

DATE OF REQUEST:

CAPTIAL PROGRAMS MANAGEMENT GROUP

PO BOX 875212 TEMPE, AZ 85287-5212

UNIVERSITY INFORMATION

Page 1 of 5

Project Number:

Project Mgr.:

Project Name:

Telephone No.:

Project Location:

Fax No.:

Part I – Scope of Work/Specifications

A LIST OF DRAWINGS AND SPECIFICATIONS FOR THE PROJECT IS ATTACHED

1. Description of Work:

LUMP SUM BID:

The undersigned proposes to complete all of the Work in accordance with said Construction Documents, plans, specification and all other associated instructions for the sum of:

\$ _____ Dollars

Request for Quotation Due Date: ____ / ____ / **2006**

CERTIFICATES OF INSURANCE Certificates of Insurance acceptable to the State of Arizona, the Arizona Board of Regents and Arizona State University shall be issued and delivered prior to commencement of the Work and shall identify the Contract and include certified copies of endorsements naming the State of Arizona, the Arizona Board of Regents and Arizona State University as Additional Insured for liability coverages. The certificates, insurance policies and endorsements required by this Section 17 shall contain a provision that coverages afforded will not be cancelled until at least thirty (30) days prior written notice has been given to Owner, the State of Arizona, the Arizona Board of Regents and Arizona State University. All coverages, conditions, limits and endorsements shall remain in full force and effect as required in the Contract and these General Conditions.

CONTRACTOR INFORMATION

Definition of a Small Business: “small business” means a concern, including its affiliates, which is independently owned and operated and which either (a) employs fewer than one-hundred full-time employees or (b) had gross annual receipts of four million dollars or less in its last fiscal year.

In according to the definition listed above, the offeror certifies that their Business entity is one of the following:

- Small Business
 Woman Owned Small Business (51% woman owned)
 Minority Owned Small Business (51% minority owned)

Contractor License No.

Telephone Number :

Federal Tax ID Number

Fax Number:

Firm (CO.) Name

(Signature)

