Purchasing Department
245 DeKoven Drive, Room 112
Middletown, CT 06457
860.638.4895 phone 860.638.1995 fax
purchase@MiddletownCT.gov

Dear Vendor,

We appreciate your company's interest in providing goods and/or services to the City of Middletown. In order to assure that all vendors are consistently notified of our requirements, we maintain an automated vendor and bid file. The City uses this file for all formal bids, as well as various quotations as needed.

The City of Middletown's bid limit is $24,999. All products and services in excess of this amount shall be formally bid. If you are interested in being notified of bid opportunities please visit our website www.MiddletownCT.gov and register to receive bid notifications.

**Please complete the attached W9 and vendor application.

This vendor application was developed to assist the Purchasing Department to maintain the vendor list. If your company wishes to do business or wishes to continue to do business with the City of Middletown, this application must be completed and returned.

The application contains a general listing of goods and services. Please complete this listing by checking any commodity item that your company can provide to the City and return the completed form via fax, mail, or email.

The City of Middletown appreciates your interest and looks forward to doing business with you. Your assistance will enable us to assure that each vendor is given equal consideration as well as assist us in managing our vendor file. Please contact the Purchasing Office at (860) 638-4895 if you have any questions.

Sincerely,

Donna L. Formato,
CPPB, NIGP-CPP
Supervisor of Purchases

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

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

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.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ 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.

☐ 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) _____

(Applies to accounts maintained outside the U.S.)

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** ▶

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.*

NEW VENDOR (circle) Yes or No
EXISTING VENDOR #_____

CITY OF MIDDLETOWN

VENDOR APPLICATION

PURCHASING DEPARTMENT

Room 112
245 DeKoven Drive
Middletown, CT 06457

Telephone: 860-638-4895
Fax: 860-638-1995
Email: purchase@middletownct.gov

PLEASE NOTE: All of the information below is REQUIRED. Please do not leave any information blank. Thank you.

1. **Name (As shown on your income tax return):** _____

2. **Business Name (If different from Item #1 above):** _____

3. **Mailing Address:**

_____
Address
_____
_____
City, State and Zip

4. **Payment Address (If different from Item #3):**

_____
Address
_____
_____
City, State and Zip

5. **Contact Information**

Contact Name: _____ **Title:** _____

Phone Number: _____ **Fax:** _____

Email Address: _____

Website: _____

SIGN HERE: I hereby certify that the above information is correct.

_____ _____ _____
Print or Type Name & Title **Signature** **Date**

COMMODITY CLASS LIST

PLEASE PLACE A CHECKMARK BY THE ITEMS YOU ARE INTERESTED IN SUPPLYING.

