

# VENDOR APPLICATION



**PURCHASING DIVISION, 1000 10<sup>TH</sup> STREET, GREELEY CO 80631  
(970) 350-9333 FAX: (970) 350-9328**

## APPLICANT INFORMATION

Date of Application:					
Mailing Address for Bidding Forms and Purchase Orders:			Mailing Address for Payments:		
Applicants Name:			Applicants Name:		
Street Address:			Street Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone: - -			Fax: - -		

## ORGANIZATION INFORMATION

Organization Information [Check One]: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit Organization	
Corporation Incorporated Under the Laws of the State of:	
Type of Ownership: Disadvantaged Business Enterprise [DBE]: <input type="checkbox"/> Yes <input type="checkbox"/> NO	
Type of Ownership: Women Owned Business Enterprise [WBE]: <input type="checkbox"/> Yes <input type="checkbox"/> NO [As Per Public Law 95-507]	
Invoice Terms:	Factory Authorized Dealer for Service and Parts: <input type="checkbox"/> Yes <input type="checkbox"/> No

## BID CONTACT INFORMATION

Contact for Bids and Quotes:		Official Capacity:	
Phone: - -	Ext:	Fax: - -	Email:
2 <sup>nd</sup> Contact for Bids and Quotes:		Official Capacity:	
Phone: - -	Ext:	Fax: - -	Email:

## I HEREBY CERTIFY THE INFORMATION SUPPLIED HEREIN IS CORRECT:

Name and Title of Authorized to Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**Please Fax completed application to 970-350-9328**

If you have any questions please call Purchasing at 970-350-9333.

Purchasing Office Use Only	Vendor #:
----------------------------	-----------

Sept-06

# W-9

## Request for Taxpayer Identification Number (TIN) Verification

Substitute Form

Do Not Send to IRS

PRINT OR TYPE

Name \_\_\_\_\_

Second Name \_\_\_\_\_

(Only If Doing Business As (D.B.A.))

Address \_\_\_\_\_

(To Receive Payments)

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

9 Digit Taxpayer Identification Number (TIN): **MUST CHECK ONE**

\_\_\_\_ Individual (Individual's Social Security Number)

*NOTE: DO NOT use employer identification number used for forms 941, 940, 720 or 2290.*

\_\_\_\_ Sole Proprietorship (Owner's Social Security Number)

(You file Schedule C, Form 1040)

*NOTE: DO NOT use employer identification number used for forms 941, 940, 720 or 2290.*

\_\_\_\_ Medical Services Provider

(Business' Federal Employer Identification Number. (FEIN))

\_\_\_\_ Partnership (Partnership's FEIN) (You file Form 1065)

\_\_\_\_ Estate/Trust (Legal Entity's FEIN)

*NOTE: Do not furnish the identification number of the personal representative or trustee unless the legal entity itself is not designated in the account title. List and circle the name of the legal trust, estate, or pension trust.*

\_\_\_\_ Corporation (Corporation's FEIN) (You file Form 1120)

\_\_\_\_ Tax Exempt Organization (Organization's FEIN)

\_\_\_\_ Governmental /Non-Profit (Public Entity's FEIN)

\_\_\_\_ Association/Club (Association/Club's FEIN)

**NOTE:** If no name is circled when there is more than one name, the number will be considered to be that of the first name listed.

Check here if TIN number "applied for"      Licensed Realtor    Yes \_\_\_\_ No \_\_\_\_

**OPTIONAL INFORMATION** - This Section is optional and the information provided is completely voluntary and confidential.