SEE REVERSE SIDE FOR SIDE FOR TERMS & CONDITIONS

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STANDARD TERMS & CONDITIONS

1. **PAYMENT.** Payment shall be subject to the provisions of Title 35 of Arizona Revised Statutes relating to time and manner of submission of claims. The Buyer's obligation is payable only and solely from funds appropriated for the purpose of this Agreement.
2. **RIGHT OF INSPECTION.** Buyer shall have the right to inspect the work before accepting them.
3. **REMEDIES AND APPLICABLE LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona. Buyer and Seller shall have all remedies afforded each by said laws.
4. **FORCE MAJEURE.** Neither party shall be held responsible for any losses resulting if the fulfillment of any terms or provisions of this contract are delayed or prevented by any cause not within the control of the party whose performance is interfered with, and which by the exercise of reasonable diligence, said party is unable to prevent.
5. **ANTI-KICKBACK.** In compliance with FAR 52.203-7, the Buyer has in place and follows procedures designed to prevent and detect violations of the Anti-Kickback Act of 1986 in its operations and direct business relationships.
6. **GRATUITIES.** Buyer may, by written notice to the Seller, cancel this contract if it is found by Buyer that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Seller, or any agent or representative of the Seller, to any officer or employee of the State of Arizona with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such contract. In the event this contract is canceled by Buyer pursuant to this provision, Buyer shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Seller in providing such gratuities.
7. **WARRANTIES.** In addition to any implied warranties, Seller warrants that the goods furnished will conform to the specifications, drawings, and descriptions listed herein, and to the sample or samples, if any, furnished by the Seller. In the event of a conflict between the specifications, drawings, and descriptions, the specifications shall govern.
8. **MODIFICATIONS.** This Agreement can be modified or rescinded only by a writing signed by both parties or their duly authorized agents.
9. **ASSIGNMENT-DELEGATION.** No right or interest in this contract shall be assigned or delegation of any obligation made by Seller without the written permission of the Buyer. Any attempted assignment or delegation by Seller shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.
10. **INTERPRETATION-PAROL EVIDENCE.** This writing is intended by the parties as a final expression of their Agreement and is intended also as a complete and exclusive statement of the terms of their Agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this Agreement. Acceptance or acquiescence in a course of performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in this Agreement, the definition contained in the Code is to control.
11. **NONDISCRIMINATION.** Proposer shall operate as an equal opportunity employer and shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, sexual orientation, or national origin, or because he or she has a physical or mental disability or because he or she is a disabled veteran or a veteran of the Vietnam era, including, without limitation, with respect to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. Proposer shall conform to all state and federal laws, executive orders and rules and regulations relating thereto.
12. **EQUAL OPPORTUNITY CLAUSE.** The Provisions of Section 202 of Executive Order 11246.41 C.F.R. 60-1.4.41 C.F.R. 60-250.4 and 41 C.F.R. 60-741.4 are incorporated herein by reference and shall be applicable to this Agreement unless this Agreement is exempted under the rules, regulations or orders of the Secretary of Labor.
13. **TERMINATION FOR DEFAULT.** In the event that the Seller shall fail to maintain or keep in force any of the terms and conditions of this Agreement, the Buyer may notify the Seller in writing of such failure and demand that the same be remedied within 10 days. Should the Seller fail to remedy the same within said period, the Buyer shall then have the right to terminate this Agreement.
14. **NO WAIVER.** No waiver by Buyer of any breach of the provisions of this Agreement by the Seller shall in any way be construed to be a waiver of any future breach or bar the Buyer's right to insist on strict performance of the provisions of the Agreement.
15. **TERMINATION.** Buyer may be written notice, stating the extent and effective date, terminate this order for convenience in whole or in part, at any time. Buyer shall pay Seller as full compensation for performance until such termination: (1) the unit or pro rata order price for the delivered and accepted portion; and (2) a reasonable amount, not otherwise recoverable from other sources by Seller as approved by Buyer, with respect to the undelivered or unacceptable portion of this order, provided compensation hereunder shall in no event exceed the total order price.
16. **CANCELLATION OF STATE CONTRACT.** In accordance with ARS 38-511, this order may be canceled without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of Buyer is, at anytime while the contract or any extension of the contract is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.
17. **LABOR DISPUTES.** Seller shall give prompt notice to Buyer of any actual or potential labor dispute which delays or may delay performance of this order.
18. **CONTRACT CLAIMS AND CONTROVERSIES.** All contract claims and controversies arising under this contract shall be resolved pursuant to the University Procurement Code, as published in the Arizona Board of Regents' Policy Manual, section 3-809, and in particular section 3-809C.
19. **CANCELLATION FOR LACK OF FUNDING.** This contract may be canceled without any further obligation on the part of Buyer in the event that sufficient appropriated funding is unavailable to assure full performance of its terms. Seller shall be notified in writing of such non-appropriation at the earliest opportunity.
20. **ASSIGNMENT OF ANTITRUST OVERCHARGE CLAIMS.** The parties recognize that in actual economic practice overcharges resulting from antitrust violations are in fact borne by the ultimate purchaser; therefore, Seller hereby assigns to the Arizona Board of Regents for and on behalf of Buyer any and all claims for such overcharges.
21. **INSPECTION AND AUDIT.** All books, accounts, reports, files and other records relating to this contract shall be subject at all reasonable times to inspection and audit by the Arizona Board of Regents, Arizona State University or the Auditor General of the State of Arizona, or their agents for five (5) years after completion of this contract. Such records shall be produced at Arizona State University, or such other location as designated by Arizona State University, upon reasonable notice to the contracting party.
22. **PAYMENT TERMS.** Unless otherwise stated on the face of this document, the payment terms for this Agreement are Net 30 days. The University's payment system operates as follows: The requesting department enters a requisition in to the University's financial management system. These requisitions are routed to the appropriate buyer who generates a purchase order through the financial management system. When the order is received in satisfactory condition at the requesting department, the requesting department enters a receiver into the financial management system. The supplier submits an invoice directly to the University's Payables and Reimbursements Department. They enter the invoice data into the University's financial management system. The financial management system schedules a payment to the supplier when there is a three way match between the purchase order, the receiver, and the invoice. Checks are generated each Wednesday and Saturday evening. In the event that a department fails to enter a receiver, seven (7) days after an invoice is entered into the financial management system, the system generated a reminder notice to the requesting department so that they will enter a receiver. If a receiver is still not entered by the requesting department, a second notice is generated fifteen (15) days after an invoice is entered into the financial management system. Any delays in payment are usually attributable to one of the following: failure of the supplier to submit an invoice to Payables and Reimbursements, dissatisfaction of the requesting department with the order delivered by the supplier, and a variance of the dollar amounts on the purchase order, the receiver, and the invoice. The interest rate on overdue payments is eighteen (18) percent APR. Such interest will begin accruing on the thirty-first (31) day after the latest date of: the date of valid purchase order, the date a correct supplier invoice is received at Payables and Reimbursements, and the date of delivery of an order that satisfactory to the requesting department. Any claims for interest must be substantiated by copies of documents that show the date of the valid purchase order, the date a correct invoice was delivered to Payables and Reimbursements, and the date an order was delivered to the requesting department. The University may adjust the interest period, or deny the interest claim, based upon their documentation that there was no valid purchase order, that an incorrect invoice was submitted, that the order delivered was not satisfactory, or that the dates of any event were other than as claimed.
23. **INSOLVENCY.** The University shall have the right to terminate this contract at any time in the event Seller files a petition in bankruptcy, or in adjudicated bankrupt; or if a petition in bankruptcy is filed against Seller and not discharged within thirty (30) days; or if Seller becomes insolvent or makes an assignment for the benefit of its creditors or an arrangement pursuant to any bankruptcy law; or if a receiver is appointed for Seller or its business.

