

## Purchasing Department 1414 S. 51<sup>st</sup> Avenue Phoenix, AZ 85043 (602) 477-8900 – (602) 272-8378-fax

Dr. Jaime Rivera Superintendent Ms. Zorina Gray Purchasing/Payroll Specialist

### Dear Vendor:

The Riverside Elementary School District is required to maintain a vendor list on file for their quotations, invitation for bids and request for proposals.

Attached is the vendor registration form and with vendor commodity codes for you to fill out and return to us. The District utilizes written quotes, Invitations for Bid (IFB), Request for Proposals (RFP) and Request for Qualifications (RFQ). The District is also a member of or utilizes contracts from the Greater Phoenix Purchasing Consortium of Schools (GPPCS), the Strategic Alliance for Volume Expenditures (SAVE), Mohave Educational Services Cooperative (MESC), The Cooperative Purchasing Network (TCPN) and the Arizona State Procurement Office (State Contract). The District encourages all interested vendors with quality products and services to register with us. Please update the vendor application below if you would like to continue to receive notification of District released bids and/or proposals. If you have any questions, please do not hesitate to contact us, via email or phone.

If you don't see a commodity code for the service/product you provide, please provide the description on the place provided on the Vendor Registration Form.

**Please Note:** We are also asking for your organization to certify that it complies with the following:

- 1. New employment eligibility through E-Verify program in compliance with A.R.S. 23-214 subsection A. Each contract shall contain the warranties required by A.R.S. 44-4401 relative to the E-verify requirements and,
- 2. The Registered Sex Offender Restriction: Pursuant to this order, the named vendor agrees by acceptance of this order that no employee of the vendor or a sub-contractor of the vendor, who has been adjudicated to be a registered sex offender, will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be present. The vendor further agrees by acceptance of this order that violation of this condition shall be considered a material breach and may result in a cancellation of the order at the District's discretion.
- 3. Fingerprinting A fingerprint check shall be made in accord with A.R.S. 41-1750 and Public Law 92-544 of all contractors, subcontractors or vendors and their employees except those who are not likely to have direct unsupervised contact with students, as determined by the School District.
- 4. Tutoring For Pay Any person contracted by the state or District to provide tutoring services directly to pupils shall be required to obtain a fingerprint clearance card prior to such services being provided.

Return your completed forms – <u>Vendor Registration Form and W-9 Form</u> to the Purchasing Department at the address listed above, fax them to 602-272-8378 or e-mail to Zorina Gray at <u>zgray@riverside.k12.az.us</u>.

Thank you and we look forward to your response.

Zorina Gray Purchasing/Payroll Specialist zgray@riverside.k12.az.us



Individual's Signature

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Date

# **VENDOR REGISTRATION FORM**

Company Name:	Tax ID #/Social Security No		
Mailing Address:		•	
Street or P.O. Box		State	Zip Code
Remittance Address:	•		•
Street or P.O. Box		State	Zip Code
Business Phone:/	Fax: /	2	—- F
Contact Person(s):	Title:		
Email Address Where Bids Can Be Receiv	wad:		
Website Address:			<del></del>
We would like to be able to email the vend What email address should we use to place Regulations require that we have a copy of	e an order?		
Using the commodity list, please indicate to releases a Bid and/or Proposal for the commodity code for the service/product year.	modities you indicate, a notificatio	n will be sent to the comp	any. <i>If you don't see a</i>
I certify that:  1. I am duly authorized to certify the informatic 2. To the best of my knowledge, the elements of 3. My organization shall comply with all State accordance with Federal Executive Order 11  4. I understand that it's our responsibility to ad phone/FAX numbers, classification codes, et 5. My organization shall not provide any product understand that payment for any product or start will be required to obtain payment from the 6. My organization shall provide the purchase of information will not be paid;  7. All District invoices shall be submitted direct 8. Filing of Vendor Registration Application start No. 2 to guarantee contractual awards or aground 9. I comply with the new employment eligibility contain the warranties required by A.R.S. 44.  10. The Registered Sex Offender Restriction: Provendor or a sub-contractor of the vendor, when equipment at any time when District students that violation of this condition shall be consisted.  11. Fingerprinting — A fingerprint check shall be vendors and their employees except those when District.  12. Tutoring For Pay — Any person contracted by fingerprint clearance card prior to such services.	of information provided herein are accurand Federal equal opportunity and non 246, State Executive Order 75.5 or A.I. vise the Purchasing Department in write.) on this form; act or service without first having in our service provided without an authorized e individual requestor; order number on all invoices submitted extly to the District Accounts Payable Depplies information only and does not be rements to my organization. The 4401 relative to the E-verify requirem ursuant to this order, the named vendous has been adjudicated to be a register is are, or are reasonably expected to be defered a material breach and may result the made in accord with A.R.S. 41-1750 the are not likely to have direct unsuper by the state or District to provide tutoring and the state or District to provide tutoring the state or District to provide tutoring and the state of	r-discrimination requirements R.S.41-1461 through 1465; ting of any changes of inform r possession an authorized pupurchase order is NOT the relation to the District. I understand epartment and not to the requirement and not to the requirement and susumed obligation ance with A.R.S. 23-214 subjects and, r agrees by acceptance of this ed sex offender, will perform present. The vendor further at in a cancellation of the order and Public Law 92-544 of all twised contact with students, a	nation (i.e. addresses, contacts, archase order from the District. I esponsibility of the District and that that invoices received without this testing school or department. It ion by Riverside School District esection A. Each contract shall evorder that no employee of the work on District premises or agrees by acceptance of this order at the District's discretion. It contractors, subcontractors or as determined by the School

