



PURCHASING DIVISION • 12650 DETROIT AVENUE • 44107 • 216/529-6075

Thank you for your interest in conducting business with the City of Lakewood, Ohio:

Enclosed you will find a Vendor Registration Form. To maintain the status of an active vendor and remain on the City's mailing and bid list, the enclosed form must be filled out completely and returned to the Purchasing Division of the City of Lakewood.

It is extremely important that you complete the commodity/service area of the registration form. If the commodity/service area is left blank, your company will not be notified of bids or be contacted to obtain price quotes for specific supplies or services.

Also enclosed is a request for your company's **TIN (Tax Identification Number)**, which must be filled out and returned with your Vendor Registration Form. The City is mandated by the I.R.S., Section 3406, to maintain a TIN for all vendors for reporting purposes.

Important information requested:

- A. If your remit to address is different from the order address, both addresses must be indicated on the form.
- B. A Federal Tax I.D. Number or Social Security Number must be indicated on the form.
- C. No payment will be made until you have acceptedly completed a W-9 Form that includes your TIN.

Finally, a Code of Ethics Statement, an Ethics Affidavit and a Non-Collusion affidavit have been enclosed and must be returned as part of the vendor registration forms. The Ethics Affidavit and Non-Collusion affidavit must be notarized.

Mail the completed forms to: City of Lakewood
Finance Department
Purchasing Division
12650 Detroit Ave.
Lakewood, OH 44107

OR E-mail them to: eugene.byrne@lakewoodoh.gov



Vendor Registration and Mailing List Application

Return To: City of Lakewood
 Purchasing Division
 12650 Detroit Avenue
 Lakewood, Ohio 44107

Phone: (216) 529-6075
 FAX: (216) 529-6806

The Purchasing Division reserves the right to request information concerning the financial status of the applicant and to request the furnishing of references.

Firm Name:		Date:
Telephone:		
Email Address (if available):		FAX:
Address to which Bidding Forms and Purchase Orders are to be Mailed		
Street	City	State Zip
Address to which Payments are to be Mailed		
Street	City	State Zip
How Long in Present Business	Type of Organization (check one) <input type="checkbox"/> Individual <input type="checkbox"/> Single Member LLC <input type="checkbox"/> Corp/SCorp <input type="checkbox"/> Partnership	Federal I.D. No. or Social Security No.
Persons Authorized to sign Bids and Contracts (If Agent, so Specify)		
Name	Official Capacity	Telephone Number
Persons to Contact on Matters Concerning Invoices Delivery or Returned Goods		
Name	Official Capacity	Telephone Number
Names of Officers Members or Owners of Concern, Partnership, etc.		
President	Vice President	
Secretary	Treasurer	
Owner or Partners	SAM.gov Registered? Yes No (circle one)	SAM.gov Unique Entity I.D.
List Any Commodity or Service you Desire to Bid		
Business Type (check all categories that apply) 1 <input type="checkbox"/> Local Business (located in City of Lakewood) 2 <input type="checkbox"/> Small Business 3 <input type="checkbox"/> Recycled/Energy Efficient Products		Minority Business Enterprise (MBE) (Vendor must be County or State certified) 1 <input type="checkbox"/> Minority Owned 2 <input type="checkbox"/> Woman Owned
Vendor Type (check category that applies to applicant)		
1 <input type="checkbox"/> Retailer	3 <input type="checkbox"/> Distributor	5 <input type="checkbox"/> MF'GR'S Agent
2 <input type="checkbox"/> Manufacturer or Producer	4 <input type="checkbox"/> Wholesaler	6 <input type="checkbox"/> Service Establishment
		7 <input type="checkbox"/> General Contractor - Construction
		8 <input type="checkbox"/> Sub Contractor - Construction
Number of Persons Currently Employed	Floor Space (sq. feet)	Manufacturing Warehouse



Vendor Registration and Mailing List Application

LIST THE NAMES OF ANY OF YOUR OFFICERS, EMPLOYEES, STOCK HOLDERS, OR ANYONE WITH A FINANCIAL INTEREST IN YOUR BUSINESS THAT IS EMPLOYED BY THE CITY OF LAKEWOOD IN ANY CAPACITY INCLUDING PART TIME, ELECTED OR APPOINTED.

