



**WASHINGTON ELEMENTARY SCHOOL DISTRICT #6
NOTICE OF INVITATION FOR WRITTEN QUOTE**

Material and/or Service: **WQ #22.037, Automatic Gate Maintenance**

Written Quote Due Date: **Tuesday, November 29, 2022**

Time: 2:00 P.M. Local Time

Opening Location: Washington Elementary School District
Business Services/Purchasing Department
4650 W. Sweetwater
Glendale, AZ 85304

The Washington Elementary School District No. 6 is requesting competitive written quotes from a qualified firm to provide Automatic Gate Maintenance.

All written quotes must be written legibly in ink or typewritten and can be submitted in any of one of the following manners:

- a) Return the completed Cost Form by mail or personal delivery.
- b) Faxing the completed Cost form to (602) 347-3521.
- c) E-mailing the requested Cost Form to brian.wenrich@wesdschools.org

Written Quotes will be opened publicly immediately after the hour of closing. The name of each firm submitting a quote and other relevant information, as determined by the District, shall be recorded. This record shall be open for public inspection at the time of the quote opening. All other information, including pricing, shall remain confidential until after the award is made. All information and quotes submitted will be made available for public inspection after the award has been made, except to the extent that the Offeror has requested, and the District concurs, that certain information remain confidential.

The District reserves the right to enter into discussion with Offerors. The District reserves the right to accept or reject any or all Written Quotes for any part thereof, and to waive any informality if any quote is deemed in the best interest of the District.

It is anticipated that one vendor will be awarded a contract under this quote, but the District reserves the right to make a multiple award.

VENDORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE REQUEST FOR WRITTEN QUOTE

Contact: Brian Wenrich
Phone: 602-347-3537
Fax: 602-347-3521
Email: brian.wenrich@wesdschools.org

Authorization: Tracy Pruitt November 15, 2022
Tracy Pruitt, Director of Purchasing Date

“NO QUOTE” RESPONSE FORM
WQ #22.037
AUTOMATIC GATE MAINTENANCE

If you do not wish to respond to this solicitation, please provide written notification of your decision. Please indicate below in the appropriate area the reason for your decision and return this page. Failure to respond will result in deletion of your name from the District’s vendor listing. This form may be returned to the address listed below, or faxed to 602-347-3521. A “No Bid” will be considered a response.

☐ I am submitting a “NO QUOTE” at this time.
Please keep my name on the District’s Bidder’s List.

☐ I cannot meet the product/service specifications as described in the solicitation due to:

☐ I cannot meet the Terms and Conditions of the solicitation because:

☐ I do not provide products/services of this nature.
Please remove my name from this category. I will submit a revised Vendor
Registration Form.
You may receive a copy by mail by contacting Esther Heath at 602-347-2864.

☐ I no longer wish to do business with Washington Elementary School District.
Please remove my name from the District’s Bidder’s List.

Name of Company Responding

Date Signed

Authorized Signature/Local Representative

Telephone/Fax Number

Type Name and Position Held with Company

Email

Mailing Address

City

State

Zip

Please return this completed form to:
Washington School District No. 6
Purchasing Vendor Registration
4650 W. Sweetwater
Glendale, AZ 85304-1505
FAX: 602-347-3521

SPECIAL TERMS AND CONDITIONS

1. Purpose

Washington School District is accepting competitive sealed W/Quotes from interested firms and individuals to provide Automatic Gate Maintenance at various sites.

2. Requirements

A. Insurance

Offeror agrees to maintain such insurance as will fully protect Offeror and the District from any and all claims under any workers' compensation statute or unemployment compensation laws, and from any and all other claims of any kind or nature for damage to property or personal injury, including death, made by anyone, that may arise from work or other activities carried on, under, or facilitated by this Agreement, either by Offeror, its employees, or by anyone directly or indirectly engaged or employed by Offeror. Offeror agrees to maintain such automobile liability insurance as will fully protect Offeror and the District for bodily injury and property damage claims arising out of the ownership, maintenance or use of owned, hired or non-owned vehicles used by Offeror or its employees, while providing services to the District.

Successful Offeror will be required to maintain Worker's Compensation and Employer's Liability Insurance as required by law.

B. Safety

Offeror, at its own expense and at all times, shall take all reasonable precautions to protect persons and the District property from damage, loss or injury resulting from the activities of Offeror, its employees, its subcontractors, and/or other persons present. Offeror will comply with all specific job safety requirements promulgated by any governmental authority, including without limitation, the requirements of the Occupational Safety Health Act of 1970.

C. Registered Sex Offender Restriction

No employee of the vendor, or a subcontractor of the vendor, who has been adjudicated to be a registered sex offender, may perform work on District premises or equipment at any time when District students are, or are reasonably expected to be present. A violation of this condition may result in the cancellation of this contract at the District's discretion.

3. Terms of Award

It is the intent of the District to award a multi-term contract, beginning upon award and continuing until 6/30/23. If all conditions are met during this period of time, this contract can be extended, if funding is available, for up to an additional four one-year contracts. However, no contract exists unless and until a purchase order is issued each fiscal year.

4. Single/Multiple Award

It is expected that a contract under this written quote will be awarded to a single vendor, but the district reserves the right to make a multiple award.

5. Award Basis

The contract shall be awarded to the Offeror whose Written Quote conforms in all material respects to the requirements set forth in the Written Quote and is determined to offer the best solution for WESD's needs. Cost, the solution offered, and references will be evaluated by WESD, as well as other information that may be included

in responses. If a vendor receives a contract award and is unable to meet the services requirements as outlined in this request for written quote, or is unable to hold quoted price, or fails to provide acceptable service as determined by the District, the District reserves the right to go to the next lowest ranked vendor.

WESD reserves the right to enter into discussions and request presentations from Offerors.

6. **Billing**

All billing notices must be sent to the district's accounts payable as shown on the purchase orders. All invoices shall identify the specific item(s) being billed. Any purchase order issued by Washington Elementary School District will refer to the WQ number.

7. **Price Clause**

Prices shall be firm for the term of the contract. Prices as stated must be complete for the services offered and shall include all associated costs. DO NOT include sales tax on any item in the proposal.

After initial contract term and at least 60 days but no more than 90 days prior to any contract renewal, the Washington Elementary School District will review fully documented requests for price increases and may at its sole option accept any changes or cancel from the contract those items concerned. The vendor shall likewise offer any published price reduction, during the contract period, to the District concurrent with its announcement to other customers. All price adjustments will be effective upon acceptance of the WESD Purchasing Department.

8. **Product Changes**

- A. Current Products- Contracts shall be for materials and equipment in current production and marketed to the general public and education/government agencies at the time the Quote is submitted.
- B. Discontinued Products- If a product or model is discontinued by the manufacturer, Contractor may request to replace the discontinued product with an acceptable alternate. District may require satisfactory evidence that the product has been discontinued, that the proposed alternate meets or exceeds the Contract specifications, and that the price of the proposed alternate is equal to or less than that of the discontinued product. District, in its sole discretion, may approve the request by issuing notice to the Contractor or a Contract amendment. Upon approval by District, Contractor shall make available electronic price lists/catalog updates at no additional cost to District.