12/20/2006

24. **ADVERTISING.** Seller agrees that it will not use Arizona State University or any of its names or trademarks in any Seller advertising.
25. **SALES TAX PROCEDURE.** ASU's accounts payable system calculates sales tax based on tax rates expressed as percentage. The actual payment amount calculated may differ slightly from the invoiced amount, in the magnitude of a few cents. ASU is not to be re-billed for any such rounding differences; instead, the vendor needs to adjust the balance due from ASU for any such rounding differences.

STANDARD TERMS & CONDITIONS CONTINUED

27. INSURANCE

27.1 **INSURANCE IN PLACE BEFORE START WORK:** The Contractor shall not commence any Work until it has obtained all required bonds and insurance and has furnished satisfactory proof of insurance to the Owner. The Contractor shall not permit any Subcontractor to commence work on the Project until all bond and insurance requirements have been complied with by the Subcontractor.

27.2 **REQUIRED COVERAGES:** Without limiting any liabilities or any other obligations of the Contractor, the Contractor shall provide and maintain (and cause its Subcontractors and Sub-subcontractors to provide and maintain) in a company or companies lawfully authorized to do business in the State of Arizona, and rated at least A VII in the current A.M. Best's, the minimum insurance coverages below:

27.2.1 **COMMERCIAL GENERAL LIABILITY:** Commercial general liability insurance, with minimum limits of \$ **1,000,000.00** per occurrence, and products and completed operations aggregate limit and general aggregate minimum limit of \$ **2,000,000.00**. Coverage shall be at least as broad as the Insurance Service Office, Inc. Form CG00010196, issued on an occurrence basis and endorsed to add the State of Arizona, the Arizona Board of Regents and Arizona State University as additional insureds with reference to the Contract. The policy shall include coverage for:

- Bodily injury
- Broad form property damage (including completed operations)
- Personal injury
- Blanket contractual liability
- Products and completed operations and this coverage shall extend for one year past the later of (i) acceptance of the Work under the Contract and (ii) termination of the Contract.