__005 Abrasives
__010 Acoustical Tile, Insulating Materials, and Supplies
__015 Addressing, Copying, Mimeograph, & Spirit Duplicating Machine Supplies: Chemicals, Inks, Paper, Etc.
__019 Agricultural Crops & Grains including Fruits, Melons, Nuts and Vegetables
__020 Agricultural Equipment, Implements, and Accessories
__022 Agricultural Implement and Accessory Parts
__025 Air Compressors and Accessories
__031 Air Conditioning, Heating, and Ventilating: Equipment Parts and Accessories (see related items in Class 740)
__035 Aircraft and Airport, Equipment, Parts and Supplies
__037 Amusement, decorations, entertainment, toys, etc.
__040 Animals, Live: Bees, Dogs, Fish, Livestock, and Poultry
__045 Appliances and Equipment, Household Type
__050 Art Equipment and Supplies
__052 Art Objects
__055 Automotive Accessories - Automobiles, Buses, Trucks, Etc
__060 Automotive Maintenance Items, Repair & Replacement Parts
__065 Automotive Bodies Accessories, and Parts
__070 Automotive Vehicles & Related Transportation Equip
__075 Automotive Shop Equipment and Supplies
__080 Badges, Emblems, Name Tags and Plates, Jewelry, etc.
__085 Bags, Bagging, Ties, and Erosion Control Equipment
__090 Bakery Equipment, Commercial
__095 Barber and Beauty Shop Equipment and Supplies
__099 Policy manuals
__100 Barrels, Drums, Kegs, and Containers
__105 Bearings (except Wheel Bearings & Seals-see 060)
__110 Belts, Conveyer, Elevator, Power Transmission & V-Belts
__115 Biochemicals, Research
__120 Boats, Motors, and Marine and Wildlife Supplies
__125 Bookbinding Supplies
__135 Bricks, Stone, Other Clay Products, Refractory Materials
__140 Broom, Brush, Mop Manufacturing Machinery & Supplies
__145 Brushes (not otherwise classified)
__150 Builder's Supplies
__155 Buildings and Structures: Fabricated and Prefabricated
__160 Butcher Shop and Meat Processing Equipment
__165 Cafeteria and Kitchen Equipment, Commercial
__175 Chemical Laboratory Equipment and Supplies
__180 Chemical Raw Materials (in Large Quantities Primarily for Manufacturing Janitorial and Laundry Products)
__190 Chemicals and Solvents, Commercial (in bulk)
__192 Cleaning Compositions, Detergents, Solvents And Strippers (Prepackaged)
__193 Clinical Laboratory Reagents and Tests (Blood Grouping, Diagnostic, Drug Monitoring, etc.)
__195 Clocks, Timers, Watches, Watchmakers' Tools & Equip.
__200 Clothing, Apparel, Uniforms, and Accessories
__204 Computer Hardware / Peripherals for Microcomputers
__205 Computers & Information Processing Systems: Hardware Items, Software, Peripherals, Related Materials
__206 Hardware/peripherals for Mini & Mainframe Computer
__207 Computer accessories and supplies
__208 Preprogrammed Computer software for microcomputers
__209 Preprogrammed software - mini & mainframe computers
__210 Concrete & Metal Culverts, Pilings, Pipe, Septic Tanks and Supplies
__220 Controlling, Indicating, Measuring, Monitoring, & Recording Instruments and Supplies
__225 Coolers, Drinking Water
__232 Crafts, General
__233 Crafts, Specialized
__240 Cutlery, Dishes, Flatware, Glassware, Trays, Utensils, and Supplies
__245 Dairy Equipment and Supplies
__250 Data Processing Cards and Paper
__255 Decals and Stamps
__260 Dental Equipment and Supplies
__265 Draperies, Curtains, & Upholstery Material (Including Automobile Upholstery Material)
__269 Drugs and pharmaceuticals
__270 Drugs, Pharmaceuticals and Biologicals (for Human Therapeutic use)
__271 Drugs, Pharmaceuticals, & sets (for large-volume Administration, Infusion, Irrigation, & Tube Feeding)
__280 Electrical Cables and Wires (not Electronic)
__285 Electrical Equipment & Supplies (except Cable & Wire)
__287 Electronic Components, Replacement Parts, and Accessories: & Miscellaneous Electronic Equipment
__290 Energy Collecting Equipment & Accessories: Solar & Wind
__295 Elevators, Building Type
__300 Embossing and Engraving
__305 Engineering Equipment, Surveying Equipment, Drawing Instruments, and Supplies
__310 Envelopes, Plain or Printed
__315 Epoxy Based Formulations for Adhesives, Coatings, and Related Agents
__318 Fare Collection Equipment and Supplies
__320 Fastening, Packaging, Strapping, Tying Equipment
__325 Feed, Bedding, Vitamins and Supplements for Animals
__330 Fencing
__335 Fertilizers and Soil Conditioners
__340 Fire Protection Equipment and Supplies
__345 First Aid and Safety Equipment and Supplies (except Nuclear and Welding)
__350 Flags, Flag Poles, Banners, and Accessories
__360 Floor Covering, Floor Covering Installation and Removal Equipment, and Supplies
__365 Floor Maintenance Machines, Parts, and Accessories
__370 Food Processing and Canning Equipment and Supplies
__375 Foods: Bakers Products (Fresh)
__380 Foods: Dairy Products (Fresh)
__385 Foods: Freeze-Dried, Frozen and Prepared Ready-to-Eat
__390 Foods: Perishable
__393 Foods: Staple Grocery and Grocer's Miscellaneous
__395 Forms, Continuous: Computer Paper, Form Labels, Snap-Out Forms, and Folders for Forms
__400 Foundry Castings, Equipment, and Supplies
__405 Fuel, Oil, Grease and Lubricants
__410 Furniture: Health Care and Hospital Facility
__415 Furniture: Laboratory
__420 Furniture: Cafeteria, Chapel, Dormitory, Household, Library, Lounge, School
__425 Furniture: Office
__430 Gases, Containers, Equipment: Laboratory, Medical and And Welding
__435 Germicides, Cleaners, and Related Sanitation Products For Health Care Personnel

