

JO Combs Unified School District # 44  
PURCHASING DEPARTMENT

301 E. Combs Road  
San Tan Valley, AZ. 85140  
(480) 987-5303 EXT. 1025  
FAX (480) 987-3501

Vendor Information Form

DATE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ORDER/MAILING ADDRESS:

BILLING ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

FAX: \_\_\_\_\_

CATEGORY AND DESCRIPTION: (choose from list below) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STATE CONTRACT ? YES OR NO # \_\_\_\_\_

MOHAVE CONTRACT ? YES OR NO # \_\_\_\_\_

The above information must be your best effort to include any information that would help the Purchasing Department in making your company one of our Bid Vendors. If all information above can be verified as being a proper representation of what your company can offer JOCUSD #44, we will file and refer to your company for solicitation reasons. If you fail to respond to two consecutive solicitations, you will be removed from the list.

**PLEASE MAIL OR FAX FIRST AND LAST PAGE ONLY.**

**Use these codes to categorize the product and/or service your company provides**

**100 AC/HVAC/EVAP**

- 101 Equipment Sales
- 102 Equipment Services
- 103 Supplies
- 110 Filters
- 199 Other

**200 AGGREGATE PRODUCTS**

- 201 Equipment Sales
- 202 Equipment Services
- 203 Supplies
- 210 ABC
- 211 Asphalt
- 212 Concrete
- 213 Mortar
- 214 Pea Gravel
- 215 Rock
- 216 Sand
- 299 Other

**300 APPLIANCES**

- 301 Equipment Sales
- 302 Equipment Services
- 303 Supplies
- 310 Commercial
- 311 Fabrication
- 312 Ice Machines (sales, services)
- 313 Small
- 314 Large
- 399 Other

**400 ART**

- 401 Equipment Sales
- 402 Equipment Services
- 403 Supplies
- 499 Other

**500 ATHLETICS**

- 510 Bleachers (indoor, outdoor, portable)
- 511 Cheerleading Products
- 512 Court Surfacing/Resurfacing

**500 continued**

- 513 Physical Education Equip
- 514 Fitness Equipment
- 515 Helmet Re-certification
- 516 Supplies (training, medical)
- 517 Time clocks
- 518 Track Surfacing/Resurfacing
- 519 Wrestling Mats Repair/Refinish
- 599 Other

**600 AUDIO VISUAL**

- 601 Equipment Sales
- 602 Equipment Services
- 603 Supplies
- 610 Sound System
- 699 Other

**700 AUTOMOTIVE**

- 701 Sales
- 702 Services
- 703 Supplies
- 710 Air Conditioning Repairs
- 711 Batteries
- 712 Brakes
- 713 Engines
- 714 Gas/Fuel
- 715 Filters
- 716 Golf Carts - Sales/Repairs
- 717 Parts
- 718 Repairs
- 719 Shop Equipment
- 720 Tires (new, treads, repairs, supplies)
- 721 Tools
- 722 Towing/Transport
- 723 Transmission Repairs/Rebuild
- 724 Upholstery
- 725 Washer Equipment
- 726 Windshield/Windows
- 799 Other

**Use these codes to categorize the product and/or service your company provides****800 AWARDS/TROPHIES**

810 Engraving  
 811 Pins  
 812 Plaques  
 813 Plates (names)  
 814 Tags  
 815 Trophies  
 899 Other

**900 BUILDING & MAINTENANCE**

910 Awnings  
 911 Backflow (testing & maintenance)  
 912 Bathroom Partitions/Accessories  
 913 Block/Brick  
 914 Ceiling Tiles  
 915 Doors  
 916 Drinking Fountains  
 917 Glass/Plastic  
 918 Hardware  
 919 Lighting  
 920 Lockers  
 921 Locks  
 922 Lumber  
 923 Metal  
 924 Paint  
 925 Roofing  
 926 Window Coverings  
 999 Other

**1000 BUS**

1001 Sales  
 1010 Broker  
 1011 Charter  
 1012 Used  
 1099 Other

**1100 CABINETS/CASES/SHELVES**

1110 File  
 1111 Hazardous Waste  
 1112 Metal  
 1113 Trophy  
 1114 Wood  
 1199 Other

**1200 COMMUNICATION EQUIPMENT**

1201 Telephone  
 1210 Alarms  
 1211 Intercoms  
 1212 Two-way Radio Sales  
 1213 Two-way Radio Service  
 1299 Other

**1300 CONTRACTORS**

1310 Communication Cabling  
 1311 Concrete  
 1312 Construction  
 1313 Drywall  
 1314 Demolition  
 1315 Electrical  
 1316 Flooring  
 1317 General  
 1318 HVAC  
 1319 Irrigation  
 1320 Mechanical  
 1321 Plumbing  
 1322 Roofing  
 1323 Welding  
 1324 Modular  
 1325 Engineering  
 1399 Other

