



REQUEST FOR WRITTEN QUOTE

Material and/or Service: **WQ #22.036 – Prevailing Wage Compliance Software**

Quote DUE DATE: **Thursday, December 8, 2022**

Time: **2:30 P.M. Local Time**

Location: Washington Elementary School District
Purchasing Department
4650 W. Sweetwater Ave.
Glendale, AZ 85304

The Washington Elementary School District No. 6 is requesting competitive written quotes from vendors able to provide Prevailing Wage Compliance Software.

All quotes must be written legibly in ink or typewritten and can be submitted no later than **2:30 p.m., December 8, 2022** in any one of the following manners:

- a) Emailing the completed forms to cheryl.james@wesdschools.org
- b) Returning the completed forms by mail or personal delivery
- c) Faxing the completed forms to (602) 347-3521

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 quotes or any part thereof, and to waive any informality if any quote is deemed to be in the best interest of the District. The District is seeking a multi-term contract.

Question are due no later than November 30, 2022.

It is anticipated that contracts resulting from this Request for Written Quote will go into effect December, 2022.

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

Contact: Cheryl James
Phone: 602-347-2674
Fax: 602-347-3521
Email: cheryl.james@wesdschools.org

Authorization: Tracy Pruitt
Tracy Pruitt, Director of Purchasing

November 22, 2022
Date

SPECIAL TERMS AND CONDITIONS

1. **Purpose**

To award a contract(s) for Prevailing Wage Compliance Software.

2. **Background**

The Washington School District is located in the greater metropolitan Phoenix area, and consists of 32 elementary schools serving a student population of approximately 22,000 in grades K through 8.

3. **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 **may** be required to submit proof of and maintain Worker's Compensation and Employer's Liability Insurance as required by law. Offeror shall procure and maintain until all of its obligations under the Contract have been fully discharged.

a. **Technology/Network Errors and Omissions Insurance**- if applicable in the performance of the Contract.

Each Claim for	\$1,000,000
Annual Aggregate	\$1,000,000

Coverage for Professional Services being performed including:

Network/Computer Systems analysis
Network/Computer Software Design
Network/Computer Systems programming
Network/Computer Data processing
Network/Computer Systems integration
Network/Computer Outsourcing including outsourcing development and design
Network/Computer Systems design, consulting, development and modification
Training services relating to computer software or hardware
Management, repair and maintenance of computer products, networks and systems
Marketing, selling, servicing, distributing, installing and maintaining computer hardware or software; and data entry, modification, verification, maintenance, storage, retrieval or preparation of data output

1. In the event that the Technology/Network Errors and Omissions insurance required by this contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.
2. The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this contract.
3. Coverage provided by Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

b. **Cyber Liability**- if applicable in the performance of the Contract.

Insurance shall include coverage for cloud computing and mobile devices, protection of private or confidential information, network security and privacy, liability for system attacks, digital asset loss, denial or loss of service, unauthorized access and use, as well as introduction, implantation or spread of malicious software code.

Each Claim for	\$1,000,000
Annual Aggregate	\$2,000,000

Coverage to include:

- Hostile action or a threat of hostile action with the intent to affect, alter, copy, corrupt, destroy, disrupt, damage, or provide unauthorized access/unauthorized use of a computer system including exposing or publicizing confidential electronic data or causing electronic data to be inaccessible;
- Computer viruses, Trojan horses, worms and any other type of malicious or damaging code;
- Dishonest, fraudulent, malicious, or criminal use of a computer system by a person, whether identified or not, and whether acting alone or in collusion with other persons, to affect, alter, copy corrupt, delete, disrupt, or destroy a computer system or obtain financial benefit for any party or to steal or take electronic data;
- Denial of service for which the insured is responsible that results in the degradation of or loss of access to internet or network activities or normal use of a computer system;
- Loss of service for which the insured is responsible that results in the inability of a third party, who is authorized to do so, to gain access to a computer system and conduct normal internet or network activities;
- Access to a computer system or computer system resources by an unauthorized person or an authorized person in an unauthorized manner;
- Loss or disclosure of confidential information no matter how it occurs.

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.

6. Award

It is anticipated that the award for this Request for Written Quote will go into effect December, 2022.

4. Terms of Award

It is the intent of the District to award a multi-term contract beginning December, 2022 and continuing until June 30, 2023. If all conditions are met during this term, this contract can be extended, if funding is available, for up to an additional four (4) one-year terms. However, no contract exists unless and until a purchase order is issued each fiscal year.

5. Single Award

A contract under this Request for Written Quote will be awarded to a single Offeror.