27.2.2 **BUSINESS AUTOMOBILE LIABILITY:** Business automobile liability insurance, with minimum limits of \$1,000,000 per occurrence combined single limit, with Insurance Service Office, Inc. Declarations to include Symbol One (Any Auto) applicable to claims arising from bodily injury, death or property damage arising out of the ownership, maintenance or use of any auto. The policy shall be endorsed to add the State of Arizona, the Arizona Board of Regents and Arizona State University as additional insureds with reference to the Contract.

27.2.3 **WORKERS COMPENSATION AND EMPLOYERS LIABILITY:** Workers compensation and employers liability insurance as required by the State of Arizona Workers Compensation statutes as follows:

Workers Compensation (Coverage A)	Statutory Arizona benefits
Employers Liability (Coverage B)	\$500,000 each accident
	\$500,000 each employee/disease
	\$1,000,000 policy limit/disease

This policy shall include endorsement for All State coverage for state of hire.

27.2.4 **PROPERTY INSURANCE:** All-risk property insurance coverage covering damages and/or destruction of any and all materials and equipment, which will become part of the Work until such materials or equipment are delivered to the site of the Work.

27.3. **COPIES OF POLICIES:** The State of Arizona, the Arizona Board of Regents and Arizona State University reserve the right to request and receive certified copies of all policies and endorsements.

27.4 **OWNER REMEDIES UPON BREACH OF SECTION 17 BY CONTRACTOR:** Failure on the part of Contractor to meet the requirements in this Section 17 shall constitute a material breach of the Contract, upon which Owner may immediately terminate the Contract and the Contract Documents or, in its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, and all monies so paid by the shall be repaid by Contractor upon demand, or the Owner may offset the cost of premiums against any monies due to the Contractor under the Contract or otherwise.

27.5 **COSTS NOT CHARGEABLE TO OWNER:** Costs of coverages broader than those required or for limits in excess of those required by this Section 17 shall not be charged to the Owner.

27.6 **WAIVER OF RIGHTS AGAINST THE OWNER, THE STATE OF ARIZONA, THE ARIZONA BOARD OF REGENTS OR ARIZONA STATE UNIVERSITY** Contractor hereby waives and shall cause each Subcontractor, each Sub-subcontractor and each of their respective insurers providing required coverages to waive their rights of recovery against the Owner, the State of Arizona, the Arizona Board of Regents and Arizona State University and their regents, employees, agents and independent contractors.

27.7 **AUTHORIZATION TO OBTAIN INFORMATION:** The Owner may, and the Contractor hereby authorizes the Owner to, request and receive directly from insurance companies utilized by the Contractor in meeting the insurance requirements any and all information reasonably considered necessary in the sole discretion of the Owner.

27.8 **CLAIMS REPORTING:** Any failure to comply with the claim reporting provisions of the policies or any breach of a policy warranty shall not affect coverage afforded under the policy to protect Owner.

27.9 **SELF-INSURANCE:** The policies specified herein may provide coverage, which contain deductibles or self-insured retentions. Such deductibles and/or self-insured retentions shall not be applicable with respect to the coverage provided to Owner under such policies. The Contractor shall be solely responsible for deductible and/or self-insured retention, and Owner, at its option, may require the Contractor to secure the payment of such deductible or self-insured retention by a surety bond or an irrevocable and unconditional letter of credit.

