

## RFP ATTACHMENT II: CITY'S ADMINISTRATIVE REQUIREMENTS

- The City can only do business with Contractors that have fulfilled the City's requirements.
- The City highly recommends that Respondents at the time of the response submission fulfill the administrative requirements for doing business with the City.
- Fulfillment of the City's administrative requirements is defined as approval by Office of Clerk/Treasurer of the completed attached Vendor Profile Application form, a completed and signed I.R.S. W-9 form; and a copy of required certificates of insurance.
- To help us help you, please include this information with the bid proposal.

### HOW TO RESPOND TO THIS ATTACHMENT

Completion and submission of the vendor requirements outlined in bullet point 3 above is recommended but not required to prevent delays to the overall project timeline. The City cannot do business with any vendor that by contract award, fails to meet all requirements. Even if your firm is selected for contract negotiations and completes the scope of work portion of negotiations, the City cannot execute a contract and begin work if there are outstanding compliance requirements such as the City's Livable Wage ordinance or the City's insurance requirements. We attempt to prevent those types of delays by providing as much advance notice of vendor requirements as possible.

A. **IRS Form W-9** – Establishes federal and state tax status  
Form available at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

### B. INSURANCE

Fulfillment of the City's insurance requirements is **not required as part of your proposal/response**. However, fulfillment prior to contract award is required. The City is self-insured, so it will need to be added to a contractor's General Liability and Auto Liability policies as an additional insured. The City needs a formal endorsement showing that the primary insured's policies have been amended to specifically add "the City of Burlington, its officers, agents and employees" as an additional insured. The General and Auto Liability policy number(s) should appear on the endorsement. Additional insurance requirements will be defined in the Service Agreement with the Selected Vendor.

C. **LIVABLE WAGE ORDINANCE** – Defined Contract Provisions Section of the RFP.

### CONTACT

Contact Rich Goodwin, Assistant CAO Finance, [rgoodwin@ci.burlington.vt.us](mailto:rgoodwin@ci.burlington.vt.us) or at (802) 865-7013 for information and assistance on meeting these requirements.

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## Vendor Profile Application (establishes basic vendor information)

**Date:** \_\_\_\_\_

### 1. Vendor Information

Vendor Name: \_\_\_\_\_

Website: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Contact's Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Toll Free Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### 2. Vendor Business Address(es)

General Business Address (Street/City/State/ZIP) \_\_\_\_\_

\_\_\_\_\_

Bid Address (if different from General) \_\_\_\_\_

\_\_\_\_\_

Purchase Order Address (if different) \_\_\_\_\_

\_\_\_\_\_

Payment/Remittance Address (if different) \_\_\_\_\_

\_\_\_\_\_

**3. Vendor Commodity and Service Codes:** \_\_\_\_\_

(example: 9720-09)

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4. Please attach a complete & signed IRS W-9 form.
5. Attach copies of certificates of insurance.
6. Is any employee or employee family member of the Bank's Government Banking Group also a current or former City employee? (Circle One)

No

Yes: Please specify:

\_\_\_\_\_.

### 8. Completing and Returning Application

Name of Person Completing Form: \_\_\_\_\_

Title: \_\_\_\_\_

Handwritten Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Return completed Application to:**

Rich Goodwin, Assistant CAO Finance

Re: Vendor Profile Application

City of Burlington

City Hall

149 Church Street

Burlington, VT 05401