Individual's Typed or Printed Name Title/Position



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Form W-9
(Rev. January 2002)
Department of the Treasury Internal Revenue Service

Name
Name

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

internal	Revenue Service	
ge 2.	Name	
s on pa	Business name, if different from above	
Print or type ic Instructions	Check appropriate box: Individual/ Sole proprietor Corporation Partnership Other	Exempt from backup withholding
Print o	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
Specific	City, state, and ZIP code	
See S	List account number(s) here (optional)	
Part	Taxpayer Identification Number (TIN)	
Howe page	your TIN in the appropriate box. For individuals, this is your social security number (SSN).  ver, for a resident alien, sole proprietor, or disregarded entity, see the Part I instruct  2. For other entities, it is your employer identification number (EIN), if you do not have a r  ow to get a TIN on page 2.	ions on
Note: to ent	If the account is in more than one name, see the chart on page 2 for guidelines on whose er.	e number   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. 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. 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 2.)

 Sign
 Signature of

 Here
 U.S. person ►
 Date ►

#### Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandomment 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 give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- 1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
- 2. Certify you are not subject to backup withholding, or
- 3. Claim exemption from backup withholding if you are a U.S. exempt payee.

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

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,

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments after December 31, 2001 (29% after December 31, 2003). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

# Payments you receive will be subject to backup withholding if:

- 1. You do not furnish your TIN to the requester, or
- You do not certify your TIN when required (see the Part II instructions on page 2 for details), or
- 3. The IRS tells the requester that you furnished an incorrect TIN, or
- 4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

 You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions on page 2 and the separate Instructions for the Requester of Form W-9.

#### Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.



