

**Update to the M/WBE Advisory Committee  
Interdepartmental Working Group on Commodity Codes  
11/9/10**

The Interdepartmental Working Group on Commodity Codes has been working to improve and streamline commodity codes and the trade summary process. This update describes activities and process improvements undertaken since the last update which was provided on 7/6/10.

**Commodity Code RFP:**

Public Works is currently finalizing a Request for Proposals (RFP) to seek a qualified consulting firm to develop a crosswalk between standard bid items and NIGP codes for the development of trade summaries. Proposed tasks include:

- Develop relationships between NIGP codes and the City's current list of standard specifications and bid items for both unit price and lump sum construction contracts.
- Develop a system to assign percentages to each code based on the bid item amount in the design consultant's construction cost estimate.
- Identify redundant codes for deactivation.
- Meet with user Departments to identify special code needs.
- Provide outreach to customers and stakeholders throughout project for ongoing feedback and present the final product.
- Provide a proposal for long term maintenance.

The project team is currently developing evaluation criteria and preparing samples of the current system, examples of the proposed crosswalk and a list of definitions. The anticipated schedule for Commodity Code RFP is as follows:

- |  |                      |
|--|----------------------|
| • Complete RFP Document and prepare Solicitation | December 1, 2010     |
| • Advertise Solicitation                         | December 6-20        |
| • Evaluate Proposals                             | February 3-11, 2011  |
| • Interview Final Candidates                     | February 14-18, 2011 |
| • Scoring and Selection                          | February 14-18, 2011 |
| • Council Approval                               | March 17, 2011       |
| • Contract Execution                             | March 30, 2011       |
| • Notice To Proceed                              | April 4, 2011        |

**Removal of old CS codes and ongoing clean-up of NIGP codes:**

Purchasing staff has been working to eliminate duplicate codes and improve code descriptions. As codes are eliminated, staff ensures that any vendors certified in eliminated codes are notified and moved to the appropriate alternate code. The following table shows codes that have been eliminated and code descriptions which have been improved or clarified since the last report on 7/6/10.

**Old CSI Code Cleanup:**

The following old CSI codes have been updated to point to the NIGP equivalent.

Old CSI	CSI Description	NIGP	NIGP Class Description	NIGP Code Description
CS004	BUSINESS SERVICES & SUPPLIES	94600	FINANCIAL SERVICES	FINANCIAL SERVICES
CS00400	BUSINESS SERVICES & SUPPLIES	94600	FINANCIAL SERVICES	FINANCIAL SERVICES
CS00410	ACCOUNTING - CERTIFIED PUBLIC ACCOUNTING	94631	FINANCIAL SERVICES	Certified Public Accountant (CPA) Services
CS00418	COPYING SERVICES	96618	PRINTING AND RELATED SERVICES	Copying Services (Reproduction)
CS00420	BLUEPRINT SERVICES	96214	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)	Blue Printing Services: Blue Prints, Blue Line, La
CS00710	PERSONNEL SERVICES	96162	MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)	Personnel Services (Not Employment)
CS01050	FIELD ENGINEERING	92538	ENGINEERING SERVICES, PROFESSIONAL	Field Engineering
CS01170	RESTORATION CONTRACTORS	96273	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)	Restoration/Reclamation Services of Land and Other Propertie
CS01516	TEMPORARY SANITARY FACILITIES	97773	RENTAL OR LEASE SERVICES OF EQUIPMENT - APPLIANCES	Toilets, Portable, Rental or Lease
CS01561	CONSTRUCTION DUMPSTERS & TRASH SERVICE	97537	RENTAL OR LEASE SERVICES OF EQUIPMENT - AGRICULTUR	Garbage/Refuse Equipment (Dumpsters, etc.) Rental
CS01565	PEST CONTROL	98889	ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERV	Weed and Vegetation Control
CS01568	SURFACE WATER CONTROL & DEWATERING	96893	PUBLIC WORKS AND RELATED SERVICES	Well Pointing Services (Dewatering)
CS01580	PROJECT IDENTIFICATION & SIGNS	80198	SIGNS, SIGN MATLS, SIGN MAKING EQUIP, AND RELATED SUPPLIES	SIGNS, CONSTRUCTION PROJECT IDENTIFICATION SIGNS (
CS01581	SIGN PAINTING	96166	MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)	Sign Painting Services
CS02004	CONSTRUCTION EQUIPMENT RENTAL	97524	RENTAL OR LEASE SERVICES OF EQUIPMENT - AGRICULTUR	Construction Equipment (Not Otherwise Classified), Rental
CS02016	SEISMIC INVESTIGATION	92530	ENGINEERING SERVICES, PROFESSIONAL	Earthquake-Seismic Engineering
CS02055	FIRESITE CLEANUP	90976	BUILDING CONSTRUCTION SVCS, NEW (INCL. MAINT AND RPR SVCS)	Site Work
CS02120	STRUCTURE MOVING	96257	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)	Moving: House, Portable Building, etc.
CS02140	DEWATERING	96893	PUBLIC WORKS AND	Well Pointing Services