28. INDEMNIFICATION

28.1 The Contractor shall indemnify the Owner, the State of Arizona, the Arizona Board of Regents and Arizona State University from and against all claims, demands, losses, damages, costs and expenses (including, without limitation, Owner's reasonable attorney's fees and litigation expenses) to the extent actually or allegedly arising or resulting from the negligence of Contractor, any Subcontractor, any Sub-subcontractor, any Design Professional engaged by Contractor or any officer, employee, agent or independent contractor of any of them relating to the Work. This indemnity shall not be construed to include claims, demands, losses, damages, costs and expenses to the extent arising from the negligence of the Owner or its officers, employees, agents and independent contractors (other than Contractor, any Subcontractor, any Sub-subcontractor and their officers, employees, agents and independent contractors).

28.2 **Paragraph 28.1** shall continue in effect indefinitely and shall not terminate upon completion and acceptance of the Work or upon termination or expiration of the Contract.

GENERAL REQUIREMENTS

SECTION 1. CONTRACTOR GENERAL REQUIREMENTS

1.1 All work must be performed in compliance with Arizona State University design guidelines. Copies of the guidelines may be obtained by contacting Purchasing and Business Services, Riki Meier, (480)965-3641.

1.2 Should the Contractor cause damage to the work or property of any other contractor or of the Owner, the Contractor shall upon receiving due notice promptly attempt to settle with such other contractor by agreement, repair or otherwise to resolve the dispute. If such separate contractor sues or initiates a proceeding against the Owner on account of any damage alleged to have been caused by the Contractor, the Owner shall notify the Contractor who shall defend such proceedings, and if any judgment or award against the Owner arises therefrom the Contractor shall pay or satisfy it and shall reimburse the Owner for all attorney's fees and court or other costs which the Owner has incurred.

1.3 The Contractor is the individual or legal entity identified in the Contract Documents who is licensed to perform the Work under the laws of the State of Arizona. The Contractor shall only use duly licensed Subcontractors in connection with the Work, subject to the provisions for Owner approval contained in the Contract Documents.

1.4 The Contractor and his work force must comply with University parking and traffic regulations. Temporary permits shall be obtained from the ASU Parking and Transit Services web site at (www.asu.edu/dps/pts) and properly displayed on each vehicle. Vehicles must be operated and parked in conformance with the regulations. Citations and fines are the Contractor's responsibility.

1.5 If the Owner furnishes keys to the Contractor to provide access to University owned property, the Contractor shall assure that no such keys are duplicated, and shall return all such keys upon request of the Owner or prior to receipt of final payment, whichever is earlier. If the Contractor fails to return all keys furnished to it, the Contractor shall be responsible for and shall pay all costs (including materials and labor of University personnel or others) associated with rekeying (removal of tumblers and insertion of new tumblers) or replacement of old locks which could be opened with keys furnished to the Contractor, and the parties agree that such cost may be deducted in full or in part from any retainage remaining to be paid under the terms of this Contract with any balance due immediately from Contractor to Owner.

1.6 Compliance with Environmental Law and OSHA. Contractor shall comply with, and shall cause all Subcontractors and Sub-subcontractors to comply with, this **Section** and with all Environmental Law and OSHA applicable to (i) Contractor, (ii) Subcontractors, (iii) Sub-subcontractors, (iv) the Work and (v) all of their activities in respect of the Work.

SECTION 2: Construction Site Safety Requirements.

2.1 General As between Contractor and Owner, Contractor shall have sole responsibility and liability for construction site safety. Without limiting other actions in this regard, Contractor shall, and shall cause each Subcontractor and Sub-subcontractor to, comply with worker health and safety requirements in Environmental Law and OSHA. In addition, Contractor shall take all reasonable necessary and appropriate steps to assure the health and safety of persons occupying any part of the facility in which the Work site is located or in the vicinity of or passing by the Work site and shall also take all reasonable necessary and appropriate steps to protect from damage or destruction the property of Owner and other persons in any part of the Facility in which the Work site is located or in the vicinity of or passing by the Work site. Among other actions in this regard Contractor shall comply with the requirements of the applicable fire code.

