

**Commodity Code List**  
**Bold Entries Denote CEQA Projects**  
**Finance - Purchasing**  
**Numeric Commodity Code List**

**(Buyer contact information on page 9)**

CODE	COMMODITY NAME	BUYER
000100	Advertising - Commercial	Elizabeth (T)
000200	Advertising Specialties - Incentives	Elizabeth (T)
000500	Air Compressors, Accessories and Parts	Doug
001000	Air Conditioning, Heating and Ventilating: Equipment, Parts and Accessories	Doug
001100	Air Conditioning Heating Services +	Doug
001500	Aircraft: Equipment, Parts, and Supplies	Doug
002000	Animals	Elizabeth (T)
002500	Animal Supplies and Feed	Elizabeth (T)
003000	Appliances & Service	Elizabeth (T)
003500	Arts and Crafts	Elizabeth (T)
<b>003700</b>	<b>Asbestos Removal and Testing +</b>	Melody
004000	Athletic Supplies and Equipment	Doug
004500	Audio Visual Equipment and Supplies	Doug
004505	Audio Tapes	Doug
004510	Projectors	Doug
004520	Televisions	Doug
004530	Video Equipment and Supplies	Doug
004540	Video Tapes	Doug
004560	Video Production Service	Doug
004570	Video Tape Reproduction Service	Doug
005100	Automotive: Bodies and Special Body	Doug
005200	Automotive: Parts and Maintenance Items	Doug
005205	Batteries	Doug
005210	Brakes	Doug

CODE	COMMODITY NAME	BUYER
005215	Cooling System: (Radiators, Thermostats etc)	Doug
005220	Engines	Doug
005225	Filters: (Air, Fuel, Oil)	Doug
005230	Fuel Pumps and System	Doug
005235	Replacement Parts - Engines	Doug
005237	Spark Plugs	Doug
005240	Tires	Doug
005245	Transmissions	Doug
005300	Automotive: Major Transportation Equipment	Doug
005305	Automobile, Fleet	Doug
005310	Automobile, Police Pursuit and Access	Doug
005315	Buses (Shuttle)	Doug
005317	Carts - Scooters	Doug
005320	Motorcycles	Doug
005325	Sweepers	Doug
005327	Trailers	Doug
005328	Tractors	Doug
005330	Trucks	Doug
005335	Trucks, Fire	Doug
005340	Vans	Doug
005400	Automotive: Repairs and Services	Doug
005405	Body Repair	Doug
005406	Motor Repair	Doug
005410	Painting Services	Doug
005415	Radiator Services	Doug
005420	Tires, Recap	Doug
005423	Transmission Services	Doug
005425	Upholstery	Doug
005430	Heavy Equipment	Doug
005500	Automotive: Shop Equipment and Supplies	Doug
006000	Badges and Other ID Equipment & Supplies	P-Card

CODE	COMMODITY NAME	BUYER
006500	Barrels, Drums, Kegs	Melody
007000	Barricades	Elizabeth (T)
008500	Boats, Motors and Marine & Wildlife Supplies	Doug
009400	Books, Library	Melody
<b>009600</b>	<b>Building Maintenance</b> <b>(e.g. minor repairs, construction services) +</b>	Melody
<b>009800</b>	<b>Buildings, Temporary (Office/Storage)</b>	Melody
010000	Builders Hardware (e.g. door hardware, hinges)	Melody
010500	Business Cards	P-Card
<b>012000</b>	<b>Chemicals Bulk (Industrial)</b>	Melody
013000	Cleaning Services: Dry Cleaning & Laundry	Doug
014500	Clothing	Doug
015000	Communications Equipment & Supplies	Doug
015010	Pagers	Doug
015015	Radios (Motorola)	Doug
015500	Telecommunications - Equipment & Supplies	Mary
015600	Telecommunications - Services	Mary
016000	Computer Hardware & Peripherals - Purchase Only*	Susie
016006	Computer Aided Design (CAD)*	Susie
016007	Computer Upgrades and Accessories*	Susie
017000	Computer - Rental & Lease*	Susie
017100	Computer - Services*	Susie
017105	Service and Repair	Susie
017110	Online Services	Mary
017120	Data Conversion - Recovery	Mary
017200	Computer - Software and Upgrades*	Susie
017300	Computer - Specialized Software*	Susie
017400	Computer - Supplies (Except Paper)	Susie
017500	Concrete Products	Doug
<b>017600</b>	<b>Concrete Services +</b>	Doug
018000	Construction Equipment Rental	Doug