			RELATED SERVICES	(Dewatering)
CS02144	WELL POINTS	96893	PUBLIC WORKS AND RELATED SERVICES	Well Pointing Services (Dewatering)
CS02148	RELIEF WELLS	96893	PUBLIC WORKS AND RELATED SERVICES	Well Pointing Services (Dewatering)
CS02660	WATER DISTRIBUTION	96892	PUBLIC WORKS AND RELATED SERVICES	Water Supply Plant Operating and Monitoring System
CS02675	DISINFECTION OF WATER DISTRIBUTION SYSTEMS	96892	PUBLIC WORKS AND RELATED SERVICES	Water Supply Plant Operating and Monitoring System
CS02830	FENCE & GATE CONTRACTOR	98815	ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERV	Fence Installation and Repair
CS029	LANDSCAPING CONTRACTOR	98852	ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERV	Landscaping (Including Design, Fertilizing, Planti
CS02900	LANDSCAPING CONTRACTOR	98852	ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERV	Landscaping (Including Design, Fertilizing, Planti
CS02910	SHRUB & TREE TRANSPLANTING	98852	ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERV	Landscaping (Including Design, Fertilizing, Planti
CS02920	SOIL PREPARATION	98852	ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERV	Landscaping (Including Design, Fertilizing, Planti
CS08801	STAINED GLASS MANUFACTURING	96232	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)	Etching and Stained Glass Services
CS11028	SAFE DEPOSIT BOXES	97168	REAL PROPERTY RENTAL OR LEASE	Safety Deposit Box Rental or Lease
CS11034	PACKAGE TRANSFER UNITS	99010	SECURITY, FIRE, SAFETY, AND EMERGENCY SERVICES	Armored Car Services
CS13310	WATER SUPPLY PLANT OPERATING & MONITORING SYSTEMS	96892	PUBLIC WORKS AND RELATED SERVICES	Water Supply Plant Operating and Monitoring System
CS13320	WASTEWATER TREATMENT PLANT OPERATING & MONITORING	96895	PUBLIC WORKS AND RELATED SERVICES	Wastewater Treatment Plant, Operations, Testing, a
CS15020	MECHANICAL ENGINEERS	92567	ENGINEERING SERVICES, PROFESSIONAL	Mechanical Engineering
CS15502	HVAC ENGINEERS	92507	ENGINEERING SERVICES, PROFESSIONAL	Air Conditioning, Heating and Ventilating Engineer
CS15652	REFRIGERATION ENGINEERS	92520	ENGINEERING SERVICES, PROFESSIONAL	Cold Storage; Refrigeration; Fast Freeze/Engineering
CS16020	ELECTRICAL ENGINEERS	92531	ENGINEERING SERVICES, PROFESSIONAL	Electrical Engineering
CS91230	VEGETATION CONTROL	98889	ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERV	Weed and Vegetation Control

**Duplicate and Description Cleanup:**

The following NIGP commodity Code descriptions were update to include part of their NIGP Class description for clarity.