2.2 Environmental, Health and Safety Concerns by Contractor, Subcontractors or Sub-subcontractors. If in the course of the Work, any environmental, health or safety concern exists or arises, whether relating to a Hazardous Substance, OSHA or otherwise, then the Work activities related to the concern must be discontinued until the concern is resolved. This means prior to disturbing a suspected Hazardous Substance or otherwise interacting with a potential health or safety hazard. The Owner's Project Manager must be notified immediately of the concern. Work shall not resume until approval has been provided by Owner. Close coordination will be maintained between Owner and Contractor so the Project schedule is impacted the least amount possible.

2.3 Scope of Indemnity. The indemnity shall include any claim and Owner's attorneys' fees and other costs and expenses in defending any claim by any person that Owner is responsible or liable for any of the following arising from the acts or omissions of Contractor, any Subcontractor, any Sub-subcontractor or any of their employees or other workers relating to the Work: (i) any violation of Environmental Law or OSHA; (ii) any failure by Contractor, any Subcontractor or any Sub-subcontractor to perform or comply with of any obligation or requirement in this **Section** any Contractor Release of any Hazardous Substance; (iv) any improper disposition of any Hazardous Substance or Hazardous Waste; (v) any claim by any employee, agent, independent contractor or other worker of Contractor, any Subcontractor or any Sub-subcontractor and any claim by any other person of personal injury, death or property damage arising from any Contractor Release of any Hazardous Substance or arising from any failure by Contractor, any Subcontractor or any Sub-subcontractor to comply with any Environmental Law or OSHA or this **Section**.

SECTION 3. PERMITS, TAXES AND FEES

3.1 The Contractor shall secure and pay for any necessary building permits and for all other permits, fees, licenses and inspections necessary for the proper execution and completion of the Work, and shall immediately deliver copies to the Owner and DP. The Contractor shall be responsible for complying with all applicable Federal, State and local laws, codes, notice requirements, and regulations applicable to the site and prosecution of the Work. Contractor shall be responsible

GENERAL REQUIREMENTS CONTINUED

for and pay any costs associated with or arising from any non-compliance. Usual city building permit and inspection fees are not applicable to work constructed on the Owner's property.

3.2 The Contractor shall pay all taxes for and related to the Work or its portion thereof which are legally enacted at the time bids are received, whether or not yet effective.

SECTION 4. WARRANTY

4.1 The Contractor warrants that all materials and equipment furnished under this Contract will be new unless otherwise specified, and that all Work will be free from faults and defects and in strict conformance with the Contract Documents.

4.2 Neither provision of manufacturers' warranties nor Final Payment nor use or occupancy of all or a portion of the Premises by the Owner shall constitute an acceptance of Work not done in accordance with the Contract Documents or relieve the Contractor or its sureties of liability with respect to any warranties or responsibility for faulty materials and workmanship.

4.3 The Contractor shall be liable for correction of all damage resulting from defective Work.

4.4 If the Contractor fails to remedy any defects or damage, the Owner may correct the Work or repair the damages and the cost and expense incurred in such event shall be paid by or be recoverable from the Contractor.

SECTION 5 UNIVERSITY WEAPONS POLICY

5.1 The University prohibits the use, possession, display or storage of any weapon, explosive device or fireworks on all land and buildings owned, leased, or under the control of the University or its affiliated or related entities, in all University residential facilities (whether managed by the University or another entity), in all University vehicles, and at all University or University affiliate sponsored events and activities. Notification by Proposer to all persons or entities who are employees, officers, subcontractors, consultants, agents, guests, invitees or licensees of Proposer ("Proposer Parties") of this policy is a condition and requirement of this Contract. Proposer further agrees to enforce this contractual requirement against all Proposer Parties. The University's policy may be accessed through the following web page: <http://www.asu.edu/aad/manuals/dps/dps201-05.html>.