9. **Defective Products**

All defective products shall be replaced and exchanged by the Vendor. The cost of transportation, unpacking, inspection, repackaging, shipping or other like expenses shall be paid by the vendor. All replacement products must be received by the District within seven (7) days of official notification.

10. **Award**

It is expected that the award for this contract will be made in December. Interviews may be required to clarify any issues that arise after each WQ is read.

11. Cancellation

The District reserves the right to cancel the whole or any part of this contract due to failure of the contractor to carry out any obligation, term, or condition of the contract. The District will issue a written notice to the contractor for acting or failing to act as in any of the following:

1. The contractor provides personnel that do not meet the requirements of the contract.
2. The contractor fails to perform adequately the services required in the contract.
3. The contractor attempts to impose on the District, personnel which are of an unacceptable quality.
4. The contractor fails to furnish the required product within the time stipulated in the contract.
5. The contractor fails to make progress in the performance of the requirements of the contract and/or gives the District a positive indication that the contractor will not or cannot perform to the requirements of the contract.

If the contractor does not correct the above problem(s) within ten (10) days after receiving the notice of default, the District may cancel the contract. If the District cancels the contract pursuant to this clause, the District reserves all rights or claims to damage for breach of contract.

12. Confidentiality of Records

The contractor shall establish and maintain procedures and controls that are acceptable to the District for the purpose of assuring that no information contained in its records or obtained from the District or from others carrying out its functions under the contract shall be used by or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract. Persons requesting such information shall be referred to the District. Contractor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of the contractor as needed for the performance of duties under the contract, unless otherwise agreed to in writing by the District.

13 Gift Policy

The District will accept no gifts, gratuities or advertising products from Bidders. The Purchasing Department has adopted a zero tolerance policy concerning Bidder gifts. The District may request product samples from Bidders for official evaluation with disposal of those said samples at the discretion of the Procurement Officer.

14 Federal Requirements

The following seven Terms & Conditions require acknowledgment from the vendor when federal funds are being utilized for purchases below \$100,000.

A. Certification of Compliance with Buy America Provisions (All Food Purchases Only)

Federal Procurement of Food 7 CFR 210.21 & 7 CFR 220.16 (d) "Buy American" The Contractor shall purchase, to the maximum extent practicable, domestic agricultural commodities or products "SUBSTANTIALLY" (over 51%) processed in the United States. Exceptions to the Buy American provision should be used as a last resort, an Alternative or exception may be approved upon written request before item is delivered and documentation kept.

B. Termination Clause or Convenience (Contracts over \$10,000)

The District may terminate for cause and for convenience the contract. Appendix II to 2 CFR Part 200.

C. Equal Employment Opportunity (All Purchases)

Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 12466, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 12466 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

D. Davis-Bacon Act (Construction over \$2,000)

When required by Federal program legislation, contractor agrees that, for all prime construction contracts in excess of \$2,000, contractor shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. Current prevailing wage determination issued by the Department of Labor are available at www.wdol.gov. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. Contractor further agrees that it shall also comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The District must report all suspected or reported violations to the Federal awarding agency.

E. Rights to Invention Made Under a Contract or Agreement (All Purchases)

If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

F. Debarment and Suspension (Expenditures over \$25,000)

Debarment and Suspension (Executive Orders 12549 and 12689)-A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

G. Procurement of recovered materials (Expenditures for item over \$10,000)

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource

Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

SCOPE OF WORK

1. SCOPE OF WORK

Contractor shall provide WESD with preventive maintenance, repair, and replacement of automatic gates in accordance with the provisions and specifications contained herein.

2. GATE OPERATING TYPE

WESD Gates are single and dual, powered by electric, chain-driven, cable-driven gates; on rollers, swing, barrier arms, hydraulic bollards, loops, and are not limited to other mechanisms.

3. PREVENTIVE MAINTENANCE PROGRAM (PM):

Contractor shall perform preventive maintenance (PM) as recommended by the equipment manufacturer. The PM shall include all parts, labor, supplies, material, equipment, administration, supervisor, inspection, lubrication, and adjustments necessary to restore the gates to full functional operation. Gates should be labeled with the date of the PM Service. Batteries nearing their end-of-life at the time of the PM, shall be replaced with approval of the WESD representative.

3.1 REPAIRS: No additional trip charge will apply. All repairs with parts to be purchased will require prior WESD authorization.

3.2 SCHEDULE: Contractor shall schedule the annual, semi-annual, or quarterly PM one (1) to four (4) weeks in advance with the appropriate WESD representative. Contractor shall notify WESD of any change between three (3) to seven (7) days in advance. NOTE: WESD reserves the right to change the PM frequency for any gate as its condition warrants.

4. REPAIR REQUIREMENTS

The contractor shall have sole responsibility for accuracy of all measurements and estimates.

4.1. Contractor shall:

4.1.1. Contact WESD representative upon arrival at the job site.

4.1.2. Perform repairs as required to restore full function of automatic gate operation.

4.1.3. Troubleshoot the electronic access interface, card readers, keypads, other entry controllers, electrical power, control wiring, and report results, any malfunction or discrepancy to/from these systems to the WESD representative.

4.1.4. The Contractor shall immediately notify the WESD representative of card reader/keypad functions.

4.1.5. Contact the WESD representative upon departure from job site.

4.1.6. Provide service as-needed, 24 hours a day, 7 days per week.

4.1.7. Shall secure the gate perimeter until service repairs are completed.

4.1.8. Coordinate and schedule all repairs with WESD representative to disruption to school district activities.

4.1.9. Shall submit a proposal for all major repairs to include all costs, such as labor, travel, materials, and the costs from any required sub-contractor(s) to be used to order, repair, or replace component(s). The representative will review the proposal and associated backup documentation and either accept them, request additional backup documentation, or reject the proposal.

4.2. Replacement Parts:

4.2.1. The Contractor shall be able to provide replacement parts, including up to a complete installation of a new automatic gate.

4.2.2. Services under this Contract will include but are not limited to preventative maintenance, repair, or replacement of a like item or item of similar purpose, and like-and-kind replacement.

4.2.3. The Contractor shall maintain, at their cost, an adequate inventory of replacement

parts, based on gates in use at WESD locations, to ensure minimal downtime during the maintenance and repair of the gates at no cost to WESD.