I CERTIFY THAT THE INFORMATION SUPPLIED HEREIN IS CORRECT AND THAT NEITHER THE APPLICANT NOR ANY PERSON (OR CONCERN) IN ANY CONNECTION WITH THE APPLICANT AS A PRINCIPAL OR OFFICER IS NOW DEBARRED OR OTHERWISE DECLARED INELIGIBLE BY ANY PUBLIC AGENCY FROM BIDDING FOR FURNISHING MATERIALS, SUPPLIES, OR SERVICES TO ANY PUBLIC AGENCY THEREOF.

SIGNATURE OF PERSON AUTHORIZED TO SIGN

NAME AND TITLE OF PERSON SIGNING (PLEASE PRINT OR TYPE)

VENDORS

BEFORE PROVIDING GOODS OR SERVICES, BE AWARE OF THE FOLLOWING IMPORTANT PROCEDURES:

- I. A signed and acceptably completed W-9 must be on file in the Finance Department at the City of Lakewood prior to issuance of a Purchase Order.
2. A Purchase Order Number **must** be assigned for the purchase of goods or services.
3. Invoices will not be paid if a Purchase Order is not on file. Such invoices will be considered the responsibility of the individual placing the order.
4. **Vendors supplying goods or services without a Purchase Order Number do so at their own risk.**
5. All invoices and shipping documents must indicate the Purchase Order Number to which the billing applies. Invoices not referencing a Purchase Order Number will be returned to the vendor unpaid.

For City Use Only- Do Not Write In This Area																				
BV	2	3	4	5	6	7	8	9	10	DS	1	2	3	4	5	6	7	8	9	10
VT	2	3	4	5	6	7	8	9	10	MS	1	2	Vendor No.							

CITY OF LAKEWOOD, OHIO

Code of Ethics for Vendors

The City of Lakewood, Ohio (City) considers the maintenance of public trust and confidence essential to its proper functioning, and accordingly has adopted this Vendor Code of Ethics. Vendors who do business with the City must avoid all situations where propriety or financial interests, or the opportunity for financial gain, could lead to favored treatment for any organization or individual. Vendors must also avoid circumstances and conduct which may not constitute actual wrongdoing, or a conflict of interest, but might nevertheless appear questionable to the public, thus compromising the integrity of the City.

This code was adopted on August 1, 2009, in compliance with Ohio Revised Code, Section § 3517.13 and laws governing The Ohio Ethics Commission.

This Code of Ethics shall be made part of each Request for Proposal (RFP), Request for Qualifications (RFQ), Bid, and Vendor Registration promulgated by the Division of Purchasing and be attached to every contract and agreement to which the City is a party. It shall be distributed to all current vendors and those who seek to do business with the City.

1. No vendor* shall employ a City official or employee in the business of the vendor or professional activity in which the vendor is involved with the City.
2. No vendor shall offer or provide any interest, financial or otherwise, direct, or indirect, in the business of the vendor or professional activity in which the vendor is involved with a City official or employee.
3. No vendor shall cause or influence or attempt to cause or influence any City employee in their official capacity in any manner, to impair the objectivity or independence of judgment of that City official or employee.
4. No vendor shall cause or influence or attempt to cause or influence any City official or employee to use or attempt to use their official position to secure any unwarranted privileges or advantages for that vendor or for any other person.
5. No vendor shall offer any City official or employee any gift, favor, service, or other thing of value under circumstances from which it might be reasonably inferred that such gift, service, or other thing of value was given or offered for the purpose of influencing the recipient in the discharge of their official duties. In addition, officials or employees of the City will not be permitted to accept breakfasts, lunches, dinners, alcoholic beverages, tickets to entertainment and/or sporting events or any other item, which could be construed as having more than nominal value.

Any questions as to what is or is not acceptable or what constitutes proper conduct for a City official or employee should be referred to the Law Director or his/her designee.

6. This code is intended to augment, not to replace, existing administrative orders and the current City's Code of Ethics.

**Vendor is defined as any general contractor, subcontractor, consultant, person, firm, corporation, or organization engaging in or seeking to do business with the City of Lakewood.*

Company Name: _____

_____ Address _____ City _____ State _____ Zip _____ Code _____

Name: _____ Signature: _____

Title: _____ Date: _____

AFFIDAVIT IN COMPLIANCE WITH SECTION 3517.13
OF THE OHIO REVISED CODE

STATE OF OHIO

COUNTY OF _____ SS:

I, the undersigned, after being first duly cautioned and sworn, state the following with respect to compliance with Section 3517.13 of the Ohio Revised Code:

1. I am the representative of and have the authority to make certificates for

_____, which entity may be or has been selected as a
(Name of Entity)
contractor/consultant/vendor for the City of Lakewood.

