

# Saginaw

CITY HALL  
1315 South Washington Avenue  
Saginaw, Michigan 48601-2599



TO: ALL VENDORS

RE: VENDOR RECORDS

The vendor information forms attached must be completed and returned to the City of Saginaw Purchasing Office. This will ensure that we have complete and accurate information. Failure to complete and return these forms will disqualify you from receiving request for quotes, purchase orders and or payments.

**RETURN TO:** City of Saginaw Purchasing Office  
Room #8 Lower Level  
1315 S. Washington Ave.  
Saginaw, MI 48601

**OR FAX TO:** (989) 759-1498

If you have any questions regarding these forms, please contact the Purchasing Office at (989) 759-1430 or (989) 759-1483.

All invoices for the City of Saginaw MUST be mailed to the Accounts Payable Division, 1315 S. Washington Ave., Saginaw, MI 48601. Failure to do so will result in delay of payment.

Thank you in advance for your assistance in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Jim Nichols".

Jim Nichols  
Purchasing Officer

# CITY OF SAGINAW, MICHIGAN CONTRACT COMPLIANCE AGREEMENT

The undersigned and the corporation, company, firm or vendor that he/she represents in signing this agreement affirms, in accordance with the Saginaw Administrative Code, Chapter 3, Article 3, not to discriminate against any subcontractor, employee, or applicant for employment due to any of the following:

**race, creed, color, age, national origin, sex, height,  
weight, handicap or marital status**

and further affirms to abide by the provisions concerning such matters as set forth in the Fourteenth amendment to the U.S. Constitution and in Public Act 453 of 1976 of the Compiled Laws of the State of Michigan. This agreement covers activities such as employment, promotion, transfer, recruitment, advertising, layoff, termination, rates of pay, other compensation and training. In agreeing to these provisions, the corporation, company, firm or vendor shall also agree to permit the City to examine company practices, policies and records to verify and assure compliance. The undersigned further agrees that if any portion of this agreement is found to have been breached or violated by the corporation, company, firm or vendor, the City reserves the right to terminate any contract, to refuse to accept business with such violators or to order corrective action to assure compliance.

I, the owner or vendor, having read this agreement and by affixing my name to this document agree to abide by the provisions of this agreement and to accept any action resulting from any violation or breach of this agreement.

NAME OF COMPANY \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

P.O. BOX \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TELEPHONE (\_\_\_\_\_) \_\_\_\_\_ FAX NUMBER (\_\_\_\_\_) \_\_\_\_\_

E-Mail ADDRESS \_\_\_\_\_

TAX I.D. NUMBER \_\_\_\_\_ OR SOCIAL SECURITY NUMBER \_\_\_\_\_

\_\_\_\_\_  
Owner's/Vendor's signature Title

Saginaw-based (in city limits)	YES	NO	_____
Minority-owned	YES	NO	Date
Female-owned	YES	NO	

The bidder/vendor agrees that the City is authorized to conduct an independent verification of his/her qualifications.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

My Commission Expires: \_\_\_\_\_

=====

CITY USE ONLY:

CERTIFIED THROUGH \_\_\_\_\_

# CITY OF SAGINAW VENDOR INFORMATION

## Vendor Name:

\_\_\_\_\_

### Payment Terms :

Discount % \_\_\_\_\_

Number of days \_\_\_\_\_

Net due \_\_\_\_\_

Day of month due \_\_\_\_\_

Federal Tax ID (if applicable) \_\_\_\_\_

## Order Address

Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact \_\_\_\_\_

Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

e-Mail Address \_\_\_\_\_

## Pay to Address

Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact \_\_\_\_\_

Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

## Bid Address

Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact \_\_\_\_\_

Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

Tax Information (yes or no)

Individual \_\_\_\_\_

1099 \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

Give form to the  
 requester. Do not  
 send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	<b>City of Saginaw</b> <b>1315 S. Washington Ave.</b> <b>Saginaw, MI 48601</b>
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 your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 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).