**BUSINESS CLASSIFICATION** - Check one or more of the following as may be applicable.

\_\_\_\_ Large Business

\_\_\_\_ Woman-owned business

\_\_\_\_ Black, not Hispanic Origin

\_\_\_\_ Asian or Pacific Islander

\_\_\_\_ Other

\_\_\_\_ Small Business

\_\_\_\_ Hispanic

\_\_\_\_ White, not Hispanic Origin

\_\_\_\_ Native American Indian/Alaskan

### DEFINITIONS

- **Minority Group:** Established by the Federal Administrative Agency called the Office of Federal Contracts and Compliance Programs (OFCCP).
- **Small Business:** A business concern that is organized for profit, is independently owned and operated, is no dominant in the field of operation in which it is bigger, and meets the size standards as prescribed in the Code of Federal Regulations, Title 13, Part 121. Consult your local or district Small Business Administration (SBA) office if further classification is needed.
- **Large Business:** A business concern that exceeds that small business size code standards established by the SBA.
- **Women-Owned Small Business:** A small business that is at least 51 percent owned by a woman or women who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" means actively involved in the day-to-day management.

*Under penalties of perjury, I certify that:*

- (1) *The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me)      AND*
- (2) *I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends or © the IRS has notified me that I am no longer subject to backup withholding (does not apply to real estate transactions, mortgage interest paid, the acquisition of abandonment of secured property, contribution to an individual retirement arrangement (IRA), and payments other than interest and dividends)*

*Certification Instructions - You must cross out item (2) above if you have been notified by IRS that you are currently subject to backup withholding because of under reporting interest or dividends on your tax return.*

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Title (Print or Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

### COMMODITY LIST

Please circle the number of the item/s or service/s (limit five) that you wish to supply.

#### GOODS:

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| 005 Abrasives                       | 300 Embossing/Engraving             |
| 010 Acoustical Tile                 | 301 Embroidery                      |
| 019 Advertising Specialties         | 317 Explosives                      |
| 020 Agricultural Implements         | 320 Fasteners                       |
| 025 Air Compressors/Tools           | 321 FAX Machines/Supplies           |
| 031 Air Conditioners/Equipment      | 330 Fencing                         |
| 038 Ammunition                      | 335 Fertilizers, Etc.               |
| 043 Antiques                        | 339 Filters                         |
| 047 Appliances                      | 340 Fire Protection Equipment       |
| 052 Art Objects, Etc.               | 345 First Aid/Safety Equipment      |
| 053 Audio/Visual Equipment/Supplies | 350 Flags/Poles/Banners             |
| 054 Asphalt/Paving Supplies         | 355 Floor Machines                  |
| 060 Auto/Truck Parts/Accessories    | 360 Floor Coverings                 |
| 075 Auto Shop Equipment             | 363 Floral Materials                |
| 080 Badges/ID Equipment             | 392 Food Store                      |
| 089 Bags, Erosion Control           | 393 Footwear                        |
| 100 Barrels/Drums                   | 395 Forestry Tools/Equipment        |
| 101 Batteries                       | 400 Foundry Castings                |
| 105 Bearings (Not Wheel)            | 405 Fuel/Oil/Lubricants             |
| 110 Belts/Belting                   | 407 Fungicides/Germicides Etc       |
| 113 Bicycles/Equipment              | 420 Furniture, Non-Office           |
| 130 Books                           | 425 Furniture, Office               |
| 133 Brass/Copper Products           | 440 Glass/Glazing Equipment         |
| 135 Brick/Clay Products             | 441 Golf Supplies                   |
| 139 Bronze Products                 | 442 Graphic Design                  |
| 145 Brooms/Brushes (All)            | 445 Hand Tools                      |
| 150 Builder's Supplies              | 450 Hardware                        |
| 153 Building Materials              | 453 Heating Equipment               |
| 155 Buildings, Fabricated           | 455 Heavy Equipment                 |
| 157 Buses/Equipment                 | 460 Hose (All)                      |
| 158 Business Systems                | 475 Irrigation/Sprinkler Equipment  |
| 163 Cable (All)                     | 485 Janitorial Supplies             |
| 167 Canvas Products                 | 490 Laboratory Equipment/Supplies   |
| 169 Cemetery Equipment/Supplies     | 497 Ladders/Scaffolding             |
| 171 Chalkboards, Etc.               | 500 Landscape/Lawn Equipment        |
| 187 Coatings                        | 527 Lighting                        |
| 190 Chemicals, Commercial           | 533 Locating Equipment              |
| 193 Cleaning Equipment/Supplies     | 540 Lumber Etc.                     |
| 195 Clocks/Timing Devices           | 545 Machinery/Heavy Hardware        |
| 200 Clothing/Apparel                | 550 Markers/Plaques                 |
| 209 Concrete/Products               | 555 Marking Devices                 |
| 213 Concrete Tools/Supplies         | 560 Material Handling Equipment     |
| 217 Construction Equipment          | 565 Meals, Holiday Etc              |
| 220 Control/Measurement Devices     | 570 Metals, Fabricated              |
| 227 Copiers/Supplies                | 578 Miscellaneous                   |
| 232 Crafts, General                 | 595 Nursery Stock                   |
| 233 Crafts, Specialized             | 600 Office Machines                 |
| 250 Data Processing Equipment       | 610 Office Supplies                 |
| 261 Dive Equipment                  | 630 Paints/Paint Equipment          |
| 273 Educational Materials           | 640 Paper/Plastic Goods(Disposable) |
| 285 Electrical Equipment            | 645 Papers, Office Use              |
| 287 Electronic Components           | 650 Park/Playground Equipment       |