7. Award Basis

The contract shall be awarded to the Offeror whose quote conforms in all material respects to the requirements set forth in the Request for Written Quote and is determined to offer the best solution for WESD's needs. Cost, solution offered, and other information provided will be evaluated by WESD. In addition, WESD reserves the right to enter into discussions with Offerors.

If an Offeror receives a contract award and is unable to meet the requirements as outlined in this Solicitation, 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 highest ranked Offeror.

8. Estimated Usage

The requested product will be utilized by the District on an as-needed, if-needed basis; no volume is implied or guaranteed.

9. Shipping

If applicable to the contract:

A. Shipping Terms/Transfer of Title: Shipments shall be F.O.B. destination. Title and risk of loss of product shall not transfer to District until District receives the product at the delivery point.

B. Shipping Charges: The price for a product offered by Contractor shall include shipping costs, prepaid unless the Offer clearly states that shipping costs are in addition to the price and provides sufficient information for District to determine shipping costs, whether as a specific dollar amount or as a percentage of the price. If shipping costs are not included in the price, the Contract shall specify shipping costs as a separate items in the Offer and invoices. Contractor shall not invoice District for shipping costs in excess of Contractor's actual costs of shipping.

C. Shipping Errors/Risk of Transportation: Shipping errors will be at Contractor's expense. If Contractor delivers a product that was not ordered, Contractor shall pay for return shipment at the convenience of District. All risk of transportation and all related charges shall be Contractor's responsibility. Contractor shall file all claims for visible or concealed damage. District shall notify Contractor promptly of observed damage to products and shall assist Contractor in arranging for inspection.

10. 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 #22.036**.

11. 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 Quote.

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.

12. Cancelations

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.

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 (If applicable)

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- 14(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."

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.

15. Quote Requirements

Please submit the following forms and information:

- Offer and Acceptance (1 page)
- Quote Cost Form (1 page)
- Quote Reply Form (1 page)
- Software Technical Requirements
- Product Information
- Data Security Agreement
- EDGAR Certifications (2 pages)
- Vendor Registration Form (1 page)
- W-9
- Ancillary Contract (if one will be required)
- Certificate of Insurance

16. Questions

Contact Cheryl James via email at cheryl.james@wesdschools.org with any questions pertaining to this Request for Written Quote.

SCOPE OF WORK

Washington Elementary School District desires to enter into contracts to procure Prevailing Wage Compliance Software which will maximize WESD's ability to monitor and enforce labor and contract compliance requirements.

WESD anticipates potentially four (4) users inside WESD, and many users from outside WESD.

General Requirements

1. Comprehensive web-based solution to collect, maintain, and analyze payroll and labor data for all contractors (inclusive of subcontractors) working on WESD construction projects for prevailing wage compliance.
2. Implemented and supported in accordance with Federal and State compliance requirements and WESD policies.
3. Maintain and analyze certified payroll reports.
4. Provide robust reporting and administrative capabilities (i.e. monitoring and tracking ability).
5. Allow WESD staff the ability to monitor projects for labor compliance and workforce reporting.
6. Ability to enter data 24 hours per day via the internet and organize, monitor, and pull project data to generate reports via the internet.
7. Warehouse data.

General System and Vendor Requirements

1. Operate in a hosted, secure web-based environment.
2. Compatible with mainstream browsers (including Edge, Chrome, Firefox, and Safari).
3. Mobile browsers compatibility is desired.
4. User friendly, efficient, and requires standardized data entry and submission.
5. Vendor shall provide user administrative training and technical support, including an electronic and/or paper operation manual, and shall ensure WESD staff is trained and fully understands the system functionality.
6. Vendor will be solely responsible for all matters related to the systems, e.g., on-line tools, security tokens, licenses, and domain registrations.
7. The system shall allow any external users (e.g., contractor/sub-contractor/consultant) to self-register, input and update information, complete data, and attach any other documents required for Labor/Workforce compliance.
8. The system shall allow WESD to have access and ultimately own the information for reporting purposes or make changes, etc.
9. During and at the end of the contract term, WESD will own the database records and Vendor will provide those records in requested formats including Excel, XML and PDF format to WESD at no additional cost.
10. At the end of the contract term when WESD solicits these same systems/services, Vendor is required to work with WESD to ensure a seamless, expedient and non-disruptive transition to any new Vendor.

