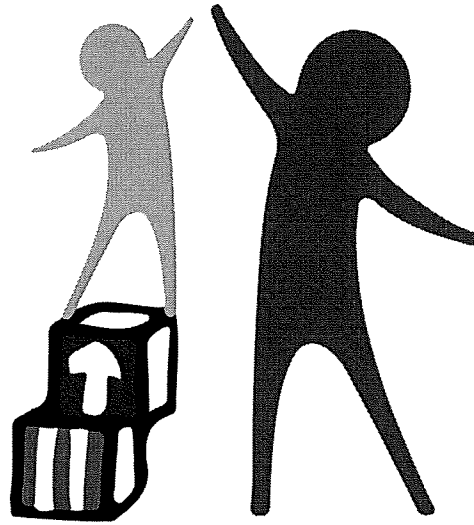


Child-Parent Centers, Inc.



Request for Proposals

Janitorial Supplies/Paper Goods

AND

Chemical Supplies

2022 - 2025

Dated: 1/24/2022

PURPOSE AND GENERAL SCOPE OF WORK

Summary

Child-Parent Centers, Inc. (CPC) is seeking proposals for Janitorial Supplies & Paper Goods and Chemicals. CPC is a Federally-funded, non-profit organization that provides Head Start (HS) and Early Head Start (EHS) services. We are the designated Federal grantee serving southeast Arizona. Services will include products to meet our Janitorial Supplies/Paper Goods and Chemical Supplies needs related to activities in 39 Head Start Centers and 2 administrative locations within Southeastern Arizona.

Two separate bid sheets will be included. One for Janitorial Supplies/Paper Goods and one for Chemical Supplies. You may bid on one or both and each bid will be awarded independent of each other.

Our primary mission is to provide school readiness programs for low-income children entering kindergarten. We serve ages three to five in our Head Start Program and ages birth to three in our Early Head Start Program. Our program provides nutritional, social, and academic services to the children and to their families.

Our agency currently serves more than 3000 children and employs approximately 600 employees in 41 locations located in Pima, Santa Cruz, Cochise, Graham, and Greenlee counties.

Terms of Service

Services will be contracted for a period of three years from the date of award. Contractor will provide services on a year-round basis.

Supply Specifications

JANITORIAL SUPPLIES/PAPER GOODS

See Janitorial Supplies and Paper Goods Bid Sheet 2022 – **Attachment A**.

Where a specific Brand and Product # is listed, vendor will provide pricing for that product. If vendor cannot provide that particular product vendor should indicate if they can provide a comparable product and must provide specifications for that product. Samples may be requested.

Vendor must complete Bid Sheet in full. Any additional products proposed must be written on a separate page including the same information requested on the Bid Sheets (i.e. Vendor Item #, Standard U/M, price for Std U/M, Bulk U/M, and price for Bulk U/M). CPC will not accept substitute bid sheets.

Preference will be given to vendors that can provide all items on **Attachment A**.

CHEMICAL SUPPLIES

See Chemical Bid Sheet 2022 – **Attachment B**

A sample list of chemicals currently in use is located on **Attachment C**.

Where a specific Brand and Product # is listed, vendor will provide pricing for that product. If vendor cannot provide that particular product vendor should indicate if they can provide a comparable product and must provide specifications for that product. Samples may be requested.

Vendor must complete Bid Sheet in full. Any additional products proposed must be written on a separate page including the same information requested on the Bid Sheets (i.e. Vendor Item #, Standard U/M, price for Std U/M, Bulk U/M, and price for Bulk U/M). CPC will not accept substitute bid sheets.

Preference will be given to vendors that can provide all items on **Attachment B**.

Chemical Requirements:

1. System should be an all-inclusive service which includes maintenance, support and training.
2. System will be installed at 41 locations. The locations are in Pima, Santa Cruz, Cochise, Graham and Greenlee counties.
3. If chemicals selected are not compatible with the current dispensing system installed, the new chemical system will be installed in phases for all locations. Only a group of centers would be focused on during the transition.
4. Vendor will be responsible for maintenance of equipment.
5. Purchase order number needs to be referenced on every packing slip, invoice and on all communications regarding a specific shipment
6. Child-Parent Centers should be notified in writing 30 days prior to any price increases.
7. Changes and/or substitution of products require approval from a CPC Purchasing Authority prior to taking effect. Purchasing Authorities include Procurement Manager, Physical Resources Director, and Physical Resources Manager. Failure to follow these instructions constitutes breach of contract.
8. CPC requires 48 hours to review merchandise received and report any discrepancies within that time frame.