“Microcomputer” and “Software” added to descriptions:

<b>NIGP Code</b>	<b>Commodity Description</b>
20810	Accounting/Financial: Bookkeeping, Billing, Inv Software, PC
20811	Application Software, Microcomputer
20820	Business Software, Misc.: Agenda, Labels, Mail Lists
20827	Communications: Networking, Linking, etc.Software
20837	Database Software, Microcomputer
20839	Desktop Publishing Software, Microcomputer
20840	Driver and Hardware Support Programs, Microcomputer
20842	EDI (Electronic Data Interchange) Translator Software
20843	Educational Software: Foreign Languages, Math, Science, Soci
20844	E-Mail Software, Microcomputer
20845	Expert System Software, Microcomputer
20847	Games Software: Adventure, Board, Puzzles, Strategy, etc.
20850	Graphics Software: Clip Art, Demos, Presentation, Slide Sho
20853	Integrated Software, Microcomputer
20855	Inventory Management Software, Microcomputer
20861	OCR and Scanner Software, Microcomputer
20863	Personnel Software, Microcomputer
20865	Point of Sale Software, Microcomputer
20866	Professional Software: Computer, Hospital/Pharmacy, Legal
20867	Programming: Basic, Assembler, CASE, Libraries
20868	Project Management Software
20871	Purchasing Software, Microcomputer
20872	Purchasing and Accounting Codes for use with PC Software
2088200	Scientific, Statistical, Engineering, Mathematical
20884	Spread Sheet Software
20887	Tools, Programming and Case, Software
20890	Utilities: Back-up, Batch File, Menus, Operating Software

Added “Mainframe” or “Mini/Mainframe” and “software” to descriptions:

<b>NIGP Code</b>	<b>Commodity Description</b>
20911	Accounting/Financial:Mainframe Software, Billing, Inv, Accou
20931	Computer Aided Design, Mini/Mainframe
20938	Database, Mini/Mainframe
20940	Desktop Publishing, Mini/Mainframe
20946	Expert System Software, Mini/Mainframe
20948	Games: Adventure, Board, Puzzles, Strategy, etc., Mainframe
20951	Graphics: Clip Art, Demos, Presentation, Slide Show
20956	Inventory Management, Mini/Mainframe
20958	Language Translation Software, Mini/Mainframe
20962	OCR and Scanner Software, Mini/Mainframe

20964	Personnel Software, Mini/Mainframe
20966	Point of Sale Software, Mini/Mainframe
20967	Professional: Mainframe Hospital/Pharmacy, Legal, Computer,
20969	Project Management, software, Mini/Mainframe
20972	Purchasing software, Mini/Mainframe
20973	Purchasing and Accounting Codes for use with Mini/Mainframe
20985	Spread Sheet, software, Mini/Mainframe
20986	Surveying Systems Software. Mini/Mainframe
20988	Tools, Programming and Case. Mini/Mainframe
20991	Utilities: Back-up, Batch File, Menus, Network Mgmt
20995	Word Processing, Text Editors, Label Makers, Mini/Mainframe

Added “Consulting” to descriptions:

<b>NIGP Code</b>	<b>Commodity Description</b>
91812	Analytical Studies and Surveys (Consulting)
91813	Asbestos Consulting
91820	Business Consulting, Small
91826	Communications: Public Relations Consulting
91829	Computer Software Consulting
91835	Disadvantage Business Enterprise (DBE) and HUB Consulting
91849	Finance/Economics Consulting
9186301	Temporary Housing Consulting
91869	Insurance Consulting
91874	Legal Consulting
91875	Management Consulting
91876	Marketing Consulting
91881	Natural Disasters (Fire, Flood, Wind, Quakes) Consulting
91886	Public Art Consulting
91897	Utilities: Gas, Water, Electric Consulting

Added “Insurance” to the descriptions:

<b>NIGP Code</b>	<b>Commodity Description</b>
95306	Accident Insurance
95313	Aviation Insurance
95322	Boiler Insurance
95330	Collision, Automotive Insurance
95333	Comprehensive, Automotive Insurance
95334	Crime Insurance
95337	Disability Insurance
95341	Fidelity and Surety Insurance
95343	Fire Insurance
95345	Flood Insurance
95348	Health/Hospitalization (Including Dental and Vision)
95348DI	Dental Insurance
95351	Inland Marine Insurance
95354	Liability, Automotive Insurance

95356	Liability, General Insurance
95358	Liability, Professional Insurance
95363	Life Insurance
95377	Property and Casualty Insurance
95383	Sports Insurance
95387	Title Insurance
95392	Worker's Compensation Insurance