Projected Construction Spend

Year 1 Ending 6-30-2023	\$10,000,000 - \$15,000,000
Year 2 July 1, 2023 – June 30, 2024	\$10,000,000 - \$15,000,000
Year 3 July 1, 2024 – June 30, 2025	Up to \$500,000
Year 4 July 1, 2025 – June 30, 2026	Up to \$500,000
Year 5 July 1, 2026 – June 30, 2027	Up to \$500,000

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.:

22.036

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

Written Quote #22.036
Prevailing Wage Compliance Software
QUOTE COST FORM

	Projected Construction Spend	Software Price
Year 1: Ending June 30, 2023	\$10,000,000 - \$15,000,000	
Year 2: July 1, 2023 – June 30, 2024	\$10,000,000 - \$15,000,000	
Year 3: July 1, 2024 – June 30, 2025	Up to \$500,000	
Year 4: July 1, 2025 – June 30, 2026	Up to \$500,000	
Year 5: July 1, 2026 – June 30, 2027	Up to \$500,000	
TOTAL COST FOR 5 YEARS		

I/we, the undersigned, propose to provide the services specified.

I/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.



Name of Company

Date Signed

Authorized Signature/Local Representative

Telephone/Fax Number

Type Name and Position Held with Company

Email

Mailing Address

City

State

Zip

**Written Quote #22.036
Prevailing Wage Compliance Software**

QUOTE REPLY FORM

Name, position, and contact information of account representative: _____

Number of years in business under current business name: _____

Is implementation of your software solution included in the software pricing? ☐ Yes ☐ No

If no, what is the cost for implementation? _____

Is user training for your software solution included in the software pricing? ☐ Yes ☐ No

If no, what is the cost for training? _____

What other additional costs are associated with your software solution? _____

Does your software solution store personally identifiable information (PII)? ☐ Yes ☐ No

If yes, provide types of PII stored: _____

Does your firm have a Data Security Agreement? ☐ Yes ☐ No

If yes, provide a copy with other required documents.

Does your firm allow for subscriptions to run on a July 1 – June 30 fiscal year? ☐ Yes ☐ No

Does your firm accept purchase orders? ☐ Yes ☐ No

Does your firm allow for prompt pay discounts of your invoices? ☐ Yes ☐ No

If yes, please list terms (i.e Net 10, 2%): _____

I/We, the undersigned, propose to provide the services specified.

I/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.



Name of Company

Date Signed

Authorized Signature/Local Representative

Telephone/Fax Number

Type Name and Position Held with Company

Email

Mailing Address

City

State

Zip

EDGAR Certifications

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.

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.

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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 60-14(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."

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

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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)

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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.

By signature below, the vendor hereby acknowledges the clauses above and will comply with all that apply to this purchase.



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



VENDOR REGISTRATION FORM
WASHINGTON ELEMENTARY SCHOOL DISTRICT NO. 6
4650 W. Sweetwater Ave., Glendale, AZ 85304-1505
Email: purchasing@wesdschools.org or Fax: 602 347 3521

Vendor Name Mailing Address: Solicitations will be mailed to this address. Street City State ZIP Code Remit Address ☐ Please mail payments to this address. Payee Name for Check Street (Where to mail remittance/check) City State ZIP Code	Date Website Phone Contact Name Title Contact Email Purchase Orders to be sent via: ☐ E-mail (provide email address) ☐ Fax (provide fax number) ☐ Please mail: ☐ remit address ☐ mailing address
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Is company on a cooperative contract? ☐ No ☐ Yes If yes, please list:
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:

W-9 Request for Taxpayer Identification Number and Certification

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
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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	
91004	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
91812	Analytical studies and survey consulting
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
	Architectural services: professional
90600	
99010	Armored car services
05000	Art supplies
	Artist in residence (authors, artists and performers)
96104	
96207	Arts services: cultural, design, visual, etc
91813	Asbestos consulting
	Asbestos inspection, monitoring of insulation and asbestos installation and removal
91038	
91350	Asphalt/pavement: removal and replacement of existing
96205	Assemblies (including performing arts professionals)
92420	Assessment, observation of skills, examination and testing services
96320	Associations
20010	Athletic clothing
80500	Athletic equipment and athletic facility equipment and supplies, sporting goods
97102	Athletic fields, recreational and sporting camps - rental
96149	Attorneys
96209	Auctioneering services (including internet)
71505	Audio and video pre-recorded: DVD, CD VHS and cassettes
91802	Audio/visual consulting services
94815	Audiologist services- hearing aids services
93906	Audio-visual equipment: Maintenance and Repair
94620	Auditing
71000	Auditory testing equipment, electronic reading devices
	Auto glass replacement and repair services (including window tinting)
92846	
92815	Automobile maintenance/repair
07104	Automobiles – Sales