655 Photo Equipment/Supplies  
 657 Pipe, Steel  
 663 Plants/Shrubs/Trees  
 667 Plastics, Recycled  
 670 Plumbing Equipment  
 680 Police Equipment/Supplies  
 692 Pressure Washers  
 715 Publications  
 720 Pumps/Accessories  
 725 Radio/Telecom Equipment  
 736 Recycled Products  
 740 Refrigeration Equipment  
 742 Restaurants  
 750 Road/Highway Equipment Etc.  
 770 Roofing  
 771 Rubber Products  
 777 Sand/Gravel  
 785 School Equipment/Supplies  
 786 Scientific Instruments  
 787 Security Systems  
 790 Seed/Sod  
 801 Signs  
 803 Sound Systems/Equipment  
 805 Sports/Athletic Equipment/Supplies  
 810 Spray Equipment  
 820 Steam Boilers, Etc.  
 827 Swim Equipment/Supplies  
 830 Tanks  
 832 Tapes, Audio/Visual  
 840 Television Equipment  
 845 Testing Equipment  
 850 Textiles  
 855 Theatrical Equipment  
 860 Tickets, Etc.  
 862 Tools, Power  
 863 Trophies, Etc.  
 864 Traffic Signal/Control Equipment  
 867 Vehicles  
 881 Water Heaters  
 882 Water Repair Parts  
 883 Water Testing Equipment  
 885 Water Treatment Chemicals  
 887 Water Control Equipment  
 890 Water Treatment Equipment  
 893 Weather Station Equipment  
 895 Welding Equipment/Supplies  
 896 Window Treatments

If you find no applicable code, please indicate the type of your business here:

---



---

SERVICES & ORGANIZATIONS:

901 Advertising  
 903 Associations  
 904 Appliance Repair  
 907 Architectural  
 910 Building Maintenance  
 912 Catering  
 913 Charities  
 914 Cleaning  
 915 Communication  
 916 Coring  
 917 Counseling  
 919 Consulting  
 920 Data Processing  
 922 Design  
 924 Educational  
 925 Equipment Maintenance  
 926 Electrical  
 923 Employment  
 927 Engineering  
 928 Entertainment  
 929 Environmental  
 930 Equipment Rental  
 932 Financial  
 933 Floor Finishing  
 934 Government Agency  
 935 Health Related  
 936 Insurance  
 937 Human Services  
 938 Information  
 939 Landscaping  
 940 Laundry/Dry Cleaning  
 942 Legal  
 947 Miscellaneous  
 948 Moving & Storage  
 950 Personnel, Temporary  
 951 Painting  
 952 Photography  
 955 Public Works, Construction  
 957 Printing  
 960 Roadside/Parks/Grounds  
 965 Security/Fire  
 967 Salvage  
 968 Shipping  
 973 Survey/Mapping  
 975 Training  
 978 Transportation  
 980 Trash Collection  
 983 Travel Accommodations  
 985 Upholstery  
 987 Vending  
 991 Video  
 995 Waste Management  
 996 Water Testing  
 997 Welding

