



BIDDERS LIST

Arizona State University is committed to forging new relationships with the Vendor/Supplier Community. Our Buyers are organized in commodity groups (these groupings are shown on the pages below), and keep a list of Vendor's/Supplier's to whom they send solicitations. If you would like to be sent such solicitations, please fax the "Supplier Information Form" to one or more of the Buyers shown on the following pages. Please note that next to the Buyers name are the commodity groupings for which they are responsible. If you are uncertain about which commodity grouping is best for your commodity or service, please email the Buyer whose grouping most closely relates and ask them for assistance.

The Buyers send solicitations to those who have expressed an interest in doing business with the University along with those who are likely to be competitive in the bid process. Buyers are not required to send solicitations to every vendor/supplier who has a registration form on file. Prospective vendor's/supplier's who do not respond to solicitations, who are consistently the highest priced or otherwise not competitive, who have failed to perform in the past, who have wasted time with frivolous protests, or who have lost the confidence of user departments, are not sent solicitations. You do not have to be a registered vendor/supplier to submit a bid or proposal. For information on current available bids via the formal solicitation process please go to our website at: <http://www.asu.edu/purchasing/bids/index.html> for Commodities & Services Bids and http://www.asu.edu/purchasing/bids/construction_bids.html for the Construction & Facilities Bids . For any additional information concerning the referenced **Construction & Facilities related solicitations**, please contact Pamela Thompson-Lefkowitz at pamela.thompson2@asu.edu 480.965.3665, or Bonita Power at bonita.power@asu.edu, 480.965.3641; or for **Commodities & Services solicitations**, please contact Yumeka Rhodes at yumeka.rhodes@asu.edu 480.965.8732. You can leave your email address or fax number on with these contacts and we will send you the solicitation you request. We also post solicitations on an electronic network: Bid Source, and in our office in the University Services Building at the Southeast corner of Rural and Spence Streets in Tempe.

Note: While our Buyers attempt to notify prospective suppliers' of current opportunities at Arizona State University, the vendor's are ultimately responsible to keep themselves current by contacting the website, Bid Phone Line, Bid Source, etc.

The main telephone number for the Purchasing and Business Services Department at Arizona State University is 480.965.3271.

“WHERE CAN I LOOK TO FIND UPCOMING CONSTRUCTION PROJECTS AT ASU?”

Construction Market Data 4045 E. McDowell Rd., Suite 200 Phoenix, AZ 85008 Phone: 800.649.9263 Fax: 877.509.8463	FW DODGE Albuquerque, New Mexico Phone: 800.378.1481 Fax: 800.378.1718
BIDS Advertising Department 3109 North 24 th Street Phoenix, AZ 85016 Fax: 602.954.6642	BID SOURCE 201 N. Central Ave., 27 th Floor Phoenix, AZ 85073 Phone: 602.495.2199 Fax: 602.495.8913
ASU On-Line Bid Boards: Commodities & Services (http://www.asu.edu/purchasing/bids) Construction & Facilities (http://www.asu.edu/purchasing/bids/construction_bids.html)	ASU Phone Line 480.965.BIDS (2437)
Glendale Star Thursday publication	The Society for College and University Planning http://www.scup.org/rfp.htm

In addition, construction and design professional firms may request to be added to our email notification database (there are two listings-one for Design Professionals and one for Contractors). Should your company wish to be added to this list, simply send an email to:

pamela.thompson2@asu.edu or bonita.power@asu.edu

Include your company name, complete address, phone number, fax number and email address you would like the notification to be sent, and which listing is best suited for your firm.

In addition, please visit our website at: http://uabf.asu.edu/buying_products_services

Arizona State University also offers two additional options for doing business with ASU- the e-Commerce system, SciQuest/SunRISE and the VISA Purchasing Card. These two optional methods of purchasing goods and services make the process faster and more efficient for us, the consumer, and offer you, the vendor/supplier an easier and quicker method for payment of invoices

If you are interested in any one of these methods of doing business and want more information please contact any one of us.

Bettye Williams 480-965-9161 bettye.williams@asu.edu	Patty Taylor 480-965-1816 pltaylor@asu.edu	Pamela Cabello 480-965-2430 Pamela.cabello@asu.edu	Andrea (Andy) Streed 480-965-3270 astreed@asu.edu
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ARIZONA STATE UNIVERSITY COMMODITIES DIRECTORY

NAME & PHONE	COMMODITY
Technology Group (Fax #480-965-2234)	
Stacie Malekooti Senior Buyer 480-965-8860	Software; Data Communications; Computers; Computer Maintenance; Computer Peripherals & Supplies; Audio/Visual Equipment; Copiers; IT Consultant Services
Douglas Feckovics Buyer 480-965-9514	Printers; Fax Machines; Security Equipment; Computers; Computer Peripherals and Supplies; Computer Maintenance; Office Products
Yumeka Rhodes Office Specialist Sr. 480-727-6954	Support for all Buyer Groups
General Commodities Group (Fax #480-965-6892) Furnishing Services Group (Fax #480-965-0586)	
Liz Chandler Purchasing Manager 480-965-0578	Appliances; Bottled Water; Hotels/Conferences/Seminars; Insurance; Facility Lease/Rentals; Food Services/Equipment; Furniture/Office Furniture/Building Fixtures/Furniture Assembly; Lecturers/Entertainers/Performers; Legal/Financial; Misc. Services; Security Services; Travel/Transportation
Rob Willhoit Buyer 480-965-5378	Floor and Window Covering
Jennifer Chaira Buyer P: 602.543.3661 F: 602.543.7731	Print Supply Services; Design/Print Consultant Services; Photography; Preprinted forms
Megan Becka Buyer Associate 480-965-4370	Advertising; Appliances; Art Objects/Equipment/Supplies; Athletic Requirements; Awards; Books/Reference Materials; Clothing/Uniforms; Donor Premiums; Firearms/Ammunition; Flags/Banners; Games/Toys; Interviewee Expenses; Laundry Services; Mail Lists; Moving; Music; Non-Employee Reimbursements; Parking & Transit; Promotional Items; Royalty/Copyright Fees; Stipends; Temporary Services; Theatrical Supplies; Vehicles/Fuel/Services (including Carts)
Laboratory Products Group (Fax #480-965-2234)	
Karen Ashe Senior Buyer 480-965-3849	Compressed Gases and Liquids; Consultant-Medical/Scientific/Lab, Engineering /Lab/Medical/Scientific Equipment (includes Fabricated, Tax Exempt & Capital), Medical/Scientific/Lab Services; Sub-agreements; Sub-grants
Kevin Hall Senior Buyer 4810-965-8049	Animals; Compressed Gases and Liquids; Consultant-Medical/Scientific/Lab; Engineering/Lab/Medical/Scientific Equipment (includes Fabricated, Tax Exempt & Capital), Medical/Scientific/Lab Services; Metals; Radioactive Materials