**1400 CUSTODIAL**

1410 Chemicals  
 1411 Equipment  
 1412 Services  
 1413 Supplies  
 1414 Training  
 1499 Other

1/8/2008

**Use these codes to categorize the product and/or service your company provides**

**1500 EDUCATIONAL**

- 1510 Electives
- 1511 English
- 1512 Math
- 1513 Science
- 1514 Social Studies
- 1515 Library Books
- 1516 Staff Development
- 1517 Teaching Aids
- 1518 Textbooks
- 1519 Industrial/EVIT
- 1599 Other

**1600 ELECTRICAL & ELECTRONIC**

- 1601 Equipment Sales
- 1602 Service
- 1610 Parts
- 1699 Other

**1700 EMBROIDERY**

- 1710 Shirts
- 1711 Hats
- 1799 Other

**1800 FENCING**

- 1810 Installation
- 1811 Materials ( chain, block, etc. )
- 1812 Rentals
- 1899 Other

**1900 FLOORING**

- 1910 Baseboard
- 1911 Carpet
- 1912 Covering, Gymnasium/Wood
- 1913 Covering, Installation
- 1914 Covering, Refinishing
- 1915 Tile
- 1999 Other

**2000 FOOD SERVICE**

- 2001 Equipment Sales
- 2002 Equipment Services
- 2010 Baked Goods

**2000 continued**

- 2011 Catering/Food Management
- 2012 Commodities
- 2013 Dairy
- 2014 Equipment - Large
- 2015 Equipment - Small
- 2016 General
- 2017 Milk Coolers
- 2018 Produce
- 2019 Storage Supplies
- 2020 Vending Machines
- 2021 Water Coolers
- 2099 Other

**2100 FURNITURE**

- 2110 Auditorium
- 2111 Classroom
- 2112 Computer
- 2113 Media/Library
- 2114 Moving
- 2115 Office
- 2116 Outdoor
- 2117 Science Lab
- 2199 Other

**2200 GENERAL MERCHANDISE**

**2300 GROUNDS**

- 2301 Equipment Sales
- 2302 Equipment Services
- 2310 Chemicals/Fertilizers
- 2311 Grass Seed
- 2312 Irrigation System Parts
- 2313 Pest Control
- 2314 Plants
- 2315 Sharpening
- 2316 Sprinklers
- 2318 Trees
- 2319 Weed Control
- 2399 Other

**Use these codes to categorize the product and/or service your company provides****2400 HOME ECONOMICS**

2401 Equipment Sales  
 2402 Equipment Services  
 2410 Food  
 2411 Materials  
 2412 Supplies  
 2499 Other

**2500 LIBRARY**

2501 Books, Hard Back  
 2502 Books, Paper Back  
 2503 Books, Reference  
 2504 Books, Used  
 2505 Equipment  
 2506 Software  
 2507 Supplies  
 2599 Other

**2600 LIGHTING**

2610 Bulbs  
 2611 Equipment  
 2612 Field  
 2613 Lamps  
 2614 Theatrical  
 2699 Other

**2700 MEDICAL**

2701 Equipment  
 2702 Services (physicals, testing, etc.)  
 2703 Supplies  
 2710 OT/PT  
 2799 Other

**2800 MUSIC**

2801 Sales  
 2802 Services  
 2803 Supplies  
 2810 Repairs  
 2811 Sheet Music  
 2812 Tuning  
 2899 Other

**2900 OFFICE**

2901 Sales/Equipment  
 2902 Services  
 2903 Supplies  
 2910 Book Binder  
 2911 Calculators  
 2912 Cash Registers  
 2913 Copy Machines  
 2914 FAX  
 2915 Laminators  
 2916 Postage Machine  
 2917 Time Clocks  
 2918 Typewriter  
 2999 Other

**3000 OTHER****3200 PAPER**

3210 AstroBrights  
 3211 Copy/Printer  
 3212 Cover Stock  
 3213 Fine Bond  
 3214 Geo Paper  
 3215 NCR  
 3216 Photo Quality  
 3299 Other

**3300 PARTY**

3310 Balloons  
 3311 Catering  
 3312 Decorations  
 3313 DJ Services  
 3314 Formal Wear  
 3315 Limousine  
 3399 Other

**Use these codes to categorize the product and/or service your company provides****3400 PHOTOGRAPHY**

- 3401 Equipment Sales
- 3402 Equipment Services
- 3403 Supplies
- 3410 Group Pictures
- 3411 On-site Service
- 3499 Other

**3500 PLAYGROUND**

- 3501 Equipment
- 3510 Shades
- 3511 Turf
- 3599 Other

**3600 PLUMBING**

- 3602 Services
- 3610 Cleanouts
- 3611 Pumps
- 3612 Septic Tanks
- 3613 Sewers
- 3614 Traps
- 3699 Other

**3700 POOL EQUIPMENT**

- 3701 Equipment Sales
- 3702 Equipment Service/Repair
- 3703 Supplies
- 3710 Chemicals
- 3711 Pumps
- 3799 Other