Added "Rental" or "Lease" to the descriptions:

<b>NIGP Code</b>	<b>Commodity Description</b>
97108	Building, Fabricated, Rental or Lease
97508	Agricultural Implement and Accessory Rental or Lease
97511	Airplanes, Helicopters, and Accessory Rental or Lease
97514	Automobiles and Other Passenger Vehicles, Rental or Lease
97521	Boats, Motors, and Marine and Wildlife Supply Rental
97524	Construction Equipment (Not Otherwise Classified), Rental
97526	Crane Rental or Lease
97534	Earth Moving Equipment (Graders, Dozers, Loaders) Rental
97540	Industrial Equipment Rental or Lease
97566	Road and Highway Equipment (Not Otherwise) Rental
97583	Tractors, Industrial and Construction, Rental or Lease
97773	Toilets, Portable, Rental or Lease
98412	Bursters, Decollators, Detachers, etc., Rental or Lease
98419	Communication Boards, Control Units, Modems, Processor, Rental
98430	Computer Accessories (Not Otherwise Classified) Rental
98434	Covers and Enclosures (Acoustical and Protective), Rental
98460	Printers and Plotters, Computer (All Types), Rental or Lease
98487	Terminals, CRTs and Remote Job Entry Devices Rental or Lease
98526	Copy Machine (Including Cost-Per-Copy Type Leases)
98555	Microfiche/Microfilm Equipment and Accessory Rental
98559	Office Machines, Equipment, and Accessories, Rental/Lease
98560	Postal Equipment Rental or Lease
98561	Photographic and Recording Equipment Rental or Lease
98564	Printing Plant Equipment and Supplies Rental or Lease
98569	Radio and Telecommunications Equipment and Accs. Rental
98573	Signs, Message Boards and Centers, etc., Rental or Lease
98577	Telephone Systems and Portable Phones, Rental or Lease
98578	Television Equipment and Accessories Rental or Lease
98579	Ticket Dispensing and Collection Equipment Rental or Lease
98585	Visual Education Equipment and Supplies Rental or Lease

Added "Sale of Surplus" to the descriptions:

<b>NIGP Code</b>	<b>Commodity Description</b>
99803	Aircraft and Aviation Parts, Equipment, Sale of Surplus
99805	Agriculture Equipment and Commodities, Sale of Surplus
99806	Ammunition, Explosives, and Weapons, Sale of Surplus
99807	Animals and Livestock, Sale of Surplus

99809	Automobile, Truck, Bus Parts and Equipment, Sale of Surplus
99810	Bags, All Types, Sale of Surplus
99811	Barber and Beauty Shop Equipment, Sale of Surplus
99812	Barrels and Drums, Sale of Surplus
99815	Batteries, All Types, Sale of Surplus
99817	Boats and Marine Equipment, Sale of Surplus
99818	Books, All Types (Library, School, etc.), Sale of Surplus
99819	Builders Supplies, Sale of Surplus
99820	Buses, Transit and School, Sale of Surplus
99821	Cafeteria and Kitchen Equipment, Sale of Surplus
99824	Chemicals, All Types, Sale of Surplus
99825	Clocks, Watches, Timepieces, All Types, Sale of Surplus
99826	Clothing, Sale of Surplus
99828	Communication Equipment (Incl Radio, TV) Sale of Surplus
99829	Computers, Parts and Supplies, Sale of Surplus
99830	Confiscated and Personal Merchandise, Sale of Surplus
99833	Dairy Equipment, Sale of Surplus
99835	Drugs, First Aid, Veterinary, Sale of Surplus
99837	Electrical Supplies, Sale of Surplus
99838	Engineering Equipment and Supplies, Sale of Surplus
99839	Escalators and Elevators, Sale of Surplus
99840	Fertilizer, Sale of Surplus
99842	Fire and Police Equipment (Not Otherwise Classified) Sale
99844	Food, Sale of Surplus
99846	Furniture, Sale of Surplus
99847	Glass, Sale of Surplus
99848	Garbage, Sale of Surplus
99849	Garbage and Refuse Containers, Sale of Surplus
99850	Hardware, Sale of Surplus
99852	Heating, Air Conditioning, Ventilating, Refrig, Sale of Surp
99854	Highway Equipment, Sale of Surplus
99857	Laboratory Equipment, Sale of Surplus
99859	Laundry Equipment, Sale of Surplus
99860	Library Equipment, Sale of Surplus
99863	Lumber, Sale of Surplus
99865	Machinery, Sale of Surplus
99867	Medical and Dental Equipment and Supplies, Sale of Surplus
99868	Metal, Scrap, Sale of Surplus
99869	Metals, Precious, Sale of Surplus
99870	Musical Equipment, Sale of Surplus
99872	Office Equipment, Sale of Surplus
99874	Oils, Waste, Sale of Surplus
99875	Paper and Paper Products, Sale of Surplus
99876	Photographic Equipment, Sale of Surplus
99877	Parking Meters, Sale of Surplus
99878	Plumbing Equipment and Supplies, Sale of Surplus
99879	Pipe, Valves and Fittings, Sale of Surplus
99880	Public Utility Equipment, Sale of Surplus