RETURN TO ASU	ARIZONA STATE UNIVERSITY SUBSTITUTE W-9 & VENDOR AUTHORIZATION FORM				DO NOT SEND TO IRS
Foreign persons who are non-residents for US Tax purposes do not complete the ASU Substitute W-9 form. Instead, complete IRS Form W-8 BEN available at http://www.irs.gov/pub/irs-pdf/fw8ben.pdf					
▶ Taxpayer Identification Number (TIN)			<input type="radio"/> Employer ID Number (EIN) <input type="radio"/> Social Security Number (SSN)		
▶ LEGAL NAME: (must match TIN above)					
Are you doing business in Arizona for purposes of sales/use tax collection and remittance? <input type="radio"/> Yes <input type="radio"/> No					
If "Yes" please provide Arizona License # _____ and sales/use tax rate charged % _____ DUNS# _____					
▶ LEGAL MAILING ADDRESS:		(Where tax information and general correspondence is to be sent)			
DBA/Branch/Location:					
ADDRESS:					
ADDRESS LINE 2:					
CITY:		ST:		ZIP:	
▶ REMIT TO ADDRESS:		<input type="radio"/> Same as Legal Mailing Address			
DBA/Branch/Location:					
ADDRESS:					
ADDRESS LINE 2:					
CITY:		ST:		ZIP:	
▶ ENTITY TYPE					
<input type="checkbox"/> Individual (not a business)	<input type="checkbox"/> Sole proprietor (individually owned business)	<input type="checkbox"/> Corporation (NOT providing health care, medical or legal services)	<input type="checkbox"/> Corporation (providing health care, medical or legal services)	<input type="checkbox"/> Partnership, LLP	
<input type="checkbox"/> The US or any of its political subdivisions or instrumentalities	<input type="checkbox"/> A state, a possession of the US, or any of their political subdivisions or instrumentalities)	<input type="checkbox"/> Tax-exempt organizations under IRC §501	<input type="checkbox"/> An international organization or any of its agencies or instrumentalities	<input type="checkbox"/> PLLC, LLC	<input type="checkbox"/> State of Arizona Employee
▶ 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), 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 I am no longer subject to backup withholding, 3. I am a U.S. person (including a 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 provision of this document other than the certification required to avoid backup withholding					
Signature of U.S. Individual				Date:	

▶ Legal Name:					TIN:				
BUSINESS CLASSIFICATION:	For Profit <input type="checkbox"/>	Retailer <input type="checkbox"/>	Manu- facturer <input type="checkbox"/>	Wholesaler <input type="checkbox"/>	Professional <input type="checkbox"/>	Non- Profit <input type="checkbox"/>	Contractor <input type="checkbox"/>	Distributor <input type="checkbox"/>	Service Firm <input type="checkbox"/>
FEDERAL SUPPLIER TYPE:	If your business meets the Federal (S.B.A.) Small Business definition (FAR 19.001) and size standards FAR 19.102), Please check ONE of the following:								
	Women-Owned (WO) <input type="checkbox"/>		Women-Owned Disadvantaged (WO) <input type="checkbox"/>		Service-Disabled & Veteran Owned (VD) <input type="checkbox"/>		Disadvantaged (SD) <input type="checkbox"/>		
	Hub Zone (HZ) <input type="checkbox"/>		Small Business (SB) <input type="checkbox"/>		Large Business (LB) <input type="checkbox"/>				
If you are certified by a recognized entity please describe:									
If you are self-certified by any recognized entity please describe:									
Are you self-certified according to this State of Arizona definition? "100 full-time employees or less OR \$4 million in volume or less in the last fiscal year"						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Print Name									
Phone:									
Email:									
Signature									
VENDOR – LIST PRODUCT or SERVICE PROVIDED									
IF BUYER NAME IS LISTED PLEASE RETURN TO BUYER									
Buyer:									
Phone:									
Fax:									