- 4.2.4 The Contractor shall use parts, lubricants, and chemicals associated with the maintenance and repairs of the gates that shall meet the manufacturers' specifications and standards for the type of gates being repaired.
- 4.2.5 The Contractor shall be responsible for providing all replacement parts, including OEM and proprietary parts, as necessary to fill this scope of work. All replacement parts and lubricants shall be of the same or higher quality and be of the same manufacturing design as the parts and lubricants being replaced. Replacement parts may be new or reconditioned to the original manufacturers' specifications. Any parts that are not new Original Equipment Manufacturer (OEM) parts shall be approved by WESD's representative.
- 4.2.6 If an automatic gate component becomes obsolete and a new replacement OEM part is not available, the Contractor may provide rebuilt OEM parts or use a compatible part from a different manufacturer with prior written approval from the WESD representative. The rebuilt or reconditioned parts shall be equal in quality, operation, and performance to original parts and free from defects.
- 4.2.7 When non-stocked replacement parts are required for a repair service, the Contractor shall provide and install non-stocked replacement parts within two (2) weeks after repair request made by WESD, unless mutually agreed to between the Contractor and WESD representative.
- 4.2.8 The Contractor shall provide WESD a Safety Data Sheet (SDS) for every lubricant or chemical used in performance of the work or stored on WESD property.
- 4.2.9 The Contractor shall invoice parts and components used at MSRP minus the percentage of discount.

5. REPAIR RESPONSE:

5.1. Routine Repair Response:

Contractor shall provide a response to WESD within four (4) hours of initial call or e-mail request. On-site response (physical presence) shall be within twenty-four (24) hours. Repairs shall be completed within two (2) working days of initial notification. Unless an otherwise date and time for repair has been agreed upon by the property management or representative.

5.2. Urgent Repair Response:

Contractor shall provide a response to WESD within two (2) hours of initial call or e-mail request. On-site response (physical presence) shall be within six (6) hours. Repairs shall be completed within twenty-four (24) hours of initial notification. Unless a different date and time for repair has been agreed upon by the property management or representative. (Urgent Repair call outs will be determined by WESD.)

6. SERVICE DOCUMENTATION:

- 6.1. Contractor shall document each service request with a legible written checklist/service ticket. The service report is required for payment and therefore, must accompany the invoice. The format of the service ticket must be agreed upon by the contractor and WESD. The service ticket must include the following as a minimum:

- 6.1.1 Date
- 6.1.2 Location
- 6.1.3 WESD requestor's full name, phone number and department
- 6.1.4 Service Technician's full Name, phone number
- 6.1.5 On-site Arrival Time
- 6.1.6 On-site Departure Time

- 6.1.7. Description of work:
 - 6.1.7.1. Diagnosis
 - 6.1.7.2. Maintenance/Repair
 - 6.1.7.3. Materials and parts used
 - 6.1.7.4. Equipment replaced
- 6.1.8. WESD representative signature

6.2. The contractor shall provide quarterly, or as determined by WESD, summary reports to the WESD representative in a spreadsheet or table format detailing all PM dates, service calls, estimates, to include completed and recommended repairs as requested by the WESD representative.

7. NEW GATES AND INSTALLATION

7.1. New installation is the full replacement of existing automatic gates and systems or the installation of new gate and system at properties which do not currently have automatic gates. Contractor shall submit a proposal to include all installation costs, including but not limited to sub-contractor costs, labor, gates, motors, concrete, travel costs, etc. WESD will review the proposal and either accept or request quotes from other contractors. All products used must be of current manufacturers and purchased within the last 6 months (180 days). Used or discontinued products are not acceptable. All subcontractors must be approved by WESD. Note: All proposed new gates and operating systems must be in general use and parts readily available beyond manufacturer specified sellers, such as relays, connectors, chains, and other operator /gate components.

8. CONTRACTOR REQUIREMENTS:

- 8.1. The Contractor shall not interrupt WESD operations unless prior approval is received from the property management or representative. The Contractor shall coordinate their efforts around facility operations to minimize adverse impact to facility access.
- 8.2. The Contractor shall perform all repair and maintenance operations in a manner which minimizes adverse impact to vehicular and/or pedestrian traffic.
- 8.3. The Contractor shall include Safety Data Sheets (SDS) for all installed items that require them.
- 8.4. All work performed on or around live electrical hazards shall be in accordance with Electric Code and NFPA70E.
- 8.5. Contractor shall notify the property management or representative immediately of any occurrence and/or condition that interferes with the full performance of the contract, and confirm it in writing within twenty-four (24) hours or next business day.
- 8.6. Any special tools that the contractor needs will be purchased at the contractor's expense

9. INDUSTRY STANDARDS:

It is intended that the manufacturer in the selection of components will use material and design practices that are the best available in the industry for the type of operating conditions to which the item(s) will be subjected. Component parts shall be selected to give maximum performance, service life and safety and not merely meet the minimum requirements of this specification. All parts, equipment and accessories shall conform in strength, quality of material and workmanship to recognized industry standards.

10. OMISSIONS:

Contractor shall be fully responsible to WESD for the acts and omission of person directly employed or of any subcontractor or agent. It is the intention of this specification to require complete automatic gate maintenance and repair services for all WESD properties and departments. Any items/services that have been omitted from this specification which are clearly necessary for complete automatic gate maintenance and repair services shall be considered to be a requirement of the contract although not directly specified or called for in this specification.

QUOTE REQUIREMENTS

THREE (3) copies of your submittal (1 original, 1 paper copy and 1 electronic) must be submitted. The original should be clearly marked, "ORIGINAL" and the Copy should be clearly marked, "COPY".

Paper copies should be submitted in a 3- ring binder (No spiral bound or binder clipped).

Electronic Copy should be submitted on a thumb drive. Thumb drive must not be password protected and documents should be in PDF, word or excel format. It is the respondent's responsibility to ensure thumb drive contain all documents.

The Washington Elementary School District will not assume responsibility for any costs related to the preparation or submission of the submittal. FAXED or emailed Proposals will not be accepted or considered. In order for your Proposal to be considered, the following should be included and should be referenced with ***index tabs***:

Tab 1. Letter of Interest:

A signed letter of interest, stating the firm's or individual's interest in providing these services

Tab 2. Reference List:

List of recent school district/non-school products of similar scope (3).

Tab 3. Additional Required Forms:

Signed Offer and Acceptance Form
Completed Vendor Registration Form
W-9
Edgar Certifications
Proof of Insurance

Tab 4. Cost Form(s)

Include cost form(s) and all related cost documents.

Tab 5. Contract:

The form of contract for any award made as a result of this Proposal will be a District purchase order (issued annually), referencing this Proposal, which shall be considered a part of the contract. The amount will be based upon the fees shown in the Proposal and will take into consideration previous and anticipated expenses for the forthcoming year. If you will require the District to sign an additional or separate contract, a copy of that contract shall be included with the Written Quote.

