



INSTRUCTIONS FOR COMPLETION

Parties interested in doing business with the City of Dayton are encouraged to complete the following registration forms to register that interest with the City.

This process allows potential bidders and vendors to be registered and entered into our system along with the Commodities and/or Services they can provide. This information is used to develop and maintain current and accurate lists of potential vendors to the City. To accomplish this task, we request that you complete the Vendor Application Form and the Commodity/Service List and return to the address or fax number provided below.

Send to:

Purchasing@daytonohio.gov

Reminders:

- Remittances should include both the Vendor Application and the Commodity/Service List forms.
- It is the Vendor's responsibility to maintain approved status in the City of Dayton's Fair Hiring Policy (FHP) program. The form required is attached and must be signed. Once this is received, it will be sent to the HRC Office for verification. FHP certification is good for 2 years.
- It is the Vendor's responsibility to notify the City of Dayton at the email displayed above of any changes to the Vendor's application.

If you have any questions concerning this form, you may contact the Division of Procurement at (937) 333-4030.

Copies of the Vendor Application and W-9 forms may be found on the City's web site at <https://www.daytonohio.gov/1183/Procurement>. Please take the time to search for your commodity code(s).

It is the policy of the City of Dayton to promote full and equal business opportunity for all persons doing business with the City, and to promote commerce by assisting Minority Business Enterprises, Women's Business Enterprises (MBEs, WBEs), and Small Business Enterprises (SBEs) to actively participate in the City's procurement process for goods, services and construction. If you are a currently certified MBE, WBE, and/or SBE with the City of Dayton Human Relations Council, please include a copy of your certification letter with this application. If you are not certified and would like to apply for certification as MBE, WBE, and/or SBE please begin at <https://www.daytonhrc.org/> and click on the Apply for Certification link.



Nicole Fox
Purchasing Agent

VENDOR APPLICATION

DATE: BUSINESS PHONE NUMBER: FEDERAL ID # OR SOCIAL SECURITY #:

E-MAIL ADDRESS (For Purchase Orders and Notifications): FAX NUMBER:

1. **APPLICANT'S NAME AND MAILING ADDRESS**
(for Bid Forms and Purchase Orders)

2.

MAILING ADDRESS FOR PAYMENTS
☐ Check here if same as Bid Address

Company Name

Company Name

Street Address

Street Address

City, ST, Zip

City, ST, Zip

3. **VENDOR COMMODITIES HANDLED:** See NIGP Commodity Code(s) from list located online at <http://www.daytonohio.gov/DocumentCenter/View/587> and enter as many codes as needed separated by commas (i.e. 22222, 33333, 44444)

4. **SUSTAINABLY SOURCED GOODS AND/OR SERVICES (OPTIONAL AND WILL NOT EFFECT CERTIFICATION)**

The City of Dayton is committed to sustainable procurement. Please indicate if your organization can provide certified goods and/or services that are environmentally preferred, ethically sourced, or that support social and economic sustainability.

Yes, our organization can provide goods and/or services as referenced above

No, our organization can not provide goods and/or services as referenced above

5. **PERSONS AUTHORIZED TO SIGN BIDS, QUOTATIONS, PROPOSALS (indicate if Agent)**

CONTRACTOR: Contractor acknowledges its employees are not public employees for purposes for Ohio Public Employees Retirement System ("OPERS") membership.

NAME

OFFICIAL CAPACITY

TELEPHONE
NO.

6. Your Fair Hiring Policy (FHP) application must be submitted via email along with the vendor application packet (vendor application, W9, FHP Confirmation, and FHP Policy) to purchasing@daytonohio.gov. Approved status must be maintained with the City of Dayton's Human Relations Council (HRC). For information about your FHP status, please contact the HRC at (937) 333-1403.

7. If you are a currently certified MBE, WBE, and/or SBE with the City of Dayton Human Relations Council, please include a copy of your certification letter with this application. If you are not certified and would like to apply for certification as MBE, WBE, and/or SBE please begin at <https://www.daytonhrc.org/certification>, and then click on the Certification Packet

**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.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead 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 Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	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. See also *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:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

FAIR HIRING POLICY CONFIRMATION (FHP)

The Vendor confirms they have an existing fair hiring policy that is in compliance with local, state, and federal laws.