REQUIREMENTS FOR BOTH CATEGORIES

Packaging Requirements

1. Vendor must include a Packing Slip with shipments.
2. Vendors who can provide Packing Slips with pricing (after all other factors considered) may receive preference over vendors who cannot provide pricing on Packing Slip.
3. Packing Slip must clearly state items on back order.
4. There will be one Delivery only, in the case of back orders, a second delivery is acceptable.
5. Invoicing must be based on items shipped.
6. Purchase Order number needs to be referenced on every packing slip, invoice and on all communications regarding a specific shipment.

7. CPC's acceptance and receiving policies requires vendor to allow CPC 48 hours to review merchandise that has been delivered and to report any damaged or incomplete items to the vendor.
8. Vendor agrees to make every effort to deliver complete orders and to minimize backorders.

Delivery Requirements

1. Vendor must deliver products to CPC Administration Warehouse located at 602 E. 22nd Street, Tucson, AZ 85713.
2. CPC Administration Warehouse receiving area is located at the south loading dock and requires vendor to unload from truck to receiving dock. CPC employees will not enter vendor's vehicle at any time.
3. CPC Administration Warehouse receiving is Monday-Friday from 8:00 am – 4:00 pm with the exception of holidays. Holiday schedule will be provided to awarded vendor(s).

Invoicing Specifications

Vendor must include Purchase Order # on all invoices and communications regarding a specific order.

Contractual Specifications

1. Vendor agrees to enter into an Agreement for the period of 4/1/2022 through 8/31/2025.
2. Vendor agrees to hold pricing for Janitorial Supplies/Paper Goods to prices listed on Bid Sheet for the period of the agreement.
3. Vendor agrees to hold pricing for Chemical Supplies to prices listed on Bid Sheet for the period of the agreement.
4. Child-Parent Centers should be notified in writing 30 days prior to any price increases.
5. Changes and/or substitution of products require approval from a CPC Purchasing Authority prior to taking effect. Purchasing Authorities include Procurement Manager, Physical Resources Director and Physical Resources Manager. Failure to follow these instructions constitutes breach of contract.
6. Vendor will agree to carry sufficient merchandise to support CPC's JIT warehousing practices.
7. Vendor will not accept orders from CPC without a Purchase Order #.
8. **Attachment A** and **Attachment B** must be fully completed. Vendor may bid on both or either categories.

Vendor Proposal Instructions

Include the following attachments and documents in your Proposal:

- a. RFP Submittal Decline Form
- b. Vendor/Bidder Fact Sheet and Questionnaire
- c. Debarment Certification Form
- d. W-9 Form
- e. Certificate of Liability Insurance (provide copy)
- f. Workers Compensation Liability Insurance (provide copy)
- g. Business License (provide copy)

- h. **Attachment A** – Janitorial Supplies and Paper Goods Bid Sheet 2022
- i. **Attachment B** – Chemical Supplies Bid Sheet 2022
- j. Provide sample monthly statement (sample not necessary for vendors with previous experience with CPC)
- k. Provide sample billing invoice (sample not necessary for vendors with previous experience with CPC)
- l. Proposal must be for specifications only; any additional services provided must be listed on separate page with a listing of any additional costs

If the provider or vendor is not able to submit a proposal at this time, we ask that the decline box be marked on the Submittal/Decline form and emailed to krosing@childparentcenters.org or faxed to Kristi Rosing at (520) 884-0605.

Proposals submitted by vendors must contain the signature of a duly authorized officer or agent.

Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

CPC will negotiate contract terms upon selection. All contracts are subject to review by CPC legal counsel, and the bid will be awarded upon signing of an agreement or contract which outlines terms, scope, budget and other necessary items.

In the event that the vendor fails to perform the scope of work or becomes insolvent after the contract or agreement is signed, CPC reserves the right to cancel.

Please review the specifications and mail or deliver your proposal to:

Kristi Rosing
Procurement Specialist
Child-Parent Centers, Inc.
602 E. 22nd Street
Tucson, AZ 85713

All proposals must be received by **Friday, March 11, 2022** no later than **3:00 PM**. Proposals must be clearly marked "**Sealed Bid – Janitorial Supplies/Paper Goods and Chemical Supplies RFP 2022 - 2025**".