WRITTEN QUOTE COST FORM-

COMPANY'S NAME: _____

- ☐ I/We, the undersigned, propose to provide the service necessary for the scope of work and specifications. (Please expand spreadsheet as an attachment if additional fields for data entry are required. Note company name on each attached sheet.)
- ☐ We further declare that I/we have carefully read and examined all information to the referenced Request for Written Quote. I/We agree to comply with the District's rules, regulations and policies.

Questions:

1. Length of time your company, under its current name, has been doing business in years: _____
2. Length of time doing business in Arizona in years: _____
3. Does your company accept Purchase Orders? Yes _____ No _____
4. Will the District need a business account in order to use a Purchase Order? Yes _____ No _____
5. Are there any PO limitations? No _____ Yes _____ If so, List: _____

Cost:

TRIP CHARGE	\$
COST OF LABOR PER HOUR	\$
COST OF LABOR PER HOUR ON WEEKENDS	\$
COST OF LABOR PER HOUR FOR EVENINGS	\$
SHOP MATERIAL CHARGE	\$
WARRANTY ON LABOR	Days
WARRANTY ON PARTS INSTALLED	Days
PERCENT DISCOUNT OFF PARTS AND MATERIALS	% off list

Prompt Payment Discounts Offered:

Normal payment processing takes 30 days from receipt of invoice. Please indicate any discounts for expedited processing of invoices:

10 days: _____ % 20 days: _____ % Other: days, _____ %

Escalation: (For contracts more than 1 year)

Fees for the first one-year term are to be firm. Price change requests are submitted in accordance with the Special Terms and Conditions. Bidders are advised that the District does not automatically grant any increase/adjustment at the time of renewing the contract, and that if an increase/adjustment is requested, documentation of need must be provided at the time of renewal. The District will review such requests and may at its sole option accept or negotiate any adjustments, or cancel from the contract those items concerned.

Maximum percentage of increase for year two:

Maximum percentage of increase for year three:

% Maximum percentage of increase for year four: %

% Maximum percentage of increase for year five: %

Name of Company Bidding

Date Signed

Authorized Signature/Local Representative

Telephone/Fax Number

Type Name and Position Held with Firm

Email Address

Mailing Address

City

State

Zip

REFERENCES

INSTRUCTIONS: Enter the requested information for clients for whom you offer similar services as those requested under this solicitation. References are preferred from clients in Arizona school districts using your firm in the last five years. Each client may be initially contacted and asked questions and could be contacted again for clarification.

We will be requesting information from those references and may discuss the following:

- Size of district and /services used
- Start-up and how firm handled projects
- Ability of firm to provide results in a timely manner
- Experience and expertise as perceived by the district
- Initial and ongoing firms responsiveness to needs
- Participation and assistance when “issues” arise
- Client satisfaction for the money spent
- Satisfaction with “customer service”
- Ease of understanding billings
- Any value added services provided by the vendor

Name of Client: _____

Contact: _____

Telephone Number: _____

Email Address: _____

Length of Client Relationship: _____

Name of Client: _____

Contact: _____

Telephone Number: _____

Email Address: _____

Length of Client Relationship: _____

Name of Client: _____

Contact: _____

Telephone Number: _____

Email Address: _____

Length of Client Relationship: _____

OFFER AND ACCEPTANCE

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications, and amendments in the Solicitation and any written exceptions in the offer.

Arizona Transaction (Sales) Privilege Tax License No.:

For clarification of this offer, contact:

Name: _____

Federal Employer Identification No. _____

Phone: _____

DUNS No. _____

Fax: _____

Tax Rate: _____ %

E Mail: _____

Company Name

Signature of Person Authorized to Sign Offer

Address

Printed Name

City

State

Zip

Title

CERTIFICATION

By signature in the Offer section above, the Bidder/Offeror certifies:

1. The submission of the Offer did not involve collusion or other anti-competitive practices and Bidder/Offeror has taken steps and exercised due diligence to ensure that no violation of A.R.S. § 15-213(O), A.A.C. R7-2-1003(J) and A.A.C. R7-2-1024(B.1.q) have occurred. .
2. The Bidder/Offeror shall not discriminate against any employee or applicant for employment in violation of State Executive Order 99-4, 2000-4 or A.R.S. § 41-1461 through 1465.
3. The Bidder/Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted Offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the Offer. Signing the Offer with a false statement shall void the Offer, any resulting contract and may be subject to legal remedies provided by law.
4. The Bidder/Offeror warrants that it and all proposed subcontractors will maintain compliance with the Federal Immigration and Nationality Act (FINA), A.R.S. § 41-4401 and A.R.S. § 23-214 and all other Federal immigration laws and regulations related to the immigration status of its employees which requires compliance with Federal immigration laws by employers, contractors and subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.
5. In accordance with A.R.S. § 35-392, the Bidder/Offeror is in compliance and shall remain in compliance with the Export Administration Act.
6. In accordance with A.R.S. § 35-393, the Bidder/Offeror is not engaged in and for the duration of the contract will not engage in a boycott of Israel.
7. In accordance with A.R.S. § 35-394, the Bidder/Offeror, its contractors and subcontractors do not and will not use forced labor, or any goods or services produced by the forced labor, of ethnic Uyghurs in the People's Republic of China.
8. In accordance with A.R.S. § 15-512, the Bidder/Offeror shall comply with fingerprinting requirements unless otherwise exempted.
9. By submission of this Offer, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
10. By submission of this Offer, that no Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a Cooperative Agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

-----WESD USE ONLY-----

ACCEPTANCE OF OFFER

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the school district/public entity.

This contract shall henceforth be referred to as Contract No.:

22.037

The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document, or written notice to proceed.

Awarded this _____ day of _____, 20____

WESD AUTHORIZED SIGNATURE



VENDOR REGISTRATION FORM
WASHINGTON ELEMENTARY SCHOOL DISTRICT NO. 6
4650 W. Sweetwater Ave., Glendale, AZ 85304-1505
Fax 602 347 3521

Vendor Name	Date	
Mailing Address: Solicitations will be mailed to this address.		
Street	Website	
City	Phone	
State	Contact Name	
ZIP Code	Title	
Remit Address ☐ Please mail payments to this address.		
Payee Name for Check		
Street (Where to mail remittance/check)		
City	Contact Email	
State	Purchase Orders to be sent via:	
ZIP Code	☐ E-mail (provide email address)	
☐ Fax (provide fax number)		
☐ Please mail: ☐ remit address ☐ mailing address		

Is sales tax charged? ☐ No ☐ Yes If yes, what is the current tax rate?
Do you accept Visa Payments? ☐ No ☐ Yes Contact email address?
Do you offer a prompt payment discount? ☐ No ☐ Yes If yes, what are the terms?
Is your Business: ☐ Small Business ☐ Minority Owned ☐ Woman Owned
Are you or a family member currently, or have ever been an employee of WESD? ☐ No ☐ Yes When:

<u>W-9 Request for Taxpayer Identification Number and Certification</u>	
The District must have a W-9 on file for every vendor. YOU WILL NOT BE REGISTERED WITHOUT W-9 INFORMATION. A copy of the Form W-9 with instructions is available on the IRS website at http://www.irs.gov/pub/irs-fill/fw9.pdf	
Federal Taxpayer Identification Number (TIN)	☐ Social Security Number OR ☐ Employer Identification Number ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ other _____
Name as Shown on Federal Tax Documents (Individual/Sole proprietor provide owner's name)	
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 (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. person (including a U.S. resident alien). Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. The Internal Revenue Service does not require your consent to any provisions of this document other than the certifications required to avoid backup withholding.	
Signature of U.S. person	
Date	

Services/Products						
The District maintains a vendor listing for all vendors by commodity. Please review the attached list of codes and enter commodity code(s) that apply. Vendors who do not provide commodity codes will not be notified of solicitations.						