**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 on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

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

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

# Commodity Class List

Please place an "X" by the items that you are interested in supplying

X	Commodity	Commodity Description
	005	ABRASIVES
	010	TILE CEILING & SUPPLIES
	015	COPYING MACHINE SUPPLIES
	020	AGRICULTURAL/STREETS EQUI
	022	CONSTRUCTION EQUIPMENT .....
	025	AIR COMPRESSORS
	031	AIR CONDITIONING/HEATING
	045	APPLIANCES
	050	ART EQUIPMENT & SUPPLIES
	055	AUTO & TRUCK ACCESSORIES
	060	AUTO & TRUCK MAINT. ITEMS
	065	AUTO BODIES & ACCESSORIES
	070	VEHICLES
	075	AUTO SHOP EQUIPMENT & SUP
	080	BADGES & OTHER ID EQUIP.
	085	BAGS,BAGGING,TIES,EROSION
	100	BARRELS, DRUMS, KEGS, CTN
	105	BEARINGS (EXCEPT WHEEL)
	110	BELTS AND BELTING
	120	BOATS,MOTORS,& MARINE SUP
	125	BOOKBINDING & BOOK SUPPLY
	135	BRICKS & CLAY PRODUCTS
	145	BRUSHES (NOT CLASSIFIED)
	150	BUILDER'S SUPPLIES
	155	BUILDING, FABRICATED
	165	CONCESSION & KITCHEN EQUI
	170	CEMETERY SUPPLIES
	175	LAB EQUIPMENT & SUPPLIES
	190	CHEMICALS-CLINICAL
	192	COMPOSITION/SOLVENTS
	193	CLINICAL LAB REAGENTS TES
	195	CLOCKS
	200	CLOTHING & APPAREL
	204	COMPUTER HARDWARE/PERIPHE
	205	COMPUTERS,DP & WORD PROC.
	206	COMPUTER SUPPLIES
	210	CONCRETE & METAL CULVERTS
	220	CONTRL,INDICA,RECORD INST
	225	COOLER, DRINKING WATER
	232	CRAFTS, GENERAL
	233	CRAFTS, SPECIALIZED
	240	CUTLERY,DISHES GLASS ETC,
	245	DAIRY EQUIP & SUPPLIES
	250	DATA PROC CARDS & PAPER
	255	DECALS AND STAMPS
	265	DRAPES,CURTAINS,UPHOLSTER
	270	DRUGS,PHARM & BIOLOGICALS
	280	ELECTRICAL CABLES & WIRES
	285	ELECTRICAL EQUIP & SUPPLY
	287	ELECTRONIC COMPONENTS
	290	ENERGY COLLECTING EQUIPMT
	295	ELEVATORS BLDG TYPE
	300	EMBOSSING/ENGRAVING
	305	ENGINEERING EQUIPMENT
	310	ENVELOPES, PLAIN, PRINTED
	315	EPOXY BASED FORMULAS
	318	ENVIRONMENTAL DIVISION
	320	FASTENERS, FASTENING DEVS
	325	ANIMAL FEED AND SUPPLIES
	330	FENCING
	335	FERTILIZERS & SOIL COND TN
	340	FIRE PROTECTION EQUIP/SUP

345	SAFETY EQUIP & FIRST AID
350	FLAGS,POLES,BANNERS,ACCES
360	FLOOR COVERING, INSTALLED
365	FLOOR MAINT MACHINE,PARTS
375	FOODS BAKERY
380	FOODS:DAIRY PRODUCTS
390	FOOD CONCESSION
395	FORMS, CONT. COMPUTER
400	CASTINGS, FOUNDRY
405	FUEL,OIL,GREASE, & LUBES
410	FURNITURE,HEALTH& HOSPITL
415	FURNITURE,LAB,SPECIAL
420	FURNITURE, NON OFFICE
425	FURNITURE, OFFICE
430	GASES CONT.EQUIP:LAB,WELD
435	GERMICIDES/PERSONAL PROD.
440	GLASS & GLAZING SUPPLIES
443	GOVERNMENTAL
445	TOOLS-HAND & POWER
450	HARDWARE, SUPPLIES
460	HOSES, ALL KINDS
475	INDUSTRIAL SUPPLIES
485	JANITORIAL SUPPLIES
490	LABORATORY EQUIP & ACCESS
493	LAB EQUIP,BIO,CHEM,ENVIR
495	LAB &FIELD EQUIP,BIO,BOT
500	LAUNDRY&DRY CLEAN EQUIP
505	LAUNDRY& DRY CLEAN SUPPLY
510	LAUNDRY TEXTILE SUPPLY
515	LAWN MAINTENANCE EQUIP
520	LEATHER SUPPLIES
525	LUGGAGE & SUPPLIESI
530	BUSINESS CARD HOLDERS
540	LUMBER& RELATED PRODUCTS
545	HARDWARE EQUIPMENT
550	MARKERS, PLAQUES,SIGNS
555	MARKING & STENCIL DEVICES
556	MASS TRANS, TRASIT BUS
557	MASS TRANS,ACCES& PARTS
558	MASS TRANS, RAIL VEHICLES
559	MEDICAL SUPPLIES/EQUIP
560	MATERIAL HNDLING&STOR EQP
570	METALS,BARS,PLATES,RODS
575	MICROFICHE,MICROFILM
578	MISCELLANEOUS PRODUCTS
580	MUSICAL INSTRUMENTS,ACCES
590	NOVELTIES & DECORATIONS
595	NURSERY STOCK & SUPPLIES
600	OFFICE MACHINES & ACCESS
605	OFFICE MECH AIDS,SM MACHI
610	OFFICE SUPPLIES,PAPER/RIB
615	OFFICE SUPPLIES, GENERAL
620	OFFICE SUPPLY,INKS,LEADS
625	OPTICAL EQUIP ACES& SUPP
630	PAINTS,COATINGS,WALLPAPER
635	PAINTING EQUIPMENT & ACC
640	PAPER & PLASTIC-DISPOSABL
645	PAPER (OFFICE,PRINT SHOP)
650	PARK,PLAYGROUND,REC EQUIP
655	PHOTOGRAPHIC EQUIPMENT
658	PIPE AND TUBING
659	PIPE FITTINGS
660	FARE COLLECTION EQUIPMENT
665	PLASTICS
670	PLUMBING EQUIP FIXT,SUPP
675	POISONS:AGRICUL & INDUSTR
680	POLICE EQUIPMENT & SUPPLY
690	POWER GENERATION EQUIP
691	POWER TRANSMISION EQUIP