Code	Description
97514	Automobiles and other passenger vehicles: Rental or Lease
07100	Automobiles, school buses, SUVs, vans
06500	Automotive body accessories and parts
05500	Automotive accessories
06000	Automotive and trailer equipment and parts
07500	Automotive shop supplies
08000	Awards, trophies, plaques, certificates
87000	Awnings, venetian blinds and shades
96130	Background Investigation
08500	Bags, bagging, ties and erosion sheeting
64008	Bags: freezer and food storage
28506	Ballasts
94625	Banking services
06013	Batteries: Automotive – incl. buses
45006	Batteries: non-automotive
11000	Belts and belting: automotive, industrial
42004	Bleachers, auditorium, stadium, team seating
87000	Blinds: venetian/vertical
64521	Bond paper
96324	Bonds- notary
90800	Bookbinding and Repairing services
12500	Bookbinding supplies
71500	Books and all other published materials
71510 37	Books, library
71512	Books, reference, dictionaries, encyclopedias, etc.
71583	Books: adult education
71510	Bookstore
91216	Boring, drilling, testing and soundings
14500	Brushes (for janitorial type see class 485)
15000	Builder's supplies
90900	Building construction services: new
91000	Building Maintenance, installation and repair services
96109	Building permit services
15500	Buildings and structures: fabricated and prefabricated
91819	Buildings, structures and components consulting
78525	Bulletin boards: changeable letter, cork, magnetic, peg, etc.
92824	Bus, school maintenance and repair
07115	Buses -school (large) - Sales
07116	Buses -school (small) - Sales
91524	Cable television services (includes pay-per-view)
28029	Cables and wire – communications telecommunications
28000	Cables and wires - Electrical (not electronic)
28070	Cables and wires - telephone
16500	Cafeteria and kitchen equipment, commercial
93130	Cafeteria and kitchen equipment: Maintenance and Repair
24000	Cafeteria: utensils and supplies
97112	Campgrounds and trailer parks
15520	Canopies freestanding

Code	Description
91427	Carpentry contractor
91006	Carpentry maintenance and repair services
91009	Carpet cleaning
96115	Caterers
20730	CDs & DVDs - unrecorded
91075	Ceiling and wall repair and replacement
91575	Cellular telephone service
78515	Chalk, dry erase and black boards
96330	Charitable organizations and foundations
96113	Chartering service- bus and other types
17500	Chemical laboratory equipment, supplies
19000	Chemicals, solvents, commercial (in bulk)
95218	Child care services
20013	Children's clothing
19200	Cleaning compositions, detergents, solvents and strippers - prepackaged
20000	Clothing all types
91825	Compliance consulting for American Disabilities Act (ADA)
20700	Computer accessories and supplies
20400	Computer hardware and peripherals for microcomputers
20600	Computer hardware and peripherals for mini and main frame computers
20900	Computer software for mini and mainframe computers (preprogrammed)
20800	Computer software PC
20843	Computer software, educational
20853	Computer software, integrated
20866	Computer training –professional
21000	Concrete and metal products, culverts, pilings, septic tanks, accessories and supplies
91430	Concrete contractor
96118	Concrete resurfacing services
97165	Conference room rental
91831	Construction consulting
97524	Construction equipment (not otherwise classified) Rental or Lease
91200	Construction services: general (including maintenance and repair services)
91300	Construction services: heavy (includes maintenance and repair)
91316	Construction: communication equipment (includes antenna towers)
91319	Construction: curb and gutter (includes maintenance, repair and removal)
91221	Construction: energy related (all types)
91223	Construction: general (backfill services, digging, ditching, road grading, rock)
91336	Construction: parking lot and alley
91340	Construction: pipeline
91345	Construction: sewer and storm drain
91347	Construction: sidewalk and driveway (includes pedestrian and handicap ramps)
91356	Construction: utility/underground projects

Code	Description
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
	Data processing, computer, programming and software services
92000	
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
	Electrical supplies and equipment
28500	
	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
	Environmental and ecological services
92600	
91843	Environmental consultant
91244	Excavation services
	Fabric, sewing notions, accessories and supplies
59000	
	Fabric: draperies, curtains, and upholstery material (including automobile upholstery)
26500	
	Fasteners: bolts, nuts, pins, rivets, screws, etc.
60061	Fax machines, parts and supplies
33000	Fencing materials
98136	Fencing: Rental or lease
67500	Fertilizer and Pesticides

Code	Description
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
	Floor Maintenance machines and parts
36500	
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)
	Foods: grocery store and grocer's items
39300	
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

Code	Description
71000	Hearing aids, auditory testing equipment, electronic reading devices, etc.
93645	Hearing device: Maint/Repair
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
	Insurance and insurance services (all types)
95300	
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
	Lumber, siding and related products
54000	
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

Code	Description
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
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

Code	Description
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)
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)

Code	Description
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
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

Code	Description
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
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

Code	Description
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
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

Code	Description
91027	Trash removal, disposal, treatment Construction only
96178	Travel agency services
08000	Trophies, plaques, awards
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**

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

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

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 *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
				-				
or								
Employer identification number								
				-				

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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.