CODE	COMMODITY NAME	BUYER
019000	Coolers, Drinking Water	Elizabeth (T)
019500	Copiers - Equipment	Elizabeth (T)
019505	Copiers, Rental	Elizabeth (T)
019510	Copiers, Lease/Purchase	Elizabeth (T)
019515	Copiers, Purchase	Elizabeth (T)
019520	Duplicating Machines	Elizabeth (T)
019525	Facsimile Machines	Elizabeth (T)
019530	Blueline Copiers	Elizabeth (T)
019600	Copier - Supplies (Not Paper)	Elizabeth (T)
019700	Copier - Services	Elizabeth (T)
019705	Maintenance, Copiers	Elizabeth (T)
019710	Maintenance, Facsimile	Elizabeth (T)
019800	Courier Service	Elizabeth (T)
021000	Doors, Overhead - Service	Elizabeth (T)
021500	Doors, Overhead - Parts	Elizabeth (T)
022500	Draperies and Window Covering	Melody
<b>023000</b>	<b>Earthwork &amp; Paving Equipment</b>	Doug
023500	Electrical Lamps and Fixtures - Bldgs.	Doug
023600	Electrical, Airport Taxiway - Runway Lighting	Doug
024000	Electrical Equipment and Supplies	Doug
024500	Electrical Cable and Wire	Doug
<b>025000</b>	<b>Electrical Services +</b>	Doug
025500	Electronic Components	Doug
026000	Elevators, Maintenance and Repairs	Doug
027000	Engines, Stationary Parts	Doug
027100	Engines, Stationary Service	Doug
028000	Fencing Materials	Elizabeth (T)
<b>028100</b>	<b>Fencing: Installation and Repair +</b>	Elizabeth (T)
028700	Fire Extinguishers and Testing	Doug
<b>029000</b>	<b>Fire Hydrants and Related Parts</b>	Doug
029500	Fire Equipment and Supplies	Doug

CODE	COMMODITY NAME	BUYER
029600	Fire Services	Doug
030000	First Aid Supplies	Elizabeth (T)
030200	First Aid Training	Elizabeth (T)
030300	First Aid Services	Elizabeth (T)
030500	Flags	Elizabeth (T)
031500	Floor Coverings - Supplies	Elizabeth (T)
031600	Floor Coverings - Service +	Elizabeth (T)
032000	Food Products	Doug
032500	Food Services	Doug
033500	Fuel, Oil, Grease, Lubricants and Solvents	Doug
034000	Furniture, Rental (A/City Manger pre-approval required, as of 9/8/11)	Elizabeth (T)
034200	Furniture, Library (As stated above)	Elizabeth (T)
034300	Furniture (Except Office) (As stated above)	Elizabeth (T)
034500	Furniture, Office + (As stated above)	Elizabeth (T)
034700	Furniture, Repairs and Refinishing (As stated above)	Elizabeth (T)
<b>036000</b>	<b>Generators: Equipment, Parts and Supplies</b>	Elizabeth (T)
036500	Glass and Glazing Supplies	Elizabeth (T)
036600	Glass and Glazing Services	Elizabeth (T)
037000	Graphic Art Supplies	Elizabeth (T)
037500	Graphic Art Services	Elizabeth (T)
038000	Grounds Maintenance Heavy Equipment	Doug
	Hazardous Waste Disposal (See Waste Disposal)	Melody
040550	Information Services*	Mary
040600	Instruments & Testing (WPCP)	Elizabeth (T)
040700	Interpreter and Translation Services	Elizabeth (T)
	Irrigation Supplies (See Landscape Maintenance, Supplies)	Melody
042000	Janitorial Service	Melody
042500	Janitorial Supplies	Melody
042505	Janitorial Chemicals (Cleaners And Degreasers)	Melody
042800	Kitchen Supplies	Elizabeth (T)
043000	Laboratory Equipment and Supplies	Melody