If you have additional questions regarding the requirements, please email questions to krosing@childparentcenters.org. All questions must be received by **Wednesday, March 2, 2022**.

Our open competition policies require prospective vendors to submit all questions in writing. Funding requirements do not allow CPC to accept verbal quotes.

Please note: All instructions must be followed in order to be considered for this proposal. Prospective vendor **will not** be considered if **all** necessary information and documents are not provided with proposal.

VENDOR NAME:

Child-Parent Centers, Inc.

ATTACHMENT A

Janitorial Supplies and Paper Goods Bid Sheet 2022

VENDOR ITEM #	CPC ITEM #	Item Description	Standard U/M	Price	Bulk U/M	Price
FRS-6-14-SS	5410-0010	Absorbent Powder				
BSL-34540041	5410-0032	Cleaner, De-Limer				
RCP-2610GRA	5410-0040	Container Trash Round 10Gal				
RCP-2620WHT	5410-0050	Container Trash Round 20Gal				
RCP-2632GY	5410-0060	Container Trash Round 32Gal				
RCP-2640	5410-0062	Dolly 32gal Trash Container				
RCP-2609GRY	5410-0063	Lid 10Gal Round				
RCP-2619-60GRAY	5410-0064	Lid 20Gal Round				
RCP-2631-GRA	5410-0065	Lid 32Gal Round				
SO-42BR	5410-0070	Cups, Cone Rolled Rim 4.25 oz				
JA0102	5410-0120	Softener, Laundry, 64 oz.				
PG-45912	4100-0085	Rinse Aid Hi/All Temp 1 Gallon				
PG-85004	5410-0123	Detergent Laundry, Tide				
HOS-HG12-BX	5410-0130	Dispenser, toilet seat cover				
GP-58201	5410-0131	Dispenser, Center Pull				
IM-7321	5410-0137	Goggles(for chemical use)				
SAF-GRFO-LG-1SF	5410-0150	Glove, Latex Lrg, pair				
SAF-GRFOM1SF	5410-0160	Glove, Latex, Med, pair				
SAF-GRFO-SM-1SF	5410-0170	Glove, Latex, Small, pair				
SAF-GNGF-LG-15C	5410-0152	Glove, NITRILE, Cleaning, pair LRG				
SAF-GNGF-MD-15C	5410-0162	Glove, NITRILE, Cleaning, pair MED				
SAF-GNGF-SM-15C	5410-0172	Glove, NITRILE, Cleaning, pair SM				
BSL-11870	5410-0180	Graffiti Remover, Can				
MUR-01103	5410-0185	Soap-Wood 1 gallon				
HOS-6802W	5410-0190	Liner Sanitary Napkin				
BSL-L243207K	5410-0200	Liner, Trash 24x32 case				
NT-SLW3339SPW	5410-0210	Liner, Trash 33x39 case				
BSL-L434715K	5410-0220	Liner, Trash, 42x47 case				
BSL-11875	5410-0230	Mop Treatment Can				
3M-96N	5410-0240	Pad, Scrub, Gren Box 6x9 20				
PU-JAN12	5410-0260	Pumice Stone, Ea				
IM-1115	5410-0270	Receptacle Sanitary Napkin				
RCP-2956	5410-0273	Container, Trash 28 qt sq				

VENDOR NAME:

Child-Parent Centers, Inc.