Contracts Group (Fax #480-965-6892)

<p>Pollie Carter Senior Buyer 480-965-2316</p>	<p>General Consultant Contracts; RFP Contract renewals; Software Contracts; Stand-alone Contracts</p>
<p>Lorie Sheppard Senior Buyer 480-727-6954</p>	<p>General Consultant Contracts; RFP Contract renewals; Software Contracts; Stand-alone Contracts</p>

Construction/Design Group (Fax #480-965-2234)

<p>Doug Boyer Construction Manager 480-965-2217</p>	<p>Construction Contracts; A/E Contracts/Planning/Design Management; Elevator Maintenance; Construction Consulting Services related to construction</p>
<p>Matt Marino Senior Buyer 480-965-0822</p>	<p>Construction Contracts; A/E Contracts/Planning/Design Management; Elevator Maintenance; Construction Consulting Services related to construction</p>
<p>Gail Horney Buyer 480-965-6066</p>	<p>Construction Contracts; A/E Contracts/Planning/Design Management; Elevator Maintenance; Construction Consulting Services related to construction</p>
<p>Tom Sassatelli Buyer 480-965-2074</p>	<p>Physical Plant- Equipment & Supplies; Utilities; Buildings & Grounds Services; Custodial Services and Supplies; Maintenance Stores; Freight; Facilities Maintenance and Repair Supplies; Asbestos Abatement; Signage</p>
<p>Pamela Thompson-Lefkowitz Office Specialist, Sr. 480-965-3665</p>	<p>Support for Contracts/Planning/Design/Construction Management</p>
<p>Bonita Power Office Specialist, Sr. 480-965-3641</p>	<p>Support for Contracts/Planning/Design/Construction Management</p>

West Campus (Fax #602-543-7731)

<p>Phyllis Samuelson Manager Finance & Support Services 602-543-7707</p>	<p>All Supplies Contracts, Services and Consultants for West Campus</p>
<p>Jennifer Chaira Buyer 602.543.3661</p>	<p>Print Supply Services; Design/Print Consultant Services; Photography; Preprinted forms</p>

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="checkbox"/> Employer ID Number (EIN)	
		<input type="checkbox"/> 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? Yes 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: 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) or sole proprietor organized as LLC or PLLC	<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 or partnership organized as LLC or PLLC
<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"/> State of Arizona Employee

► 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),
- 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,
- 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:
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NOTE: IF BOTH PAGES OF THIS FORM ARE NOT COMPLETED THE FORM WILL BE RETURNED TO YOU. Arizona State University (ASU) is fulfilling a mandate associated with state agencies increasing procurements from Arizona Small and Diverse Businesses.

RETURN TO ASU	ARIZONA STATE UNIVERSITY SUBSTITUTE W-9 & VENDOR AUTHORIZATION FORM		DO NOT SEND TO IRS
▶ Legal Name:		TIN:	
SECTION 1 - FEDERAL INFORMATION - <i>REQUIRED</i>			
What is the <u>Federal</u> classification type of your business? - See definitions on link below. (S.B.A. Small Business definition FAR 19.001 and size standards FAR 19.102) http://www.sba.gov/size			
LARGE Business? YES <input type="checkbox"/> NO <input type="checkbox"/> SMALL Business? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Please check <u>all that apply</u> to your business for Federal Supplier Type:			
Service Disabled Veteran Owned (VD) <input type="checkbox"/>	Small Disadvantaged (SD) <input type="checkbox"/>	Women Owned (WO) <input type="checkbox"/>	
Veteran Owned (VO) <input type="checkbox"/>	Minority Institution (MI) <input type="checkbox"/>	HUB Zone (HZ) <input type="checkbox"/>	
SECTION 2 - STATE OF ARIZONA SMALL BUSINESS INFORMATION - <i>REQUIRED</i>			
Are you self-certified according to this State of Arizona definition? <i>"Less than 100 full-time employees <u>OR</u> less than \$4 million in volume in the last fiscal year"</i>		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Per FAR 52.219-1 and under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUB Zone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall be punished by imposition of fine, imprisonment, or both; be subject to administrative remedies, including suspension and debarment; and be ineligible for participation in programs conducted under the authority of the Act.			
Print Name:			
Signature:			
PHONE:		FAX:	
VENDOR – LIST PRODUCT or SERVICE PROVIDED			
IF BUYER NAME IS LISTED PLEASE RETURN TO BUYER	Buyer:	Phone:	Fax:

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