CODE	COMMODITY NAME	BUYER
043005	Laboratory Chemicals	Melody
043200	Laboratory Services	Melody
043205	Soil Testing and Analysis	Melody
043210	Medical Testing	Melody
043215	Waste Water	Melody
043400	Landscape Maintenance - Supplies & Equipment	Melody
<b>043500</b>	<b>Landscape Services +</b>	Melody
<b>043505</b>	<b>Lawn Maintenance +</b>	Melody
<b>043510</b>	<b>Tree Trimming +</b>	Melody
<b>043515</b>	<b>Mowing +</b>	Melody
<b>043520</b>	<b>Interior Landscaping +</b>	Melody
<b>043525</b>	<b>Irrigation Repairs - Services +</b>	Melody
044500	Library Equipment and Supplies	Melody
045000	Lumber: (Plywood, Shingles, Stakes, etc.)	Melody
045500	Machine Shop - Sheet Metal	Doug
046000	Mailing Services	Elizabeth (T)
046500	Material Handling Equipment	Doug
047000	Measurement and Control Devices	Melody
047200	Medical Equipment & Supplies	Melody
047300	Medical Services	Melody
047500	Metals: (Iron, Steel, Aluminum)	Melody
048500	Meters, Parking	Doug
049000	Meters, Water	Doug
049500	Microfilming Equipment & Supplies	Melody
050500	Microfilming Services	Melody
051000	Miscellaneous:	Elizabeth (T)
051005	Decorations, Christmas, Party, etc.	Elizabeth (T)
051010	Moving Services	Elizabeth (T)
051012	Parking Permits	Elizabeth (T)
051014	Collection Services	Elizabeth (T)
051016	Subpoena Services	Elizabeth (T)
051020	Shredding Services	Elizabeth (T)

CODE	COMMODITY NAME	BUYER
052000	Motors, Electrical	Doug
053500	Office Machines, Repairs & Maintenance	Elizabeth (T)
054000	Office Machines, Equipment	Elizabeth (T)
054600	Office Supplies (Non-Stock & Toner Cartridges)	Elizabeth (T)
054700	Office Supplies (Citywide Open Office Max)	Elizabeth (T)
055000	Painting Services +	Elizabeth (T)
055500	Paint, Protective Coatings, Varnish	Elizabeth (T)
056000	Paint, Equipment and Supplies	Elizabeth (T)
056500	Paper Products, Disposable	Doug
057000	Paper (for Office and Print Shop use)	Doug
057500	Park and Playground Equipment +	Doug
<b>057700</b>	<b>Paving Services +</b>	Doug
	Petroleum Products (See Fuel, Gas, etc.)	Doug
058000	Pest and Termite Control	Doug
058500	Photographic Equipment and Supplies	Doug
059000	Photographic Services (Not Including Graphic Arts)	Doug
059300	Pipes and Fittings	Doug
061000	Plumbing Equipment, Fixtures & Supplies	Doug
062000	Plumbing Services +	Doug
063000	Police Equipment and Supplies	Melody
063005	Ammunition	Melody
063015	Body Armor	Melody
063020	Belts, Cases, Holsters	Melody
063030	Guns	Melody
063035	Boots	Melody
063200	Police Services	Melody
<b>063300</b>	<b>Power Transmission Equipment (WPCP) +</b>	Melody
063500	Printing	Melody
065000	Pumps & Related Parts	Doug
065100	Pump Repair and Maintenance Services	Doug
<b>065500</b>	<b>Pumping Services +</b>	Doug
066000	Reprographics Services & Supplies	Doug