Email completed WESD Vendor Registration Form & a copy of your current W-9 to:

Code	Description
91804	Accounting, auditing, budget consulting
94631	Accounting/CPA services
96316	Accreditation fees
91001	Acoustical ceilings and walls: cleaning, installation, restoration, maintenance and repair
91501	Advertising/marketing services
92476	After school classes
78502	Agendas/planners for students
02500	Air compressors and accessories
	Air conditioning equipment: Rental or lease:
98112	Air duct cleaning services
96288	Airline, air carrier
93609	Alarm equipment: Maintenance and Repair (fire, etc.)
99005	Alarm services
96278	Alterations, mending, sewing
06036	Alternators, generators, starters
	Analytical studies and survey consulting
91812	
04000	Animals live- pet store including accessories
	Antenna tower and other communication equipment: maintenance and repair
91365	
04500	Appliances: household type
	Appliances: Maintenance and Repair
93107	
91815	Architectural consulting
90600	Architectural services: professional
99010	Armored car services
05000	Art supplies
	Artist in residence (authors, artists and performers)
96104	
	Arts services: cultural, design, visual, etc
96207	
91813	Asbestos consulting
	Asbestos inspection, monitoring of insulation and asbestos installation and removal
91038	
91350	Asphalt/pavement: removal and replacement of existing
	Assemblies (including performing arts professionals)
96205	
	Assessment, observation of skills, examination and testing services
92420	
96320	Associations
20010	Athletic clothing
	Athletic equipment and athletic facility equipment and supplies, sporting goods
80500	
	Athletic fields, recreational and sporting camps - rental
97102	
96149	Attorneys
	Auctioneering services (including internet)
96209	
	Audio and video pre-recorded: DVD, CD VHS and cassettes
71505	
91802	Audio/visual consulting services
	Audiologist services- hearing aids services
94815	
	Audio-visual equipment: Maintenance and Repair
93906	
94620	Auditing
	Auditory testing equipment, electronic reading devices
71000	
	Auto glass replacement and repair services (including window tinting)
92846	
92815	Automobile maintenance/repair

Code	Description
07104	Automobiles – Sales
	Automobiles and other passenger vehicles: Rental or Lease
97514	
07100	Automobiles, school buses, SUVs, vans
	Automotive body accessories and parts
06500	
05500	Automotive accessories
	Automotive and trailer equipment and parts
06000	
07500	Automotive shop supplies
	Awards, trophies, plaques, certificates
08000	
	Awnings, venetian blinds and shades
87000	
96130	Background Investigation
	Bags, bagging, ties and erosion sheeting
08500	
64008	Bags: freezer and food storage
28506	Ballasts
94625	Banking services
06013	Batteries: Automotive – incl. buses
45006	Batteries: non-automotive
	Belts and belting: automotive, industrial
11000	
	Bleachers, auditorium, stadium, team seating
42004	
87000	Blinds: venetian/vertical
64521	Bond paper
96324	Bonds- notary
	Bookbinding and Repairing services
90800	
12500	Bookbinding supplies
	Books and all other published materials
71500	
71510	Books, library
37	
	Books, reference, dictionaries, encyclopedias, etc.
71512	
71583	Books: adult education
71510	Bookstore
	Boring, drilling, testing and soundings
91216	
	Brushes (for janitorial type see class 485)
14500	
15000	Builder's supplies
	Building construction services: new
90900	
	Building Maintenance, installation and repair services
91000	
96109	Building permit services
	Buildings and structures: fabricated and prefabricated
15500	
	Buildings, structures and components consulting
91819	
	Bulletin boards: changeable letter, cork, magnetic, peg, etc.
78525	
	Bus, school maintenance and repair
92824	
07115	Buses -school (large) - Sales
07116	Buses -school (small) - Sales
	Cable television services (includes pay-per-view)
91524	
	Cables and wire – communications telecommunications
28029	
	Cables and wires - Electrical (not electronic)
28000	
28070	Cables and wires - telephone
	Cafeteria and kitchen equipment, commercial
16500	
	Cafeteria and kitchen equipment: Maintenance and Repair
93130	
24000	Cafeteria: utensils and supplies

Code	Description
97112	Campgrounds and trailer parks
15520	Canopies freestanding
91427	Carpentry contractor
	Carpentry maintenance and repair services
91006	
91009	Carpet cleaning
96115	Caterers
20730	CDs & DVDs - unrecorded
	Ceiling and wall repair and replacement
91075	
91575	Cellular telephone service
78515	Chalk, dry erase and black boards
	Charitable organizations and foundations
96330	
	Chartering service- bus and other types
96113	
	Chemical laboratory equipment, supplies
17500	
	Chemicals, solvents, commercial (in bulk)
19000	
95218	Child care services
20013	Children's clothing
	Cleaning compositions, detergents, solvents and strippers - prepackaged
19200	
20000	Clothing all types
	Compliance consulting for American Disabilities Act (ADA)
91825	
	Computer accessories and supplies
20700	
	Computer hardware and peripherals for microcomputers
20400	
	Computer hardware and peripherals for mini and main frame computers
20600	
	Computer software for mini and mainframe computers (preprogrammed)
20900	
20800	Computer software PC
20843	Computer software, educational
20853	Computer software, integrated
20866	Computer training –professional
	Concrete and metal products, culverts, pilings, septic tanks, accessories and supplies
21000	
91430	Concrete contractor
96118	Concrete resurfacing services
97165	Conference room rental
91831	Construction consulting
	Construction equipment (not otherwise classified) Rental or Lease
97524	
	Construction services: general (including maintenance and repair services)
91200	
	Construction services: heavy (includes maintenance and repair)
91300	
	Construction: communication equipment (includes antenna towers)
91316	
	Construction: curb and gutter (includes maintenance, repair and removal)
91319	
	Construction: energy related (all types)
91221	
	Construction: general (backfill services, digging, ditching, road grading, rock)
91223	
91336	Construction: parking lot and alley
91340	Construction: pipeline
	Construction: sewer and storm drain
91345	