__440 Glass and Glazing Supplies
__445 Powered and Non-Powered Hand Tools, & Accessories
__450 Hardware and Related Items
__460 Hose, Accessories and Supplies: Industrial, Commercial and Garden
__465 Hospital / Surgical Equipment, Instruments, & Supplies
__470 Hospital Equipment and Supplies: Mobility, Speech Impaired, and Restraint Items
__475 Hospital, Surgical, and Related Medical Accessories And Sundry Items
__485 Janitorial Supplies, General Line
__490 Laboratory Equipment and Accessories for General Analytical and Research Use) Nuclear, Optical, Physical
__493 Laboratory Equipment and Accessories: Biochemistry Chemistry, Environmental Science, etc.
__495 Laboratory and Field Equipment and Supplies: Biology Botany, Geology, Microbiology, Zoology, etc.
__500 Laundry and Dry Cleaning Equipment, Accessories, And Parts (Non-Agricultural Applications
__505 Laundry and Dry Cleaning Compounds and Supplies
__510 Laundry Textiles and Supplies
__515 Lawn Maintenance Equipment, Accessories, and Parts (Non-Agricultural Applications)
__520 Leather and Related Equipment, Products, Accessories, And Supplies
__525 Library and Archival Equipment, Machines, and Supplies
__530 Luggage, Brief Cases, Purses and Related Items
__540 Lumber and Related Products
__545 Machinery and Hardware, Industrial
__550 Markers, Plaques, Signs, and Traffic Control Devices
__555 Marking and Stenciling Devices
__556 Mass Transportation-Transit Bus
__557 Mass Transportation-Transit Bus Accessories and Parts
__558 Mass Transportation-Rail Vehicles and Systems
__559 Mass Transportation Rail Vehicle Parts and Accessories
__560 Material Handling & Storage Equipment & Allied Items
__565 Mattress Manufacturing Machinery and Supplies
__570 Metals: Bars, Plates, Rods, Sheets, Strips, Structural Shapes, Tubing and Fabricated Items
__575 Microfiche/Microfilm Equipment, Accessories, & Supplies
__578 Miscellaneous Products
__580 Musical Instruments, Accessories, and Supplies
__590 Notions and Related Sewing Accessories and Supplies
__595 Nursery Stock, Equipment, and Supplies
__600 Office Machines, Equipment, and Accessories
__605 Office Mechanical Aids, Small Machines, & Apparatuses
__610 Office Supplies: Carbon Paper and Ribbons, all Types
__615 Office Supplies, General
__620 Office Supplies: Erasers, Inks, Leads, Pens, Pencils, etc.
__625 Optical Equipment, Accessories, and Supplies
__630 Paint, Protective Coating, Varnish, Wallpaper, Etc.
__635 Painting Equipment and Accessories
__640 Paper and Plastic Products, Disposable
__645 Paper (for Office and Print Shop use)
__650 Park, Playground, and Swimming Pool Equipment
__652 Personal hygiene and grooming equipment and supplies
__655 Photographic Equipment and Supplies (Not inc. Graphics, Arts, Microfilm, and X-Ray)
__658 Pipe and tubing
__659 Pipe and tubing fittings
__665 Plastics, Resins, Fiberglass: Forming, Laminating, and Molding Equipment, Accessories, and Supplies
__670 Plumbing Equipment, Fixtures, and Supplies
__675 Poisons: Agricultural and Industrial
__680 Police Equipment and Supplies
__685 Poultry Equipment and Supplies
__690 Power generation equipment, accessories, and supplies
__691 Power transmission equipment-electrical, Mechanical Air and Hydraulic
__700 Printing Plant Equipment and Supplies (except Papers)
__705 Printing Preparations: Etching, Photoengraving, Typesetting, and Preparing Mats, Negatives, and Plates
__710 Prosthetic Devices, Hearing Aids, Auditory Testing Equipment, Electronic Reading Devices, etc.
__715 Publications and Audiovisual Materials (Prepared Materials only, not Equipment, Supplies, or Production)
__720 Pumping Equipment and Accessories
__725 Radio Communication, Telephone, & Telecommunication Equipment, Accessories, and Supplies
__730 Radio Communication and Telecommunication Testing, Measuring, & Analyzing Equipment, Accessories/Supplies
__735 Rags, Shop Towels, and Wiping Cloths
__740 Refrigeration Equipment and Accessories
__745 Road and Highway Building Materials (Asphaltic)
__750 Road and Highway Building Materials (not Asphaltic)
__755 Road and Highway Equipment and Parts: Asphalt and Concrete Handling and Processing
__760 Road and Highway Equipment: Earth Handling, Grading Moving, Packing, etc.
__765 Road and Highway Equipment (except Asphalt, Concrete, And Earth Handling Equipment- Classes 755 and 760)
__770 Roofing (except Wood-see Class 540)
__775 Salt (Sodium Chloride) (except Table-see Class 393)
__780 Scales and Weighing Apparatus (see 175-08 for Laboratory Balances)
__785 School Equipment and Supplies
__790 Seed, Sod, Soil, and Inoculants
__795 Sewing Room and Textile Machinery, & Accessories
__800 Shoes and Boots
__801 Signs, Sign materials, Sign making equipment, Etc.
__803 Sound Systems, Components, and Accessories: Group Intercom, Music, Public Address, etc.
__805 Sporting and Athletic Goods
__810 Spraying Equipment (except Household, Nursery Plant, and Paint)
__815 Steam / Hot Water Fittings, Accessories, & Supplies
__820 Steam Boilers Steam Heating, & Power Plant Equipment and Repair
__825 Stockman Equipment and Supplies
__830 Mobile, Portable, and Stationary Tanks (Metal, Wood, and Synthetic Materials)
__832 Tape (not Data Processing, Measuring, Optical Sewing, Sound, or Video)
__840 Television Equipment and Accessories
__845 Testing Apparatus and Instruments
__850 Textiles, Fibers, Household Linens, and Piece Goods
__855 Theatrical Equipment and Supplies
__860 Tickets, Coupons Books, Sales Books, Script Books
__863 Tires and Tubes
__864 Train Controls, Electronic
__865 Twine
__870 Venetian Blinds, Awnings, and Shades
__875 Veterinary Equipment and Supplies
__880 Visual Education Equipment and Supplies (except Projection Lamps-see Class 285)
__885 Water Treating Chemicals
__890 Water Supply and Sewage Treatment (not for Air Conditioning, Steam Boiler, or Laboratory Reagent Water
__895 Welding Equipment and Supplies
__898 X-Ray & Other Radiological Equip. & Medical Supplies