99882	Rags, Sale of Surplus
99883	Rail Equipment and Accessories, Sale of Surplus
99885	Recyclable Materials:Books, Paper, Glass, Metal,Surplus Sale
99887	Road and Highway Materials, Sale of Surplus
99888	Scales and Weighing Apparatus, Sale of Surplus
99889	School Equipment, Sale of Surplus
99891	Sporting Equipment, Sale of Surplus
99892	Traffic Signals and Control Equipment, Sale of Surplus
99893	Tire and Tubes, Sale of Surplus
9989335	DISPOSAL OF USED TIRES, Sale of Surplus
99894	Vehicles, Incl. Automobiles, Trucks, Trailers, Surplus Sale
9989491	Wreckers, Sale of Surplus
99895	Welding Equipment, Sale of Surplus

**New Commodity Codes:**

The following codes were added to capture sustainable or “green” purchases in technology. All certified M/WBE vendors in registered for technology goods classes were notified of the new codes.

<b>NIGP Code</b>	<b>Commodity Description</b>
20546	IMAGING SYSTEMS, MICROCOMPUTER, ENVIROMENTALLY CERTIFIED
20553	MICROCOMPUTERS, DESKTOP OR TOWERBASED, ENVIRONMENTALLY CERTI
2055340	MICROCOMPUTERS, DESKTOP, ENVIRONMENTALLY CERTIFIED
2055373	SERVERS, FILE, MICROCOMPUTER, ENVIRONMENTALLY CERTIFIED
20554	MICROCOMPUTERS, HANDHELD, LAPTOP, AND NOTEBOOK, ECO CERTIFIED
20555	MICROCOMPUTERS, MULTI-PROCESSOR, ENVIROMENTALLY CERTIFIED
20560	MONITORS, COLOR AND MONOCHROME, ENVIRONMENTALLY CERTIFIED
20571	PLOTTERS, GRAPHIC, ENVIRONMENTALLY CERTIFIED
20576	PRINTERS, INKJET, ENVIROMENTALLY CERTIFIED
20577	PRINTERS, LASER, ENVIRONMENTALLY CERTIFIED
20578	PRINTERS, PEN PLOTTER, ENVIROMENTALLY CERTIFIED
20579	PRINTERS, DIGITAL, ENVIROMENTALLY CERTIFIED
20580	PRINTERS, THERMAL, ENVIRONMENTALLY CERTIFIED
20582	PRINTERS, MICROCOMPUTER (OTHER), ENVIROMENTALLY CERTIFIED
20587	SCANNERS, FILM, ENVIRONMENTALLY CERTIFIED
20588	SCANNERS, DOCUMENT: HANDHELD, DESKTOP AND HIGH VOL, ECO CERT
20593	TERMINALS AND CRTS: DATA PROCESSING SYSTEMS, ECO CERTIFIED
20596	WORKSTATIONS: SPARC, RISC, ETC. ENVIRONMENTALLY CERTIFIED
20367	POWER SUPPLIES: SURGE PROTECTORS, UNINTERRUPTIBLE, ECO CERTI
20372	PRINTER ACCESSORIES AND SUPPLIES: ENVIRONMENTALLY CERTIFIED
20375	PROJECTION DEVICES AND ACCESSORIES: ENVIROMENTALLY CERTIFIED