Code	Description
91347	Construction: sidewalk and driveway (includes pedestrian and handicap ramps)
91356	Construction: utility/underground projects
91361	Construction: vertical, concrete, pour-in-place, form/place/finish
91800	Consulting services
01500	Copier supplies
93927	Copy and Riso machine: Maintenance and Repair
60038	Copy machines
96224	Courier/ delivery services
34510	CPR equipment and supplies
23200	Craft supplies, general
23300	Crafts, specialized
25000	Data processing cards and paper
92000	Data processing, computer, programming and software services
03700	Decorations, gifts, toys, etc.
91240	Demolition services
94828	Dental services
57830	Disaster survival equipment- kits and supplies- emergency bucket
91014	Door installation, maintenance and repair (metal)
91015	Door installation, maintenance and repair (wood)
15021	Doors sales: all types
15055	Doors sales: overhead- garage
95207	Drug and alcohol testing services
78515	Dry erase, chalk and black boards
91838	Education and training consulting
78553	Educational games and toys- all types
92419	Educational research services
92400	Educational training services
28000	Electrical cables and wires
91438	Electrical contractor
28500	Electrical supplies and equipment
28700	Electronic equipment, parts, components and accessories
91013	Elevator installation, maintenance and repair
96272	Embroidery Services
99029	Emergency planning services
57830	Emergency survival equipment
99039	Emergency systems monitoring service
92892	Emission testing for vehicles
91840	Employee benefits consulting
91017	Energy computerized control system installation (HVAC, lighting, utilities, etc)
91841	Energy conservation consulting
91016	Energy conservation services (including audits)
91842	Engineering consulting
92500	Engineering services
96233	Engraving services: awards, trophies, etc.
31000	Envelopes
92600	Environmental and ecological services
91843	Environmental consultant
91244	Excavation services
59000	Fabric, sewing notions, accessories and supplies
26500	Fabric: draperies, curtains, and upholstery material (including automobile upholstery)
32000	Fasteners: bolts, nuts, pins, rivets, screws, etc.
60061	Fax machines, parts and supplies
33000	Fencing materials
98136	Fencing: Rental or lease

Code	Description
67500	Fertilizer and Pesticides
96339	Fieldtrips and entrance fees
03145	Filters, air conditioning furnace
94600	Financial services
34016	Fire alarm systems, power sirens and controls
93634	Fire extinguisher: Maint/Repair
34028	Fire extinguishers, recharges and parts
93633	Fire protection equipment: Maint/ Repair
34000	Fire protection supplies, equipment, extinguishers
34084	Fire sprinkler heads and system
99080	Fire watch services
34500	First aid and safety equipment and supplies
34540	First aid and safety teaching equipment and supplies: charts, manuals, posters, safety placards, safety training videos, etc.
35000	Flags, poles and accessories
36000	Floor covering supplies and installation and removal
93429	Floor machine: Maint/Repair
36500	Floor Maintenance machines and parts
91444	Flooring contractor
91025	Flooring maintenance and repair to include refinishing and sealing
59528	Florist: fresh flowers
38500	Foods: frozen
37500	Foods: bakery products (fresh)
38000	Foods: dairy products (fresh)
39300	Foods: grocery store and grocer's items
39000	Foods: perishable
94700	Forestry services
96235	Framing services
96286	Freight services- motor freight
40500	Fuel, oil, grease and lubricants
94650	Fund raising services
93145	Furniture installation and reconfiguration services (including systems furniture)
42008	Furniture: Cafeteria
41500	Furniture: laboratory
42056	Furniture: Library
41000	Furniture: nurse's office
42500	Furniture: office
93146	Furniture: office, Maintenance and Repair
42000	Furniture: school classroom
95896	Garbage and waste pick up
91400	General contractor
98143	Generator: Rental or lease
03700	Gifts, decorations, toys, etc.
44000	Glass and glazing supplies
91030	Glass replacement, maintenance and repair
91447	Glazing contractor
07153	Golf cart
99046	Guard and security services
93641	Hand tools: maint/repair including sharpening of blades
44500	Hand tools: power and non-power and accessories
47000	Handicapped and disabled specialized equipment
47078	Handicapped training and recreational aids
45000	Hardware and related items
94800	Health related services
71000	Hearing aids, auditory testing equipment, electronic reading devices, etc.
93645	Hearing device: Maint/Repair

Code	Description
71052	Hearing impaired auditory equipment
94846	Hospital services
95200	Human services
03100	HVAC- parts and accessories
91450	HVAC contractor
91036	HVAC- maintenance and repair
94155	HVAC system: Maint/Repair
96847	Inspection services- construction type
96246	Installation and removal services (not classified)
78565	Instructional aids and supplies
91453	Insulation contractor
95300	Insurance and insurance services (all types)
93942	Intercom equipment: Maint/Repair
96117	Interpreter services - electronically assisted - foreign language, hearing impaired, etc.
96146	Interpreter services (foreign language)
99052	Investigative services
91227	Irrigation system - construction
93437	Irrigation system: Maint/Repair
67017	Irrigation systems, supplies, parts and accessories
93439	Janitorial equip: Maint/Repair
98338	Janitorial equipment: Rental or lease
48500	Janitorial supplies- general line
91039	Janitorial/custodial services
93621	Kiln and Craft equip: Maint/Repair
66500	Laminating, shrink wrap supplies and equipment
28550	Lamps: fluorescent, all type bulbs
91873	Landscaping contractor
95400	Laundry and dry cleaning services
96147	Law enforcement services
93446	Lawn equip: Maint/Repair
98347	Lawn equipment: Rental or lease
51500	Lawn Maintenance equipment and accessories
51556	Lawn mowers - riding type
91047	Lead abatement services
96149	Legal services, attorneys
52500	Library and archival equipment, machines and supplies
95600	Library services (incl. Research and subscription services)
96217	Limousines and taxicabs
91049	Loading dock, associated accessories: maintenance/ repair
96151	Lobby services
45055	Locks, key blanks, and locksmith tools (including time locks)
91048	Locksmith services
97130	Lodging hotels, motels, resorts
54000	Lumber, siding and related products
95640	Magazines
91559	Mail service- express
91558	Mailing services: addressing, collating, packaging, sorting and delivery
93400	Maintenance and Repair for lawn, painting, plumbing, and spraying equipment
91052	Maintenance and repair of buildings (not otherwise classified)
92900	Maintenance and Repair of heavy equipment
93100	Maintenance/ Repair for appliance, athletic, cafeteria, furniture, musical instruments

