_\_Bleachers, 374
- \_\_Calculators, 371
- \_\_Cardboard Boxes, 309
- \_\_Carpet, 340
- \_\_Compaq Computers, 334
- \_\_Early Child.Supplies/Furn., 296
- \_\_Gateway Computers, 334
- \_\_Genie Platform Lifts, 260
- \_\_IBM & HP Computers, 334
- \_\_Lockers, 374
- \_\_Musical Instruments, 342
- \_\_Musical Supplies, 342
- \_\_Networking Equipment, 334
- \_\_Playground Equipment, 315
- \_\_Playground Surfacing, 315
- \_\_Poly Wrap, 309
- \_\_Science Supplies, 293
- \_\_Test Scan. Equip./Forms, 401
- \_\_Tier III Computers, 334
- \_\_Warehouse Supplies, 309

**OFFICE EQUIPMENT**

- \_\_Copier Supplies, 037
- \_\_Copiers, 213
- \_\_Duplicators, 213
- \_\_Fax Machines, 213
- \_\_Folding Equipment, 213
- \_\_Printer Supplies, 335
- \_\_Scanners/Printers, 334
- \_\_Shredders, 035

**PAPER SUPPLIES**

- \_\_Butcher Paper, 015
- \_\_Calendars, 010
- \_\_Carbon Paper, 015
- \_\_Carbonless Forms, 019
- \_\_Chipboard, 015
- \_\_Compositions 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
- \_\_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
- \_\_Badminton, 120
- \_\_Balls, Inflated, 120
- \_\_Baseball, 120
- \_\_Basketball, 120
- \_\_Cone Markers, 120
- \_\_Field Hockey, 120
- \_\_Football, 120
- \_\_Gym Mats, 120
- \_\_Juggling, 120
- \_\_Jump Ropes, 120
- \_\_Line Marking, 120
- \_\_PE Medical Supplies, 120
- \_\_Reel Tapes, 120
- \_\_Scorebooks, 120
- \_\_Soccer, 120

**PE SUPPLIES (CONTINUED)**

- \_\_Softball, 120
- \_\_Sponge Balls, 120
- \_\_Stopwatches, 120
- \_\_Tape, Striping 120
- \_\_Tennis, 120
- \_\_Towels, 120
- \_\_Track & Field, 120
- \_\_Volleyball, 120
- \_\_Whistles, 120

**PLASTIC GLAZING SHEETS**

- \_\_Acrylic, 206
- \_\_Polycarbonate, 206
- \_\_Abrasion Resistant Polycarb., 206

**PRINTING SERVICES**

- \_\_Printed Materials, 331

**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

**TECHNOLOGY**

- \_\_AV Mounting Systems, 053
- \_\_Classroom Amplification, 053
- \_\_Document Cameras, 053
- \_\_DVD/VCR/DVR, 053
- \_\_Flat Panel TV's/Displays, 053
- \_\_Interactive Whiteboards, 053
- \_\_LCD/DLP Projectors, 053
- \_\_Presentation Carts, 053
- \_\_Presentation Screens, 053
- \_\_Projection Screens, 053
- \_\_Room Control/Cabeling, 053

**TELEPHONE EQUIPMENT**

- Phone Network Systems, 007

**TRANSPORTATION**

- \_\_Tires, 212
- \_\_Tire Service, 212
- \_\_Tubes, 212