ATTACHMENT A

Janitorial Supplies and Paper Goods Bid Sheet 2022

VENDOR ITEM #	CPC ITEM #	Item Description	Standard U/M	Price	Bulk U/M	Price
GP-48100	5410-0310	Tissue, Facial Case				
KC-13217-1	5410-0320	Tissue, Toilet, 1 ply				
HOS-DS5000	5410-0330	Tissue, Toilet Seat 250 Pak				
GP-28143	5410-0350	Towel, Center Pull , Case				
GP-27385	5410-0360	Towel, Kitchen Roll 30 roll				
NTC-32680-3	5410-0405	Napkins, 9x13, 10000 case				
DIX-SXB12W	5410-0410	Bowl, Heavy Coated Paper, 12 oz				
DA-10J12	5410-0415	Cup, Foam 10 oz 1000 case				
DIX-SXP6W	5410-0420	Plate, Coated Paper 6" 1000 case				
DIX-SXP9W	5410-0425	Plate, Coated Paper 9"				
BU-20115	5410-0430	Coffee Filter, Large				
SAF-C13121	5410-0435	Fork, Plastic Med wt 1000 case				
SAF-C13221	5410-0440	Knife, Plastic Med wt 1000 case				
SAF-C13421	5410-0445	Spoon, Plastic Med wt 1000 case				
ROY-R825	5410-0450	Stirrers, wood, coffee box				
VC-50150	5410-0470	Pink Sugar Substitute 100 box				
DA-90HTPF1	5410-0480	Container, Food-Carryout				
SAF-DAV06-35X4	5410-1025	Apron, Vinyl				
CON-9	5410-1029	Pump (For Chemical Use)				
IM-5032WG	5410-1030	Bottle Spray				
IM-5906	5410-1031	Bottle , Spray Trigger				
H-2577	5410-1035	Pump (For Chemical Use)				
UNS-932A	5410-1040	Broom, Angle				
RCP-9B11	5410-1050	Broom, Push 24"				
RCP-9B29	5410-1070	Brush, Scrub, W/Handle 8"				
RCP-6310	5410-1080	Brush, Toilet				
RCP-6311	5410-1081	Caddy, for toilet brush				
RCP-2614	5410-1090	Bucket 14 qty				
RCP-2531	5410-1150	Dust Pan (Extended Handle)				
IM-7389S	5410-1340	Lifting Belt Small				
IM-7389L	5410-1350	Lifting Belt LRG				
IM-7389M	5410-1360	Lifting Belt Medium				
AND-872-34113	5410-1440	Mat Floor				

VENDOR NAME:

Child-Parent Centers, Inc.

ATTACHMENT A

Janitorial Supplies and Paper Goods Bid Sheet 2022

VENDOR ITEM #	CPC ITEM #	Item Description	Standard U/M	Price	Bulk U/M	Price
RCP-D25206BL	5410-1445	Mop Head (for Classroom)				
RCP-7580-88	5410-1450	Mop Bucket W Wringer 28qt				
RCP-J353	5410-1455	Mop, Dust (for classroom)				
RCP-H116	5410-1460	Mop Handle				
RCP-6361	5410-1465	Broom, Handle 60 inch				
FP-4386	5410-1480	Plunger w handle				
IM-3201	5410-1490	Knife, Putty				
L-F41012K	5420-1020	Bag, Ziplock Freezer One Gallon				
CDC-33200-84101	5420-1040	Baking Soda				
NTC-151320	5420-1130	Cup 2 oz				
SAF-GRPR-LG-1-T	5420-1190	Gloves, Large, Powder Free 100				
SAF-GRPR-MD-1-T	5420-1200	Gloves, Powder Free Medium				
SAF-GNPRLG1E	5420-1201	Glove, LG Safe Safeskin Nitrile				
SAF-GNPRMD1E	5420-1202	Glove, Med Safeskin Nitrile				
SAF-GNPR-SM-1	5420-1204	Nitrile, Latex Free Glove, Small				
SAF-GVP9-SM1	5420-1205	Gloves Powder Free Small box				
AVT39149	5420-1705	Mask-Adult 3 ply 50/box PPE				
20029388	5420-1715	Mask-Child 3 ply 50/box PPE				
ASP-30200-0	5440-6340	Plates, Paper 6", 100 ct				
PG-57445	5440-6400	Soap, Liquid				
ASC-H243308N	5460-1140	Liner Clear 24x33 8Mic				
SAF-DAP1.25-28X	5461-8959	Aprons Disposable for Cooks				
DA-12BWWC	5462-0010	Bowl, Foam 12 oz 1000 case				
DA-8J8	5462-0050	Cup, Foam 8oz White Case				
NTC-01354	5462-0085	Cups Plastic 7 oz 2000 case				
SAF-C11171	5462-0100	Forks Plastic 1000 case				
DA-6PWC	5462-0150	Plate, Foam 6" 1000 case				
DA-9PWC	5462-0160	Plate White Foam 9" 500				
SAF-C11471	5462-0200	Spoon, Plastic 1000 case				
SJN-682257	5462-1020	Ziplock Freezer Double Lock				
DA-R53-J8000	5462-1040	Cups, Paper 5 oz 3000 case				
UNI-1367-1368	5462-1141	T Shirt Bags, 11.5x6.5x21				
DA-90HTPF-1	5462-1170	Napkin Low Fold White 8000 case				

VENDOR NAME:

Child-Parent Centers, Inc.