CODE	COMMODITY NAME	BUYER
066500	Road and Highway Building Materials	Doug
067000	Road Maintenance Equipment	Doug
<b>067500</b>	<b>Road Maintenance Services +</b>	Doug
<b>067505</b>	<b>Chip Seal +</b>	Doug
<b>067510</b>	<b>Street Sweeping</b>	Doug
068000	Roofing Material (Except Wood-See Lumber)	Elizabeth (T)
<b>068500</b>	<b>Roofing Services +</b>	Elizabeth (T)
069500	Rubber Stamps	P-Card
070000	Safety Equipment and Supplies	Elizabeth (T)
<b>070400</b>	<b>Sand, Aggregate, Gravel, Rock, etc.</b>	Melody
070500	Security Devices	Elizabeth (T)
070505	Burglar Alarms (Installation, Monitoring, and Maintenance)	Elizabeth (T)
070510	Fire Alarms (Installation, Monitoring, and Maintenance)	Elizabeth (T)
070520	Sprinkler Alarms (Installation, Monitoring, and Maintenance)	Elizabeth (T)
070530	Surveillance Systems (Including Installation, Monitoring, and Maintenance)	Elizabeth (T)
071000	Security Services	Elizabeth (T)
071200	Sewage and Waste Treating Equipment	Melody
<b>071500</b>	<b>Sewer and Storm Drain Services +</b>	Melody
071505	Sewer Storm Drain Parts & Equipment(Excluding Foundry)	Melody
072500	Signs	Melody
072510	Signs, Electronic	Melody
075000	Temporary Personnel Services	Susie
075500	Theatrical Equipment and Supplies	Elizabeth (T)
076000	Tools	Elizabeth (T)
077000	Towing Services	Doug
<b>077500</b>	<b>Traffic Control Equipment and Supplies</b>	Doug
077600	Training Services	Elizabeth (T)
077700	Training Supplies	Elizabeth (T)

CODE	COMMODITY NAME	BUYER
078500	Trophies, Plaques and Ribbons	P-Card
<b>079000</b>	<b>Transportation (Buses)</b>	Doug
<b>079500</b>	<b>Trucking (Hauling) +</b>	Doug
080000	Valves	Doug
080500	Veterinary Supplies	Melody
081000	Veterinary Services	Melody
<b>081500</b>	<b>Waste Disposal Services - Hazardous &amp; Non Hazardous</b>	Melody
082000	Welding Equipment, Gases and Supplies	Doug
<b>082500</b>	<b>Welding Services</b>	Doug
099000	Award Of Contracts	Department

### Buyer Contact Information:

<b>Doug Andreen</b>	<b>535-7058</b>
<b>Elizabeth (T) Briscoe</b>	<b>535-3870</b>
<b>Susie Velez</b>	<b>535-7047</b>
<b>Mary Cornwell</b>	<b>535-7056</b>
<b>Melody Wang</b>	<b>535-7049</b>

**\*Important Note:** Technology Purchase Approval Update (5/04/11):

No ITD pre-approval required, subject to Department Director approval only:

- Peripherals (including printers, scanners, projectors and/or fax machines) \$20,000 or less if purchased from existing Citywide Purchase Order, and do not require installation.
- Software \$20,000 or less if purchased from existing Citywide Purchase Order for standard desktop software listed on the Technology HelpDesk website.
- All maintenance *renewals*

ITD pre-approval required:

- Greater than \$20,000, or if product is not available from existing Citywide Purchase Order
- All servers, desktop computers, monitors and laptops
- *New* maintenance/support agreements
- Purchase requests that have an unbudgeted ongoing component (e.g. maintenance, annual upgrades etc.).