



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.

MAIL TO: City of Saginaw Purchasing Office
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.

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 "Mary J. Hiser".

Mary Hiser
Purchasing Officer

CITY OF SAGINAW, MICHIGAN
CONTRACT COMPLIANCE AGREEMENT

The undersigned and the corporation, company, firm or vendor that he/she represents in signing the 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 US Constitution and in Public Act 453 of 1976 if 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 (____) _____

EMAIL ADDRESS _____

TAX ID NUMBER _____ OR SOCIAL SECURITY NUMBER _____

Owner's/Vendor's Signature Title

Saginaw-Based (in city limits) YES NO
Minority-Owned YES NO
Female-Owned YES NO

Date

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__.

NOT NECESSARY

Notary Public

My Commission Expires: _____

CITY USE ONLY:
CERTIFIED THROUGH _____

CITY OF SAGINAW VENDOR INFORMATION

Vendor Name: _____

Payment Terms:

Discount % _____ Net Due _____

Number of Days _____ Day of Month Due _____

Federal Tax ID (if applicable) _____

Order Address

Name: _____

Address: _____

City _____ State _____ Zip Code _____

Contact _____

Phone Number _____ Fax Number _____

Email Address _____

Pay to Address Same as Above

Name: _____

Address: _____

City _____ State _____ Zip Code _____

Contact _____

Phone Number _____ Fax Number _____

Bid Address Same as Above

Name: _____

Address: _____

City _____ State _____ Zip Code _____

Contact _____

Phone Number _____ Fax Number _____

Tax Information: Individual Yes No 1099 Yes No

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	
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.

Social security number
: : : :
OR
Employer identification number
: :

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

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.

Sign Here	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 check the box by the items you are interested in supplying