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050 41-445	2200 E	4000 M 4 2 1 T
050 Abatement Services	2200 Equipment Rental	4800 Material Handling Supplies & Equipment
100 Alarm Systems - Fire & Burglary	2300 Fencing, Installation, Supplies, Equip. & Rentals	4900 Miscellaneous And Incidentals
103 Alarm Systems – Access Control, CCTV	2400 Field Lighting Repair, Supplies & Equipment	5000 Motor Coach, Charter Bus & Taxi Cabs Svs,
105 Alarm Systems Repair	2500 Financing/Lease Purchasing	5100 Moving & Storage Services
200 Appliances – Large/Small Household	2570 Flags, Banners, Posters & Accessories	5200 Music, Sheet
205 Appliances - Repair	2600 Fuel, Gasoline & Diesel	5205 Musical Instruments
300 Architectural/Engineering Services	2605 Fuel Tank Removal	5210 Musical Instruments Repair
400 Art Supplies and Equipment	2700 Flooring - Tile, Wood & Carpet	5300 Newspaper Advertising
450 Artists, All Types	2750 Fundraising	5400 Nursing Equipment & Supplies
500 Athletic Officials	2800 Furniture - Auditorium & Lecture	5410 Nursing Services
505 Athletic Bleachers/Grandstands	2805 Furniture - Classroom	5500 Office Equipment & Machines
510 Athletic Scoreboards	2815 Furniture - Library/Media	5510 Office Supplies
520 Athletic Supplies and Equipment	2820 Furniture - Music & Band	5600 Paper - Bond (Copier), White, Color
530 Athletic Tracks and Track Resurfacing	2825 Furniture - Office	5605 Paper - Envelopes, Letterhead
540 Athletic Team Sports Uniforms	2830 Furniture - Outdoor	5700 Paving & Parking Lot Repair
550 Athletic Training and Medical Supplies	2835 Furniture - Science Lab	5800 Photography – Equipment & Supplies
560 Athletic Weight Lifting Equipment	2840 Furniture – Restoration/Repair – All Types	5810 Photography Services
570 Athletic Wrestling Mats and Repair	2870 Game Room Equip/Repair/Services	5830 Playground Equipment/Repairs/Services
600 Auditing Services	2900 Government Entity Dues/Fees	5900 Portable Buildings
700 AV Supplies & Equipment	3000 Grading/Excavations	6000 Postage/Mailing Services
800 Banking Services	3100 Grounds & Maintenance Equipment	6100 Prevention Services/Supplies
850 Billboard Advertising	3200 Hazardous Material Response	6200 Printing Services
900 Bond Counsel	3300 ID Card System And Supplies	6205 Printing/Imprint Merchandise
910 Bond Services	3400 Instructional Supplies	6300 Professional Organizations Membership
1000 Food Service - Bread and Buns	3500 Insurance - Dental	6400 Public Sales (Notification Required)
1010 Food Service - Equipment/Repair	3510 Insurance - HMO's & Major Medical	6500 Radios - 2-Way Mobile
1015 Food Service - Food & Paper Products	3515 Insurance - Long Term Disability	6600 Recruitment Services
1020 Food Service - Milk and Dairy Products	3520 Insurance - Risk Management/General Liability	6700 Restaurants - Fast Food
1023 Food Service – Paper Products/Supplies	3525 Insurance - Vision	6800 Safety Supplies & Equipment
1025 Food Service – Snack Bar & Cake Items	3530 Insurance - Workman's Compensation	6900 Science Supplies & Equipment
1070 Cabling, All Types	3600 Intercom Systems	7000 Security Services
1100 Camps, Museums, Parks, Theaters, Zoo	3700 Janitorial/Custodial - Supplies & Equipment	7100 Signs, Building, Inside/Outside
1200 Cash Registers	3800 Landscaping, Lawn Services, Tree Trimming	7200 Special Ed - Occupational Therapist Service
1300 Computer Hardware	3850 Lawn Sprinkler - Install & Maintenance	7215 Special Ed – Physical Therapist
1305 Computer Maintenance Service	3900 Legal Services	7220 Special Ed – Speech Therapy Services
1310 Computer Program Services	4000 Library Book Automation and Detection System	7225 Special Ed – Special/Private Day Sch Services
1315 Computer Software	4010 Library Books	7230 Special Ed – Supplies/Equipment
1320 Computer Supplies	4015 Library Equipment/Supplies	7300 Storage Services
1325 Computer Training Services	4100 Life Skills Supplies & Equipment	7400 Subscriptions, Magazine, Other
1400 Construction – APDM	4200 Lighting Supplies & Equipment	7500 Telephone Communication Install & Service
1410 Construction – Electrical Contractor	4250 Lighting, Stage	7510 Telephone, Cellular, Equipment
1420 Construction - General Contractor	4300 Lockers - Student & Athletic	7520 Telephone, Cellular Service
1430 Construction – Mechanical Contractor	4320 Locks, Bolt, Padlocks	7600 Temporary Labor Services
1440 Construction – Painting Contractor	4400 Lodging/Hotels, Motels	7650 Testing Services & Materials
1450 Construction – Pool, Resurfacing	4500 Maintenance – Ceiling Tiles & Installation	7700 Textbooks, New And Used
1460 Construction – Plumbing Contractor	4505 Maintenance - Concrete, Ready Mix, Installations	7770 Training – All Types
1470 Construction – Roofing & Re-roofing	4510 Maintenance – Doors, Installation, Supplies, Equip.	7800 Travel Service
1500 Consultant Services (specify)	4515 Maintenance – Electrical Service and Repair	7900 Uniforms, Staff
1505 Consultant, Employee Services	4520 Maintenance – Electrical Supplies and Equipment	7910 Uniforms, Band
1508 Consultant, Executive Search	4525 Maintenance – Filters, AC	8000 Utilities
1510 Consultant, Financial Services	4528 Maintenance – Glass – New, Repair, Install	8100 Vehicles - Buses
1515 Consultant, Insurance Services	4530 Maintenance – HVAC-Parts, Services & Equipment	8105 Vehicles – Buses Video Cameras
1600 Contracted Educational Services	4535 Maintenance – Irrigation Supplies & Equipment	8110 Vehicles - Cars, Trucks, Vans
1700 Copiers	4538 Maintenance - Heavy Equip., Const. & Industrial	8120 Vehicles - Golf & Utility Carts
1710 Copier Maintenance & Supplies	4540 Maintenance – Lamps & Bulbs - Florescent	8130 Vehicle Parts & Supplies
1800 Curriculum/Instructional Aids Y Supplies	4545 Maintenance – Lumber & Building Supplies	8140 Vehicle Repair
1900 Curtains - Blackout & Stage Rigging	4547 Maintenance – Misc.	8145 Vehicle Tires, All Types, New/Repair/Retreads
1910 Curtains, Mini Blinds & Shutters	4550 Maintenance – Paint and Lacquer Thinner	8200 Waste Disposal
,	4560 Maintenance - Sheet Metal Fabrication/Ductwork	8250 Water Treatment Equip., Supplies, Services
2000 Diplomas, Caps, Gowns, Class rings	- 4300 Maintenance - Sheet Metal Pablication/Duction R	
2000 Diplomas, Caps, Gowns, Class rings 2050 Document/Records Destruction		
2050 Document/Records Destruction	4565 Maintenance - Sign - Interior/Exterior	8275 Web Hosting Services