ATTACHMENT A

Janitorial Supplies and Paper Goods Bid Sheet 2022

VENDOR ITEM #	CPC ITEM #	Item Description	Standard U/M	Price	Bulk U/M	Price
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TOTAL \$0.00

CHEMICAL BID SHEET 2022

ATTACHMENT B

Date: _____

Vendor Name: _____

Cleaning Product Control System	Meet	Cannot Meet
1. A universal wall-mounted dispensing system used to consistently, accurately and economically dilute a variety of concentrated cleaning chemicals. This system must be able to meet current code. This unit shall be used to fill spray bottles and buckets.		
2. The system will allow for cleaning chemicals to be diluted safely and accurately without skin contact to concentrated chemical.		
3. Concentrate product packaging required.		
4. Labeling system for easy chemical identification required – must provide labels for spray bottles.		
5. System shall not allow dispensing of concentrate without dilution.		
6. Repairs of wall where system will be installed to a finished product.		
7. Chemicals must be approved for school use.		

CHEMICAL BID SHEET 2022

ATTACHMENT B

Date: _____

Vendor Name: _____

Chemicals Needed List Concentrates Only	Name of Product	Standard Unit of Measure	Purchase Unit of Measure	Yield per Standard Unit of Measure	Cost per standard unit of measure
1. Air deodorizer – Provide options for agency approval					
2. Neutral Floor Cleaner – Provide options for agency approval					
3. All purpose cleaner					
4. Disinfectant/Sanitizer					
5. Disinfectant/Sanitizer – for Commercial Dishwasher					
6. Glass/window cleaner					

CHEMICAL BID SHEET 2022

ATTACHMENT B

Date: _____

Vendor Name: _____

	Name of Product	Standard Unit of Measure	Purchase Unit of Measure	Yield per Standard Unit of Measure	Cost per standard unit of measure
7. Degreaser					
8. Graffiti remover					
9. Foam hand soap					
10. Dust mop treatment					
11. Laundry Detergent					
12. Stainless steel cleaner					

CHEMICAL BID SHEET 2022

ATTACHMENT B

Date: _____

Vendor Name: _____

Green Chemicals List Concentrates Only	Name of Product	Standard Unit of Measure	Purchase Unit of Measure	Yield per Standard Unit of Measure	Cost per standard unit of measure
1. Air deodorizer – Provide options for agency approval					
2. Neutral Floor Cleaner – Provide options for agency approval					
3. All purpose cleaner					
4. Disinfectant/Sanitizer					
5. Disinfectant/Sanitizer – for Commercial Dishwasher					
6. Glass/window cleaner					

CHEMICAL BID SHEET 2022

ATTACHMENT B

Date: _____

Vendor Name: _____

	Name of Product	Standard Unit of Measure	Purchase Unit of Measure	Yield per Standard Unit of Measure	Cost per standard unit of measure
7. Degreaser					
8. Graffiti remover					
9. Foam hand soap					
10. Dust mop treatment					
11. Laundry Detergent					
12. Stainless steel cleaner					

CHEMICAL BID SHEET 2022

ATTACHMENT B

Date: _____

Vendor Name: _____

Chemical Equipment for Centers		Standard Unit of Measure	Purchase Unit per Measure
1. Spray bottle – 24 oz/710 ml			
2. Trigger Bottle			
3. Dispenser for deodorizer			
4. Dispenser for soap			
5. Dispenser for handsoap. <u>Please provide both hands-free and manual options.</u> Attach information sheet if necessary and if equipment and installation are eligible for a state or federally funded program.			
6. Dispenser for hand sanitizer. <u>Please provide both hands-free and manual options.</u> Attach information sheet if necessary and if equipment and installation are eligible for a state or federally funded program.			
7. Pump (used for kitchen sanitizing)			
8. Spigot (used for kitchen sanitizing)			

CHEMICAL BID SHEET 2022

ATTACHMENT B

Date: _____

Vendor Name: _____

Education Requirements	Meet	Cannot Meet
1. Vendor is willing to provide initial training and additional training to all personnel on all shifts as required at no cost to the agency.		
2. Educational links and thumb drives to be made available in English (and Spanish if available).		
3. Vendor is willing to agree to perform quarterly product and dispensing system utilization reviews in addition to the observation of staff utilization.		
4. Vendor will agree to correct any product issues with regard to damage, product quality or dispensing system malfunction at no cost to the Agency within 48 hours		
5. Must provide MSDS for each product in English (and Spanish if available).		
6. Is willing to participate in agency trainings for agency staff.		
7. Chemicals must be approved for school use.		