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

<input type="checkbox"/>	330	FENCING
<input type="checkbox"/>	335	FERTILIZERS & SOIL CONDTN
<input type="checkbox"/>	340	FIRE PROTECTION EQUIP/SUP
<input type="checkbox"/>	345	SAFETY EQUIP & FIRST AID
<input type="checkbox"/>	350	FLAGS, POLES, BANNERS, ACCES
<input type="checkbox"/>	360	FLOOR COVERING, INSTALLED
<input type="checkbox"/>	365	FLOOR MAINT MACHINE, PARTS
<input type="checkbox"/>	375	FOODS: BAKERY
<input type="checkbox"/>	380	FOODS: DAIRY PRODUCTS
<input type="checkbox"/>	390	FOOD CONCESSION
<input type="checkbox"/>	395	FORMS, CONT. COMPUTER
<input type="checkbox"/>	400	CASTINGS, FOUNDRY
<input type="checkbox"/>	405	FUEL, OIL, GREASE, & LUBES
<input type="checkbox"/>	410	FURNITURE, HEALTH & HOSPITAL
<input type="checkbox"/>	415	FURNITURE, LAB, SPECIAL
<input type="checkbox"/>	420	FURNITURE, NON-OFFICE
<input type="checkbox"/>	425	FURNITURE OFFICE
<input type="checkbox"/>	430	GASES CONT. EQUIP: LAB, WELD
<input type="checkbox"/>	435	GERMICIDES, PERSONAL PROD
<input type="checkbox"/>	440	GLASS & GLAZING SUPPLIES
<input type="checkbox"/>	445	TOOLS - HAND & POWER
<input type="checkbox"/>	450	HARDWARE, SUPPLIES
<input type="checkbox"/>	460	HOSES, ALL KINDS
<input type="checkbox"/>	475	INDUSTRIAL SUPPLIES
<input type="checkbox"/>	485	JANITORIAL SUPPLIES
<input type="checkbox"/>	490	LABORATORY EQUIP & ACCESS
<input type="checkbox"/>	493	LAB EQUIP, BIO, CHEM, ENVIR
<input type="checkbox"/>	495	LAB & FIELD EQUIP, BIO, BOT
<input type="checkbox"/>	500	LAUNDRY & DRY CLEANING EQUIP
<input type="checkbox"/>	505	LAUNDRY & DRY CLEAN SUPPLY
<input type="checkbox"/>	510	LAUNDRY TEXTILE SUPPLY
<input type="checkbox"/>	515	LAWN MAINTENANCE EQUIP
<input type="checkbox"/>	520	LEATHER SUPPLIES
<input type="checkbox"/>	525	LUGGAGE & SUPPLIES
<input type="checkbox"/>	530	BUSINESS CARD HOLDERS
<input type="checkbox"/>	540	LUMBER & RELATED PRODUCTS
<input type="checkbox"/>	545	HARDWARE EQUIPMENT
<input type="checkbox"/>	550	MARKERS, PLAQUES, SIGNS
<input type="checkbox"/>	555	MARLING & STENCIL DEVICES
<input type="checkbox"/>	556	MASS TRANSIT, TANSIT BUS
<input type="checkbox"/>	557	MASS TRANSIT, ACCES & PARTS
<input type="checkbox"/>	558	MASS TRANSIT, RAIL VEHICLES
<input type="checkbox"/>	559	MEDICAL SUPPLIES/EQUIP
<input type="checkbox"/>	560	MATERIAL HANDLING & STORAGE EQUIP
<input type="checkbox"/>	570	METALS, BARS, PLATES, RODS
<input type="checkbox"/>	575	MICROFICHE, MICROFILM
<input type="checkbox"/>	578	MISCELLANEOUS PRODUCTS
<input type="checkbox"/>	580	MUSICAL INSTRUMENTS, ACCESSORIES
<input type="checkbox"/>	590	NOVELTIES & DECORATIONS
<input type="checkbox"/>	595	NURSERY STOCK & SUPPLIES
<input type="checkbox"/>	600	OFFICE MACHINES & ACCESSORIES
<input type="checkbox"/>	605	OFFICE MECH AIDS, SM MACHI
<input type="checkbox"/>	610	OFFICE SUPPLIES, PAPER/RIB
<input type="checkbox"/>	615	OFFICE SUPPLIES, GENERAL
<input type="checkbox"/>	620	OFFICE SUPPLIES, INKS, LEADS
<input type="checkbox"/>	625	OPTICAL EQUIP, ACCESS & SUPPLIES
<input type="checkbox"/>	630	PAINTS, COATINGS & WALLPAPER
<input type="checkbox"/>	635	PAINTING EQUIPMENT & ACC
<input type="checkbox"/>	640	PAPER & PLASTIC - DISPOSABLE
<input type="checkbox"/>	645	PAPER(OFFICE, PRINT SHOP)
<input type="checkbox"/>	650	PARK, PLAYGROUND REC EQUIP
<input type="checkbox"/>	655	PHOTOGRAPHIC EQUIPMENT
<input type="checkbox"/>	658	PIPE AND TUBING
<input type="checkbox"/>	659	PIPE FITTINGS
<input type="checkbox"/>	660	FARE COLLECTION EQUIPMENT