Code	Description
93800	Maintenance/ Repair services of medical equipment
93900	Maintenance/ Repair services: computers, television and office equipment
93600	Maintenance/ Repair services: general equipment
94100	Maintenance/Repair services for power generation and transmission equipment
95800	Management services
96252	Mapping- includes surveying services
78505	Maps, atlases, charts and globes
91455	Masonry contractor
91051	Masonry, concrete, and stucco maintenance, finishing and repair
56000	Material management equipment & shelving- including trucks, lift- powered and hand
91500	Media service
47500	Medical related item for nurse's office
94874	Medical services: professional includes physician, pharmacist and all specialists
96348	Membership organizations
21000	Metal and Concrete products, culverts, pilings, septic tanks, accessories and supplies
91458	Metal work contractor
57500	Microfiche and microfilm equipment, accessories and supplies
91568	Microfilming service
92678	Mold remediation, hazardous waste
96256	Moving services
58035	Music: sheet and folio
97759	Musical Instrument Rental/Lease
58000	Musical instruments, accessories, furniture and supplies
93158	Musical instruments: Maintenance and Repair
55072	Natural Gas conversion equipment
91571	Newspaper and publication advertising
95650	Newspaper subscription
96300	Non-biddable misc. items
94667	Notary public services
03752	Novelties, advertising specialty products
59500	Nursery (plants) stock, equipment and supplies
94864	Nursing services
60000	Office machines, equipment and accessories
60500	Office small machines, calculators and apparatuses
61500	Office supplies (excluding writing materials)
62000	Office supplies: pencils, pens, ink, erasers
92856	Oil collection services- waste
62500	Optical equipment, accessories and supplies
91055	Overhead door installation, maintenance and repair
63000	Paint and related paint products
91461	Painting and wallpapering contractor
63500	Painting equipment and accessories
98355	Painting equipment and supplies: Rental or lease
91054	Painting, maintenance and repair services (including caulking)

Code	Description
91056	Panel wall systems installation, maintenance and repair
64500	Paper (for office and print shop use)
64000	Paper and plastic products: disposable
64050	Paper products: cups, doilies, napkins, plates, straws, facial tissues (other than hospital), etc.
64075	Paper towels, toilet tissue and seat covers
64045	Paper-food processing (fresh and frozen): butcher paper, butter paper, freezer paper, vegetable paper, etc.
91375	Parking lot and alley: maintenance and repair
91394	Paving/resurfacing, alley and parking lot
96269	Personnel services, temporary
91059	Pest control: termite inspection and control, bird proofing, animal trapping, rodents
67500	Pesticides and fertilizer: agricultural and industrial
04000	Pet Store
93966	Photo development
65500	Photo equipment (not photography services)
91572	Photography
96263	Piano tuning
91378	Pipeline: (includes removal and relocation) maintenance and repair
37554	Pizza
91061	Plant maintenance: indoor
59500	Plants and nursery supplies
91464	Plastering contractor
64060	Plastic and styrofoam products: cups, forks, spoons, plastic coated dishes, plastic food wrap, cooking bags, sandwich bags, straws, etc.
65000	Playground equipment and supplies
93165	Playground equipment: Maintenance and Repair
91468	Plumbing contractor
67000	Plumbing equipment, fixtures and supplies
91060	Plumbing maintenance and repair (includes pressure tapping services, pipe freezes, toilets)
68000	Police and prison equipment and supplies
96357	Postage
60077	Postage meters and supplies
05272	Posters and prints
69000	Power generation equipment, accessories and supplies
69100	Power transmission equipment (electrical, mechanical, air and hydraulic)
95206	Prevention programs: DARE, alcohol and drug/ bullying, red ribbon programs
70000	Printing equipment and supplies (except paper)
96600	Printing and typesetting services
96259	Processing services: food
96258	Professional services not classified including grant writing
55072	Propane/butane or natural gas conversion equipment
94876	Psychologists, psychological services (including behavioral management services)
96295	Public warehousing
96800	Public works and related services

Code	Description
71500	Published materials: books and preprinted materials
72000	Pumping equipment and accessories
72033	Pumping equipment: gasoline, compressed natural gas (CNG), and diesel fuel pumps, service station type
72600	Radio communication equipment, accessories and supplies
73500	Rags, shop towels and wiping cloths
71092	Reading devices (for vision impaired)
91889	Real estate/land consulting (including land survey consulting)
97100	Real property rental or lease
34579	Reflective safety apparel and accessories- crossing guard vests
93667	Refrigeration equip: Maint/Repair
74000	Refrigeration equipment and accessories
96364	Registration fees
94886	Rehabilitation and Therapy
92678	Remediation of mold and hazardous waste
91065	Remodeling and alterations
97700	Rental or lease of appliances, cafeteria, furniture, hardware, musical and window and floor coverings
98100	Rental or lease of general equipment (HVAC, athletic, fire and police protection, etc.)
97500	Rental or lease services of agricultural, automotive and heavy equipment
98300	Rental or lease services of clothing, janitorial, laundry, lawn, painting, spraying
98400	Rental or lease services of computers
97900	Rental or lease services of engineering and testing equipment
98500	Rental or lease services of office, printing, radio, television, telephone equipment
78587	Resource books and materials
96219	Restaurants
58005	Risers: band and choral
93927	Riso and copy machine: Maintenance and Repair
75000	Road and highway building materials (not asphalt)
76000	Road and highway equipment: earth handling, grading, moving, packing, etc.
98800	Roadside, grounds, recreational and park area services
91473	Roofing and siding contractor
91891	Roofing consulting
93670	Roofing equipment: Maint/Repair
77000	Roofing materials and supplies
91066	Roofing, gutters, and downspouts maintenance and repair
42574	Safes, vaults, and night depository boxes (incl. parts and accessories)
34500	Safety and first aid equipment and supplies
34579	Safety apparel and accessories – reflective crossing guard vests
34540	Safety teaching equipment and supplies
99077	Safety training
99800	Sale of surplus and obsolete items

Code	Description
98900	Sampling and sample preparation services
97763	Scaffolding/ ladders: Rental/lease
78000	Scales and weighing apparatus
78500	School supplies: general teaching aids and supplies
78588	Science instruction equipment and supplies (for classroom or laboratory use)
68002	Security and access control systems
93673	Security and access system: Maint/Repair
99050	Security and alarm equipment: installation
91067	Security lock-bar installation, maintenance and repair
99000	Security, fire, safety and emergency services
91893	Security/safety consulting
79000	Seed, sod, soil and inoculants
91381	Sewer and storm drain (including removal) maintenance and repair
59000	Sewing notions and supplies
15574	Sheds- storage - sales
56000	Shelving for warehouse
91382	Sidewalk and driveway (including removal) maintenance and repair
96167	Sign language services for the hearing impaired
96279	Sign making services
80166	Signs, marquees, electronic displays
96684	Silk screen printing
20074	Silk screened shirts, jackets, hats, etc.
91070	Sludge removal (to include grease trap cleaning)
93977	Sound equipment: Maint/Repair
80300	Sound systems, components and accessories: group intercom, music, public address
78589	Special education devices and equipment
71095	Speech equipment
80500	Sporting goods and athletic equipment
96168	Sports professional services (including recreational programs, referee/umpire services)
81000	Spraying equipment (except household, plant and paint)
98368	Spraying equipment: Rental or lease
85581	Stages: theatre- all types
25500	Stamps and decals
91479	Structural and reinforcement steel contractor
91480	Stucco contractor
78565	Supplemental classroom materials
96278	Tailor: alteration, mending, sewing
83000	Tanks: mobile, portable, stationary, & underground types
83200	Tape: measuring, optical, sewing, sound or video (not data processing)
28029	Telecommunication cables and wires