700	PRINTING EQUIP & SUPPLIES
710	PARK MAINTENANCE SUPPLIES
711	PROCESS CONTROLS
715	PUBLICATION/AUDIOVISUAL
720	PUMPS & ACCESSORIES
725	RADIO & TELECOMMUNICATION
730	RADIO COM & TELE TEST EQP
735	RAGS,SHOP TOWELS,WIPING
740	REFRIGERATION EQUIPMENT
745	ROAD/HWY MATERIAL ASPHLT
750	ROAD/HWY MAT NONASPHALTIC
755	ROAD/HIGHWAY EQUIPMENT
760	ROAD/HWY EQUIP EARTH,GRD
765	ROAD/HGWY HEAVY EQUIPMENT
770	ROOFING MATERIALS
775	SALT (SODIUM CHLORIDE)
780	SCALES/WEIGHING APPARATUS
785	SCHOOL EQUIP & SUPPLIES
790	SEED,SOD,SOIL&INOCULANT
795	SEWING RM,TEXTILE MACHINE
800	SHOES AND BOOTS
801	SIGNS, SIGN MATERIAL
803	SOUND SYSTEMS & ACCESSORY
805	SPORTING & ATHLETIC EQUIP
810	SPRAYING EQUIPMENT
815	STEAM & HOT WATER FITTING
820	STEAM & HOT WATER BOILERS
825	STOCKMAN EQUIP & SUPPLIES
830	TANKS:MOBILE,PORT,STATION
832	TAPE(NOT DP,SOUND,VIDEO)
840	TELEVISION EQUIP & ACESS
845	TESTING APP/NOT ELECTRIC
850	TEXTILE,FIBERS,LINENS
860	TICKETS,COUPON BKS, ETC
863	TIRES AND TUBES
864	TRAIN CONTROLS ELECTRONIC
865	TWINE
870	VENETIAN BLINDS ETC
875	VET EQUIP & SUPPLIES
880	VISUAL EDUCATION EQUIPMNT
885	CHEMICAL, WATER TREATMENT
890	WATER SEWAGE TREATMENT EQ
895	WELDING EQUIPMENT/SUPPLY
905	AIRCRAFT OPERATIONS SERVS
906	ARCHITECT&OTHER DESIGN
908	BOOKBINDING, REPAIRING
909	BLDG CONSTRUC. SERVICES-
910	BUILDING MAINT&REPAIR SER
913	CONSTRUCTION SERVICE HEAVY
914	CONSTRUCTION SERVICES
915	COMMUNICATIONS/MEDIA SERV
918	CONSULTING SERVICES
920	DATA PROC SERV &SOFTWARE
924	EDUCATIONAL SERVICES
925	ENGINEERING SERVICES
926	ENVIRONMENTAL SERVICES
928	EQUIP. MAINT. AUTO,TRUCK
929	EQUIP MAINT & REPAIR SERV - HEAVY INDUSTRIAL
931	EQUIP MAINT & REPAIR SERV - APPLIANCE
934	EQUIP MAINT & REPAIR SERV - LAUNDRY
936	EQUIP MAINT & REPAIR SERV - GENERAL EQUIPMENT
938	EQUIP MAINT & REPAIR SERV - LABORATORY
939	EQUIP MAINT & REPAIR SERV - OFFICE
940	EQUIPT MAINT REPAIR, CONTRUCTION & RELATED
941	EQUIP MTNCE-POWER GENERAT
945	FABRICATION SERVICES
946	FINANCIAL SERVICES
948	HEALTH RELATED SERVICES
952	HUMAN SERVICES