<input type="checkbox"/>	665	PLASTICS
<input type="checkbox"/>	670	PLUMBING EQUIP FIXT, SUPP
<input type="checkbox"/>	675	POISONS, AGRICUL & INDUSTR
<input type="checkbox"/>	680	POLICE EQUIPMENT & SUPPLY
<input type="checkbox"/>	690	POWER GENERATION EQUIP
<input type="checkbox"/>	691	POWER TRANSMISSION EQUIP
<input type="checkbox"/>	700	PRINTING EQUIP & SUPPLIES
<input type="checkbox"/>	710	PARK MAINTENANCE SUPPLIES
<input type="checkbox"/>	711	PROCESS CONTROLS
<input type="checkbox"/>	715	PUBLICATION/AUDIOVISUAL
<input type="checkbox"/>	720	PUMPS & ACCESSORIES
<input type="checkbox"/>	725	RADIO & TELECOMMUNICATION
<input type="checkbox"/>	730	RADIO COM & TELE TEST EQUIP
<input type="checkbox"/>	735	RAGS, SHOP TOWELS & WIPING
<input type="checkbox"/>	740	REFRIGERATION EQUIPMENT
<input type="checkbox"/>	745	ROAD/HWY MATERIAL ASPHALT
<input type="checkbox"/>	750	ROAD/HWY MATERIAL NON ASPHALT
<input type="checkbox"/>	755	ROAD/HWY EQUIPMENT
<input type="checkbox"/>	760	ROAD/HWY EQUIP EARTH GRD
<input type="checkbox"/>	765	ROAD/HWY HEAVY EQUIPMENT
<input type="checkbox"/>	770	ROOFING MATERIAL
<input type="checkbox"/>	775	SALT (SODIUM CHLORIDE)
<input type="checkbox"/>	780	SCALES/WEIGHING APPARATUS
<input type="checkbox"/>	785	SCHOOL EQUIP & SUPPLIES
<input type="checkbox"/>	790	SEED, SOD, SOIL & INNOCULANT
<input type="checkbox"/>	795	SEWING RM, TEXTILE MACHINE
<input type="checkbox"/>	800	SHOES & BOOTS
<input type="checkbox"/>	801	SIGNS, SIGN MATERIAL
<input type="checkbox"/>	803	SOUND SYSTEMS & ACCESSORIES
<input type="checkbox"/>	805	SPORTING & ATHLETIC EQUIPMENT
<input type="checkbox"/>	810	SPRAYING EQUIPMENT
<input type="checkbox"/>	815	STEAM & HOT WATER FITTING
<input type="checkbox"/>	820	STEAM & HOT WATER BOILERS
<input type="checkbox"/>	825	STOCKMAN EQUIP & SUPPLIES
<input type="checkbox"/>	830	TANKS: MOBILE, PORT, STATION
<input type="checkbox"/>	832	TAPE (NOT DP, SOUND, VIDEO)
<input type="checkbox"/>	840	TELEVISION EQUIP & ACCESSORIES
<input type="checkbox"/>	845	TESTING APP/ NOT ELECTRIC
<input type="checkbox"/>	850	TEXTILE, FIBERS, LINENS
<input type="checkbox"/>	860	TICKETS, COUPON BKS, ETC
<input type="checkbox"/>	863	TIRES & TUBES
<input type="checkbox"/>	864	TRAIN CONTROLS ELECTRONIC
<input type="checkbox"/>	865	TWINE
<input type="checkbox"/>	870	VENETIAN BLINDS, ETC
<input type="checkbox"/>	875	VET EQUIP & SUPPLIES
<input type="checkbox"/>	880	VISUAL EDUCATION EQUIPMENT
<input type="checkbox"/>	885	CHEMICAL, WATER TREATMENT
<input type="checkbox"/>	890	WATER SEWAGE TREATMENT EQ
<input type="checkbox"/>	895	WELDING EQUIPMENT & SUPPLY
<input type="checkbox"/>	905	AIRCRAFT OPERATIONS SERVS
<input type="checkbox"/>	906	ARCHITECT & OTHER DESIGN
<input type="checkbox"/>	908	BOOKBINDING & REPAIRING
<input type="checkbox"/>	909	BLDG CONSTRUCTION SERVICES
<input type="checkbox"/>	910	BUILDING MAINT & REPAIR SERV
<input type="checkbox"/>	913	CONSTRUCTION SERVICE HEAVY
<input type="checkbox"/>	914	CONSTRUCTION SERVICES
<input type="checkbox"/>	915	COMMUNICATIONS/ MEDIA SERVICES
<input type="checkbox"/>	918	CONSULTING SERVICES
<input type="checkbox"/>	920	DATA PROC SERV & SOFTWARE
<input type="checkbox"/>	924	EDUCATIONAL SERVICES
<input type="checkbox"/>	925	ENGINEERING SERVS
<input type="checkbox"/>	926	ENVIRONMENTAL SERVICES
<input type="checkbox"/>	928	EQUIP, MAINT AUTO, TRUCK
<input type="checkbox"/>	929	EQUIP MAINT & REPAIR SERV – HEAVY INDUSTRIAL
<input type="checkbox"/>	931	EQUIP MAINT & REPAIR SERV – APPLIANCE