2. None of the following has **individually** made within the previous twenty four months and, if awarded a contract or contracts for the purchase of goods or services aggregating in excess of \$10,000 in a calendar year, none of the following **individually** will make, beginning on the date of the contract is awarded and extending until one year following the conclusion of the contract, as an individual, one or more campaign contributions totaling in excess of \$1,000, to the Mayor or any City Council member of the City of Lakewood or their individual campaign committees:

- a. myself;
- b. any partner or owner or shareholder of the partnership (if applicable);
- c. any owner of more than 20% of the corporation or business trust (if applicable);
- d. each spouse of any person identified in (a) through (c) of this section;
- e. each child seven years of age to seventeen years of age of any person identified in division (a) through (c) of this section (only applicable to contributions made on or after January 1, 2007).

3. None of the following have **collectively** made since April 4, 2007, and, if awarded a contract or contracts for the purchase of goods or services that aggregate in excess of \$10,000 in a calendar year, none of the following **collectively** will make, beginning on the date of the contract is awarded and extending until one year following the conclusion of the contract, one or more campaign contributions totaling in excess of \$2,000, to the Mayor or any City Council member of the City of Lakewood or their individual campaign committees:

- a. myself;
- b. any partner or owner or shareholder of the partnership (if applicable);
- c. any owner of more than 20% of the corporation or business trust (if applicable);
- d. each spouse of any person identified in (a) through (c) of this section;
- e. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (c) of this section.

Signature: _____

Printed Name: _____

Title: _____

Sworn to before me and subscribed in my presence this _____ day of _____,
20_____.

Notary Public: _____

My Commission Expires: _____

NON-COLLUSION AFFIDAVIT

State of _____, County of _____,

_____ (the "Affiant"), being first duly sworn

according to law states:

1. Individual Only: That the Affiant is an individual doing business under the name

of _____

in the City of _____, State of _____;

Partnership Only: That the Affiant is the duly authorized representative of a

partnership doing business under the name of _____

in the City of _____, State of _____;

Corporation Only: That the Affiant is the duly authorized, qualified and acting

_____, of _____

a corporation organized and existing under the laws of the State of _____;
and, that the Affiant of the partnership or corporation referred to above, as applicable, is filing herewith a bid to the City of Lakewood in conformity with the Contract Documents;

2. Corporation Only: Affiant further states that the following is a complete accurate list of the officers, directors and attorneys of the corporation:

President _____

Vice President _____

Secretary _____

Treasurer _____

Attorneys _____

Directors _____

and, that the following officers are dully authorized to execute contracts on behalf of the corporation: _____

3. Affiant further states that the bid filed herewith is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such bid is genuine and not collusive or fraudulent; that the Bidder has not directly or indirectly, induced or solicited any other Bidder to file a fraudulent bid, and has not, directly or indirectly, colluded, conspired, connived, or agreed with any Bidder or anyone else to file a fraudulent bid or to refrain from bidding; that the Bidder has not in any manner directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price of the Bidder or of any other Bidder, or to fix any overhead, profit, or cost element of such bid price or that of any other Bidder, or to secure any advantage against the City or anyone interested in the contract for which the bid is filed; that all statements contained in the bid are true; that the Bidder has not directly or indirectly submitted the Bidder's bid price or any breakdown thereof of the contents thereof, or divulged information or data relative thereto, or paid or agreed to pay, directly or indirectly any money, or other valuable consideration for assistance or aid rendered or to be rendered in procuring or attempting to procure the contract above referred to, to any corporation, partnership, company, association, organization, or to any member or agent thereof, or to any other individual, except to such person or persons as herein disclosed to have a partnership or other financial interest with said Bidder; and that the Bidder will not pay or agree to pay, directly or indirectly, any money or other valuable consideration to any corporation, partnership, company, association, organization or to any member or agent thereof, or to any other individual, for aid or assistance in securing the contract above referred to in the event the same is awarded to

(Printed name of Individual, Partnership or Corporation)

Further Affiant saith not. _____
(signature)

Sworn to before me and subscribed in my presence this ____ day of _____, 20____.

Notary Public

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	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 of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____		<i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.		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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
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. citizen or other U.S. person (defined below); and
4. 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 for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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, later.