Code	Description
83800	Telecommunication equipment, accessories and supplies: (includes telephone, clock, intercom, etc.)
28070	Telephone cables and wires
83900	Telephone equipment, accessories and supplies
84000	Television equipment and accessories
91265	Tennis/sport court: maintenance and repair
99200	Testing and calibration services
84500	Testing apparatus and instruments (not for electrical or electronic measurements)
92420	Testing services, assessment, observation of skills
25080	Tests, answer sheets, scoring keys, etc. (for EDP systems)
78590	Tests: practice tests and test scoring sheets
71586	Textbooks: 6th thru 8th grade (includes teacher editions)
71589	Textbooks: early childhood
71585	Textbooks: kindergarten thru 5th grade (includes teacher editions)
71584	Textbooks: special education
71595	Textbooks: used
85522	Theatrical curtains, drapes, etc.
85500	Theatrical equipment and supplies (costumes, drapes, backdrops, lights, etc.)
85553	Theatrical lighting systems
94886	Therapy and rehabilitations services
86000	Tickets, coupon books, sales books, etc.
91483	Tile and marble work, contractor (all types)
91073	Tile and stone restoration and refurbishing (includes granite, marble and terrazzo)
92882	Tire mounting, repair, retreading and rotation
86300	Tires and tubes (including recapped/retreaded tires)
15570	Toilet portable - sales
97182	Toilet rental
64075	Toilet tissue, paper towels, and toilet seat covers
97773	Toilets and showers, portable: Rental or lease
93641	Tools: maint/repair of hand tools including sharpening of blades
44500	Tools: power and non-power hand tools and accessories
96180	Tour guide services
96890	Towing services
07300	Trailers - sales
96172	Transcription services: academic, Braille, legal, medical, etc.
96175	Translation services
95294	Transportation for handicapped
96216	Transportation- school bus
96182	Transportation services
91027	Trash removal, disposal, treatment
96178	Travel agency services
08000	Trophies, plaques, awards

Code	Description
07200	Trucks - sales
94685	Trust, estates and agency accounts
96388	Tuitions
92480	Tutoring services
86500	Twine and string
93684	Two-way radio: Maintenance and service
72688	Two-way radios, supplies, parts and accessories
98386	Uniforms: Rental or lease
20085	Uniforms: student
20092	Uniforms: work clothes- employee
93688	Upholstery and drapery: maintenance, cleaning, mending
96185	Utilities- gas, water, electric
91897	Utilities: gas, water, electric consulting
96291	Utility locator services underground- blue staking
94892	Vaccination program services
04577	Vacuum cleaners
07191	Vans: customized - sales
07192	Vans: regular and handicapped equipped - sales
92833	Vehicle customizing services- handicapped and van conversion
92892	Vehicle inspection and testing services- emissions
92800	Vehicle Repair services all types
92867	Vehicle road service- includes mobile repair services
97785	Vending machine: Rental or lease
16592	Vending machines
71505	Video and audio pre-recorded: DVD, CD, VHS and cassettes
71092	Vision devices for reading- vision impaired
78517	Vision impaired: teaching and training equipment and supplies
71052	Visual and hearing impaired auditory equipment
88000	Visual education equipment and supplies
88300	Voice mail systems, parts and accessories
91075	Wall and ceiling repair and replacement (including dry wall)
15091	Wall panels: modular- insulated
92893	Wash: car, truck, bus
95896	Waste Management - garbage
96294	Water services- bottles
03127	Water Treatment/cooling tower HVAC
91078	Weather and waterproofing maintenance and repair
91485	Welding contractor
93695	Welding equip: Maint/Repair
89500	Welding equipment and supplies
91076	Welding maintenance and repair (including brazing, casting and soldering)
47080	Wheelchairs
91079	Window installation, maintenance and repair (metal)
91080	Window installation, maintenance and repair (wood)
91488	Wood contractor

**Request for Taxpayer
Identification Number and Certification**

► Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give Form to the
requester. Do not
send to the IRS.**

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
	☐ Individual/sole proprietor or single-member LLC	
	☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate	
	☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►	
	☐ Other (see instructions) ►	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):		
Exempt payee code (if any) _____		
Exemption from FATCA reporting code (if any) _____		
(Applies to accounts maintained outside the U.S.)		
5 Address (number, street, and apt. or suite no.) See instructions.		
Requester's name and address (optional)		
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.
Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.
Social security number
____ - ____ - ____
or
Employer identification number
____ - ____

Part II Certification
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 (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here
Signature of U.S. person ►
Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

EDGAR Certifications

Company Name _____

The following seven Terms & Conditions require acknowledgment from the vendor when federal funds are being utilized for purchases below \$100,000. This form should be completed by the vendor and returned for all purchases that utilize federal funds 100-399, 510, or 957. This form will need to be signed by the vendor annually or per awarded contract.

1. Certification of Compliance with Buy America Provisions (All Food Purchases Only)

Federal Procurement of Food 7 CFR 210.21 & 7 CFR 220.16 (d) "Buy American" The Contractor shall purchase, to the maximum extent practicable, domestic agricultural commodities or products "SUBSTANTIALLY" (over 51%) processed in the United States. Exceptions to the Buy American provision should be used as a last resort, an Alternative or exception may be approved upon written request before item is delivered and documentation kept.

2. Termination Clause or Convenience (Contracts over \$10,000)

The District may terminate for cause and for convenience the contract. Appendix II to 2 CFR Part 200.

3. Equal Employment Opportunity (All Purchases)

Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

4. Davis-Bacon Act (Construction over \$2,000)

When required by Federal program legislation, contractor agrees that, for all prime construction contracts in excess of \$2,000, contractor shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. Current prevailing wage determination issued by the Department of Labor are available at www.wdol.gov. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. Contractor further agrees that it shall also comply with the Copeland "Anti- Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The District must report all suspected or reported violations to the Federal awarding agency.

5. Rights to Invention Made Under a Contract or Agreement (All Purchases)

If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the

substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

6. Debarment and Suspension (Expenditures over \$25,000)

Debarment and Suspension (Executive Orders 12549 and 12689)-A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

7. Procurement of recovered materials (Expenditures for item over \$10,000)

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

_____	_____		
Name of Company	Date Signed		
_____	_____		
Authorized Signature/Local Representative	Telephone		
_____	_____		
Type Name and Position Held with Company	Email		
_____	_____		
Mailing Address	City	State	Zip