**CITY OF GREELEY - PURCHASING DIVISION**  
1000 10<sup>th</sup> Street  
GREELEY, CO 80631  
PH: (970) 350-9333  
FAX: (970)-350-9328

**Schedule A-Information for Determining Disadvantaged Business Enterprise Eligibility**

1. Name of firm \_\_\_\_\_
2. Address of firm \_\_\_\_\_
3. Phone number of firm \_\_\_\_\_
4. Indicate whether firm is sole proprietorship, partnership, joint venture, corporation or other business entity (please specify) \_\_\_\_\_  
\_\_\_\_\_
5. Nature of firm's business \_\_\_\_\_
6. Years firm has been in business \_\_\_\_\_
7. Ownership of firm: Identify those who own 5 percent or more of the firm's ownership. Columns "e" and "f" need to be filled out only if the firm is less than 100 percent minority owned.

(a)	(b)	(c)	(d)	(e)	(f)
Name	Race	Sex	Years of Ownership	Ownership Percentage	Voting Percentage

With firms less than 100 Percent minority owned, list the contributions of money, equipment, real estate, or expertise of each of the owners.

8. Control of firm: a) Identify by name, race, sex, and title in the firm those individuals (including owners and non-owners) who are responsible for day-to-day management and policy decision making, including, but not limited to, those with prime responsibility for:
  - (1) Financial decisions \_\_\_\_\_
  - (2) Management decisions, such as-
    - a. Estimating \_\_\_\_\_
    - b. Marketing and sales \_\_\_\_\_
    - c. Hiring and firing of management personnel \_\_\_\_\_
    - d. Purchases of major items or supplies \_\_\_\_\_
  - (3) Supervision of field positions \_\_\_\_\_
9. For each of those listed in question 8, provide a brief summary of the person's experience and number of years with the firm, indicating the person's qualifications for the responsibilities given him or her.
10. Describe or attach a copy of any stock options or other ownership options that are outstanding, and any agreements between owners or between owners and third parties which restrict ownership or control of minority owners.
11. Identify any owner (see item 7) or management official (see item 8) of the named firm who is or has been an employee of another firm that has an ownership interest in or a present business relationship with the named firm. Present business relationships include shared space, equipment, financing, or employees as well as both firms having some of the same owners.
12. What are the gross receipts of the firm for each of the last two years?

Year ending \_\_\_\_\_

\$ \_\_\_\_\_

Year ending \_\_\_\_\_

\$ \_\_\_\_\_

13. Name of bonding company, if any: \_\_\_\_\_

Bonding limit \_\_\_\_\_

Sources of letters of credit, if any \_\_\_\_\_

14. Are you authorized to do business in the state as well as locally, including all necessary business licenses?  
\_\_\_\_\_

15. Indicate if this firm or other firms with any of the same officers have previously received or been denied certification or participation as a D.B.E. and describe the circumstances. Indicate the name of the certifying authority and the date of such certification or denial.

**AFFIDAVIT**

"The undersigned swears that the foregoing statements are true and correct and include all material information necessary to identify and explain the operations of \_\_\_\_\_ (Name of Firm) as well as the ownership thereof. Further, the undersigned agrees to provide through the prime contractor or, if no prime, directly to the grantee current, complete and accurate information regarding actual work performed on the project, the payment therefor and any proposed changes, if any, of the foregoing arrangements and to permit the audit and examination of books, records, and files of the named firm. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under Federal or State laws concerning false statements."

NOTE: If, after filing this Schedule A and before the work of this firm is completed on the contract covered by this regulation, there is any significant change in the information submitted, you must inform the grantee of the change through the prime contractor or, if no prime contractor, inform the grantee directly.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Corporate Seal (where appropriate)

Date \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared (Name) \_\_\_\_\_ to me personally known, who, being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by (Name of Firm) \_\_\_\_\_ to execute the affidavit and did so as his or her free act and deed.

Notary Public \_\_\_\_\_

Seal

Commission Expires \_\_\_\_\_