__905 Aircraft Operations Services
__906 Architect-Engineer and Other Professional Design Services (for Construction Coverage see Public Works-Class 968)
__907 Architectural and engineering services, non-professional
__908 Bookbinding, Rebinding, and Repairing
__909 Building construction services, new
__910 Building Maintenance and Repair Services
__912 Construction Services, general
__913 Construction Services, heavy
__914 Construction Services, trade (new construction)
__915 Communications and Media Related Services
__918 Consulting Services
__920 Data Processing Services and Software
__924 Educational Services
__925 Engineering Services, professional
__926 Environmental and ecological services
__928 Automobile, Truck, Trailer, Transit Buses, & Other Vehicle Equipment maintenance, reconditioning and repair
__929 Agricultural, Automotive, Heavy Industrial, and Marine Equipment Maintenance, Reconditioning, and Repair
__931 Appliances, Athletic, Cafeteria, Furniture, Musical Instruments, Sewing Equipment Maintenance, Reconditioning, and Repair
__934 Laundry, Lawn, Painting, Plumbing, and Spraying Equipment Maintenance, Reconditioning, and Repair
__936 General Equipment Maintenance, Reconditioning
__938 Hospital, Laboratory, & Testing Equipment Maintenance, Reconditioning, and Repair Services
__939 Office, Photographic, and Radio/Television Equipment Maintenance, Reconditioning, and Repair Services
__941 Power Generation, Maintenance, Reconditioning, Repair
__945 Fishing, Hunting, Trapping, Game Propagation, Etc.
__946 Financial Services
__947 Forestry services
__948 Health Related Services (not including Human Services)
__952 Human Services
__953 Insurance, all types
__954 Laundry and Dry Cleaning Services
__956 Library Services (excluding Class 908)
__959 Marine construction services, Marine equipment maintenance and repair; related marine services
__961 Miscellaneous Professional Services
__962 Miscellaneous Services
__964 Personnel, Temporary (Employment Agency Services)
__966 Printing, Publishing, Silk Screening, and Typesetting
__968 Public Works, Construction, and Related Services
__971 Real Property Rental or Lease
__975 Rental or Lease of Agricultural, Aircraft, Marine, and Automotive Heavy Equipment
__977 Rental or Lease of Appliances- Cafeteria, Film, Musical/Sewing Equipment, Furniture, Hardware
__979 Rental / Lease of Engineering, Hospital Laboratory, Instrument, Refrigeration, Scales, & Testing Equipment
__981 Rental or Lease of General Equipment
__983 Rental or Lease of Janitorial, Laundry, Lawn Painting, Spraying, and Textile Equipment
__985 Rental or Lease Services of Office, Photographic, Printing, Radio, Television, and Telephone Equipment
__988 Roadside, Grounds, and Park Area Services
__990 Security, Fire, Safety, and Emergency Services
__998 Sale of surplus and obsolete items