**3800 PRINTING**

- 3801 Equipment Sales
- 3802 Equipment Services
- 3810 Blueprinting/Reprographic
- 3811 Forms
- 3812 Offset
- 3813 Raised Business Cards
- 3814 Silk Screening
- 3899 Other

**3900 PROFESSIONAL SERVICES**

- 3901 Accounting
- 3902 Appraisals
- 3903 Architects/Facility Planning
- 3904 Asbestos (abatement, testing)
- 3905 Auctioneer
- 3906 Auditing
- 3907 Consulting, Permanent
- 3908 Consulting, Temporary
- 3909 Dental Insurance
- 3910 Electrical Engineers
- 3911 Financial
- 3912 Fingerprinting
- 3913 Health Insurance
- 3914 Investigational
- 3915 Leak Surveying
- 3916 Legal
- 3917 Life Insurance
- 3918 Mold & Mildew Remediation
- 3919 Photography
- 3920 Program Managers
- 3921 Therapist
- 3922 Advertising
- 3923 Counseling
- 3924 Environmental
- 3925 Translator
- 3999 Other

**4000 RENTALS**

- 4001 Backhoes
- 4002 Barricades
- 4003 compressors
- 4004 Ditch witch
- 4005 Generators
- 4006 Jack Hammer
- 4007 Mobile Units
- 4008 Scissor Lifts
- 4009 Tractors
- 4010 Trencher
- 4011 Walk Behind Concrete Saw
- 4012 Portable Toilets
- 4099 Other

**Use these codes to categorize the product and/or service your company provides****4100 SAFETY/SECURITY**

- 4101 Equipment Sales
- 4102 Equipment Services
- 4103 Supplies
- 4110 Alarms
- 4111 Cameras/Monitors
- 4112 Extinguishers:  
(sales, inspections, refills, etc.)
- 4113 Indoor Sprinklers
- 4114 Ramps, Handrails, etc.
- 4115 Testing
- 4199 Other

**4200 SIGNS/FLAGS**

- 4201 Banners/Flags
- 4202 Directional
- 4203 Informational
- 4204 State/US/Country
- 4299 Other

**4300 SERVICES**

- 4301 Hazardous Material Removal
- 4302 Magazine Subscriptions
- 4303 Waste Removal
- 4399 Other

**4400 SPECIAL EDUCATION**

- 4401 Equipment Sales
- 4402 Equipment Services
- 4403 Supplies
- 4410 Programs
- 4499 Other

**4500 TECHNOLOGY**

- 4501 Components/Hardware
- 4502 LCD Panels
- 4503 Maintenance
- 4504 Memory
- 4505 Peripheral
- 4506 Printer
- 4507 Printer Supplies
- 4508 Projection Equipment

**4500 continued**

- 4509 Repairs
- 4510 Software
- 4511 Supplies
- 4599 Other

**4600 TOOLS**

- 4610 Hand
- 4611 Power
- 4699 Other

**4700 UNIFORMS**

- 4710 Athletics
- 4711 Cleaning
- 4712 Employee
- 4713 Music/Band
- 4799 Other

**4800 WATER**

- 4810 Bottled
- 4811 Equipment
- 4812 Purification
- 4813 Softener
- 4814 Supplies/Service
- 4899 Other

**4900 WELDING**

- 4901 Equipment Sales
- 4902 Equipment Services
- 4903 Supplies
- 4999 Other

## Request for Taxpayer Identification Number and Certification

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

|   |  |   |
|---|--|---|
| Print or type<br>See Specific Instructions on page 2. | Name   |   |
|   | Business name, if different from above   |   |
|   | Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ ..... <input type="checkbox"/> Exempt from backup withholding |   |
|   | Address (number, street, and apt. or suite no.)  | Requester's name and address (optional) |
|   | City, state, and ZIP code  |   |
|   | List account number(s) here (optional)   |   |

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.

|                                |  |  |  |  |  |  |  |  |
|--------------------------------|--|--|--|--|--|--|--|--|
| Social security number         |  |  |  |  |  |  |  |  |
|                                |  |  |  |  |  |  |  |  |
| or                             |  |  |  |  |  |  |  |  |
| Employer identification number |  |  |  |  |  |  |  |  |
|                                |  |  |  |  |  |  |  |  |

**Note:** If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

### 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. person (including a U.S. 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. 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 on page 2.)

|                  |                            |        |
|------------------|----------------------------|--------|
| <b>Sign Here</b> | Signature of U.S. person ▶ | Date ▶ |
|------------------|----------------------------|--------|

#### Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**Use Form W-9 only if you are a U.S. person** (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**If you are a foreign person, use the appropriate Form W-8.** See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments **after** December 31, 2001 (29% **after** December 31, 2003). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions on page 2 and the separate **Instructions for the Requester of Form W-9**.

#### Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.