CHEMICAL BID SHEET 2022

ATTACHMENT B

Date: _____

Vendor Name: _____

Miscellaneous	Meet	Cannot Meet
1. Be able to ship on demand (JIT)		
2. Size of Pallets – The pallet can be no more than 5 inches high, 40 inches wide and 48 inches long. The highest the pallet can be with product on it is 58 ½ inches.		
3. Shipping Cost at no cost to the Agency.		
4. Vendor agrees to honor price for the period of the agreement. Any price changes must be submitted to Agency in writing 30 days prior to the change taking effect. Failure to do so may constitute a breach of agreement. Agency reserves the right to change product at no cost.		
5. Pricing must be on packing slip.		
6. Fuel surcharge waived.		

Child-Parent Centers, Inc
Sample of Chemicals currently used 2022

ATTACHMENT C

CPC ITEM #	Item Description	Standard U/M
5410-0095	Deodorizer, Kimcare	6/case
5410-0100	Cleaner, Alpha HP Multipurpose	2/case
5410-0105	Floor Cleaner, Stride J-FILL	2/case
5410-0106	Cleaner, Stride Neutral	4/case
5410-0110	Disinfectant, Triad III J-FILL	2/case
5410-0111	Disinfectant, Triad III 4x1	case
5410-0116	Sanitizer: J-512 LIQ F/J-FILL	2/case
5410-0128	Dispenser, Deodorizer, programmable	each
5410-0132	Dispenser, Liquid Soap BLACK	each
5410-0283	Soap, Hand, Pink Foam	6/case
5410-0285	Soap, Hand, KC Frag/Dye Free	each
5410-1051	Dispenser: Hand Sanitizer	kit
5410-1052	Hand Sanitizer, Refill Cardridge	box
5410-1053	Sanitizer, hand foam pump 45 ml	each
5410-1255	Sanitizer Solution, J-512	4/case
5420-1165	Sanitizer, Hand 16 oz Gel Desk	each
5460-1250	Sanitizer, J-512 Kitchen Use	case
5460-1251	Sanitizer, Liqu-A-Klor	case
5460-1255	Sanitizer, J-512 1 Gallon	4/case
5460-5270	Detergent, Suma Liquid Ultra	4/case
5460-5275	Detergent, Suma Capsules #9	4/case
	Oxivir TB RTU Disinfecting 55 gallon barrels	4 barrels/pallet

RFP Submittal/Decline Form

Janitorial Supplies/Paper Goods and Chemical Supplies 2022-2025

Date: _____

Check one of the following:

- ☐ Submitting a proposal for Janitorial Supplies/Paper Goods
- ☐ Submitting a proposal for Chemical Supplies
- ☐ Declining a proposal – We would appreciate if you would please provide a brief explanation of why you are declining at this time. Thank you!

Agency Name:	Agency Contact:
Agency Address:	Agency Telephone:
	Agency Fax:
	Agency Email:

If submitting a proposal, please include the following:

1. RFP/Bid Submittal Decline Form
2. Vendor/Bidder Fact Sheet and Questionnaire
3. Debarment Certification Form
4. W-9 Form
5. Certificate of Liability Insurance (provide copy)
6. Workers Compensation Liability Insurance (provide copy)
7. Business License (provide copy)
8. **Attachment A** – Janitorial Supplies and Paper Goods Bid Sheet 2022
9. **Attachment B** – Chemical Supplies Bid Sheet 2022
10. Provide sample monthly statement (sample not necessary for vendors with previous experience with CPC)
11. Provide sample billing invoice (sample not necessary for vendors with previous experience with CPC)
12. Proposals must be for specifications only; any additional services provided must be listed on separate page with a listing of any additional costs

**CPC must have these on file to consider you for a contract or bid award.*

To assist us in meeting our reporting guidelines, please return this form with the RFP submittal or if declining fax to CPC, Inc. attention Kristi Rosing at (520) 884-0605 or email to krosing@childparentcenters.org

