City of Fairbanks

800 Cushman Street Fairbanks, AK 99701 www.fairbanksalaska.us

Fairbanks, AK 99701



Finance Department

accounting@fairbanks.us Phone 907-459-6714 Fax 907-459-6722

Vendor Registration Form

Please complete the following information to register as a vendor with the City of Fairbanks.

BUSINESS INFORMATION					
Company Name:					
DBA:					
Description of Goods/ Services Provided:					
Jervices i rovided.					
ADDRESS INFORMATION					
Physical Address:					
Mailing Address:					
Same as Physical					
·					
CONTACT INFORMATION					
Name:		Title:			
Email:		Phone:			=
PAYMENT METHOD					
Check ACH					
If ACH, please provide the information below:					
Financial Institution:					
Routing Number:	Account Number:			Saving	Checking
PURCHASE ORDERS					
Please indicate how you would like to receive	your POs				
Mailed Emailed					
Signature	Printed Name		Date	!	
You may return this completed form to:					
Mail: City of Fairbanks		Email:	accounting	g@fairbank	s.us
800 Cushman Street		Fax:		907) 459-6	

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Terms and Conditions

Registration constitutes agreement with the following terms and conditions.

- 1) Tax Exemption: The City is tax exempt. #92-6000140
- 2) Purchase Orders: The purchase order is not valid unless signed.
- 3) City terms and conditions apply. Acknowledgment of the purchase order, shipment of any goods, or commencement of work pursuant to the purchase order is be deemed an acceptance of these terms and conditions. No modification of, or release from this purchase order is binding unless agreed to by the City. These terms and conditions supersede any submitted by the vendor in any proposal or acknowledgement, unless specifically agreed to otherwise by the City and the vendor.
- 4) Payment: The vendor must submit an invoice to the City of Fairbanks, 800 Cushman Street, Fairbanks, AK 99701. All invoices must reference the City's purchase order number. All materials furnished must be accepted by the City of Fairbanks before payment will be approved. Payments will usually be made within 30 days of completion of service or delivery, or receipt of invoice, whichever is later. Each invoice may reference only one purchase order.
- 5) Warranty: The vendor warrants all goods it sells to the City for a period of one year against defects in design, materials, and workmanship. The warranty period starts at the later of the date of delivery or date of completion of installation, and during such warranty period all costs for parts and labor for repairs will be borne by the vendor.
- 6) Drop-Shipments: Will not be accepted by the City of Fairbanks and will be refused unless:
 - A) shipment is prepaid fob destination.
 - B) Shipping label shows vendor to whom City purchase order was issued.
 - C) Shipping label clearly shows City's purchase order number.
 - D) No C. O. D. Deliveries.
 - E) Order is delivered inside doors of specified destination.
- 7) Minimum Specifications: All items delivered for this order must be new and the latest model, unless otherwise specified by the City of Fairbanks. All electrical items must meet the State of Alaska electrical codes. All equipment must comply with OSHA standards. All items must be labeled in accordance with the chronic hazard labeling standard (ASTM D-4236 and Federal law PL 100-695).
- 8) MSDS: If applicable, material safety data sheets (MSDS) are required with delivery of item.
- 9) Indemnity/Hold Harmless: To the fullest extent permitted by law, the vendor agrees to indemnity and hold the City of Fairbanks, its employees, agents, representatives, volunteers, and other harmless for any incidents, accidents, losses, expenses, and/or liabilities for which negligence can be attributed directly or indirectly in whole or in part to the vendor's organization or vendor's sub-contractors, which may arise during the course of this agreement.
- 10) Non-Assignability: The vendor may not assign any portion of the contract, nor confer an assignment on any third person by any other means without prior written consent of the City of Fairbanks. This provision applies to all transfers by operation of law and transfers to and by trustees in bankruptcy, receivers, personal representatives, and legatees.
- 11) Affirmative Employment Practices: The vendor certifies conformance to the applicable Federal acts, executive orders, and Alaska statutes concerning affirmative action toward equal employment opportunities.
- 12) All information and reports required by Federal or State agencies having responsibility for enforcement of such laws must be supplied to the City of Fairbanks upon request for the purpose of investigation to ascertain compliance with such acts, regulations, and orders. In the event of the determination of non-compliance with the affirmative action provision, the City may cancel, terminate, or suspend the contract in whole or in part, and declare the vendor ineligible for further City contracts, or take such other action as it deems appropriate to bring about Compliance.
- 13) Governing Law: This agreement is governed by the laws of the State of Alaska and the City of Fairbanks. Any suit or action instituted in connection with any controversy arising out of this purchase order or the work to be performed hereunder will be held in the City of Fairbanks, under the jurisdiction of the Alaska State Court System.



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.

	I Name (as snown 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										
Print or type. Specific Instructions on page 3.						4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any)					
Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶											
Print or type c Instruction	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 not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is not disregarded from the owner for U.S. federal tax purposes.										
is disregarded from the owner should check the appropriate box for the tax classification of its owner. Other (see instructions) (Applies to accounts maintain						ained outsid	e the U.	S.)			
Spe	5 Address (number, street, and apt. or suite no.) See instructions. Requester's nam				and address (optional)						
See	6 City, state, and ZIP code	City of Fairb 800 Cushma Fairbanks, A	ın St	01							
	7 List account number(s) here (optional)										
Par	rt I Taxpayer Identification Number (TIN)										
	your TIN in the appropriate box. The TIN provided must match the name given on line 1 to av		ocial	security	number						
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 <i>How to get a</i>] -					
TIN, la		or									
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.				er ident	r identification number						
IVUITIC	ter to dive the nequester for guidelines on whose humber to enter.			-							
Par	t II Certification							1			
	r penalties of perjury, I certify that:										
1. The 2. I an Ser	e number shown on this form is my correct taxpayer identification number (or I am waiting for m not subject to backup withholding because: (a) I am exempt from backup withholding, or (b rvice (IRS) that I am subject to backup withholding as a result of a failure to report all interest longer subject to backup withholding; and) I have not	beer	notifie	d by the	Inter					
3. I ar	m a U.S. citizen or other U.S. person (defined below); and										
4. The	e FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting	na is correc	t.								

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

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 taxpaver 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,