The Vendor confirms their fair hiring policy complies with the City of Dayton's Fair Hiring Policy below:

The Vendor shall not discriminate against any employee or applicant for employment in accordance with all relevant state and federal laws. The Vendor shall follow the law in accordance with the terms outlined in its proposal and the provisions of this contract to ensure that applicants are employed, and that employees are treated fairly during employment, with regard to fair hiring practices. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; fair payment according to contract; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Vendor agrees to post by request and in conspicuous places, available to employees and applicants, notices to be provided by the city setting forth the provisions of the nondiscrimination clauses.

Authorized Signature

The undersigned authorized representative of the company hereby agrees that a fair hiring policy will be maintained to implement its nondiscrimination policy in doing business with the City of Dayton as described in the City of Dayton Revised Code of General Ordinances (RCGO) Sections 35.14, 35.15 and 35.16 and that the information contained herein is true and correct.

Vendor EIN or SSN # from Application

Printed Name: _____

Title: _____

Signature: _____

Policy Type Confirmation

Our organization utilizes its own internal Fair Hiring Policy, which must be submitted along with the vendor application packet to purchasing@daytonohio.gov (Vendor Application, W9, FHP Confirmation, and FHP Policy)

Our organization currently utilizes, or plans to utilize, the City of Dayton Fair Hiring Policy Template which must be submitted along with the vendor application packet to purchasing@daytonohio.gov (Vendor Application, W9, FHP Confirmation, and FHP Policy)

SAMPLE FAIR HIRING POLICY

To be used as a reference in creating your company's policy.

Each approved firm must have a written policy statement regarding fair hiring practices. A sample fair hiring policy statement is as follows:

[The contractor or vendor] shall not discriminate against any employee or applicant for employment in accordance with all pertinent state and federal laws. [The contractor or vendor] shall follow the law in accordance with the terms outlined in its proposal and the provisions of this contract to ensure that applicants are employed, and that employees are treated fairly during employment, with regard to fair hiring practices. Such action shall include, but not be limited to, the following: 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. [The contractor or vendor] agrees to post by request in conspicuous places, available to employees and applicants, notices to be provided by the city setting forth the provisions of the nondiscrimination clauses.

SAMPLE FAIR HIRING POLICY

To be used as a reference in creating your company's policy.

I. Policy

[The company] will ensure that all hiring practices are conducted in a fair and non-discriminatory manner in accordance with all applicable local, state, and federal laws. This policy should initiate or reaffirm a clear, explicit merit employment policy on hiring, upgrading, recruiting, etc.

II. Dissemination of Policy Within [Company]

[The company] will maintain or initiate appropriate steps to ensure that all employees understand the company's obligation under this policy and specifically instruct supervisory personnel in their responsibilities for carrying out this policy.

III. Fair Hiring Program

[The company] will maintain or initiate a Fair Hiring Program designed to ensure that there will be no discrimination based on any unlawful basis in accordance with all relevant local, state, and federal laws.

IV. Responsibility for Program

[The company] will designate one of its officials to execute this program.

V. Hiring Practices

[The company] will maintain or initiate fair hiring practices designated to achieve a reasonable representation of all employees using a non-discriminatory hiring method at every job level.

VI. Testing

[The company] will review its testing procedures to see that they are kept up to date and reflect standard and acceptable testing practices.

VII. Recruitment Sources

[The company] at its discretion, notify all sources of recruitment, employment agencies, placement bureaus, colleges, universities, labor unions, etc., that it does not discriminate on any unlawful basis; that the company actively solicits qualified applicants and chooses to discontinue, at its discretion, the use of sources where it appears that direct or indirect discriminatory practices exist.

VIII. Changes in Employee Status

[The company] will review all procedures relating to transfer, upgrading, downgrading and lay-off, to ensure that all such actions are taken without involving any discriminatory methodology.

IX. Training

[The company] will cooperate with available resources in utilizing training programs designed to admit select members to regular employment with the company.

X. Suppliers and Subcontractors

[The company] shall obtain written assurance that these requirements have been read and they fully agree to this Fair Hiring Program, from all suppliers and/or subcontractors involving an expenditure requiring City Commission approval. Further, those suppliers and/or subcontractors agree to become a part of the full implementation of said program.