VENDOR/BIDDER FACT SHEET AND QUESTIONNAIRE

Please return to:
CHILD-PARENT CENTERS, INC.
Procurement Department
602 E. 22nd St.
Tucson, AZ 85713

DATE: _____

NAME OF COMPANY/DIVISION: _____

STREET ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE: _____ FAX: _____ OFFICE HOURS: _____

REPRESENTATIVE: _____ HOW LONG IN BUSINESS?: _____

REPRESENTATIVE EMAIL ADDRESS: _____

IDENTIFY YOUR BUSINESS OR SERVICES YOUR BUSINESS PROVIDES:

LEGAL STRUCTURE:

Sole Proprietorship: ____ Partnership: ____ Corporation: ____

*Vendors supplying services (contracting, etc.) shall supply the following:

Federal Employers Tax I.D. number (TIN): _____

Contractor license types/numbers held: _____

SELF-CERTIFICATION CATEGORIES – PLEASE CHECK APPROPRIATE CATEGORIES:

NOTE: DEFINITIONS –

"Control" is defined as exercising the power to make policy decisions.

"Operated" is defined as actively involved in the day-to-day management and not merely acting as officers or directors.

____ LARGE BUSINESS – A domestic concern which, including domestic and foreign divisions and affiliates, normally employees 500 or more persons, is independent or publicly owned or controlled and operated, and which may be a division of another domestic or foreign concern.

____ SMALL BUSINESS – The term "small business" shall mean a small business as defined pursuant to section 3 of the Small Business Act and in relevant regulations promulgated thereto. Generally, unless your firm is operating in an industry with a special size standard, it is considered small if (a) it has fewer than 500 employees for manufacturing industries, (b) has average annual receipts for three (3) preceding years of less than \$12 million for general construction (c) has average annual receipts for preceding fiscal years of less than \$2 million for service industry.

____ MINORITY OWNED BUSINESS – A concern that is at least fifty-one percent (51%) owned by one or more minority individuals; or, in the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by one or more minority individuals, and whose management and daily business operations are controlled by one or more minority individuals. Please check the appropriate group(s) listed here and note percentage of ownership.

____ (F) = Female	____ (M) = Male	____ Black Americans	____ Hispanic Americans
____ Asian-Indian Americans	____ American Indians	____ American Eskimos and Aleuts	____ Other Designated Minority
____ Native Hawaiians			

Please specify: _____

____ ARE YOU A U.S. CITIZEN?

____ WOMEN OWNED BUSINESS – a concern that is at least fifty-one percent (51%) owned by one or more women; or, in the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by one or more women, and whose management and daily business operations are controlled by one or more women.

____ HANDICAPPED-OWNED BUSINESS – A concern that is at least fifty-one percent (51%) owned by one or more individuals who have a physical or mental impairment that substantially limits one or more major life activity. The individual(s) must either have a record of such impairment or correctly regard him-herself(s) as having such an impairment or in the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by one or more handicapped persons, and whose management and daily business operations are controlled by one or more such individuals.

* Mandatory

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS

By signing and submitting this proposal, the applicant, defined as the primary participant in accordance with 45 CFR Part 76 certifies to the best of his or her knowledge and belief that it and its principals:

- a. are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any Federal Department or agency;
- b. have not within a 3-year period preceding this proposal been convicted or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
- c. are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- d. have not within a 3-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default.

The inability of a person to provide the certification required above will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The Department of Health and Human Services' (HHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

The prospective primary participant agrees that by submitting this proposal, it will include the clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided below without modification in all lower tier covered transactions.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS (TO BE SUPPLIED TO LOWER TIER PARTICIPANTS)

By signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 45 CFR, Part 76, certifies to the best of its knowledge and belief that it and its principals:

- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b. where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.

The prospective lower tier participant further agrees by submitting this proposal that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

CERTIFICATION REGARDING LOBBYING FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies to the best of his or her knowledge and belief, that:

1. 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 any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of an agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby agree to the above certifications and assurances.

Signature of Certifying Official

Title

Applicant Organization

Date

01/24/22

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.	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; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> 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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	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 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 instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	
<div></div>	<div></div>
or	
Employer identification number	
<div></div>	<div></div>

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 on page 3.

Sign
Here

Signature of
U.S. person ▶

Date ▶

General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

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? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.