



Vendor Packet

Vendors interested in doing business with Adams County School District 14 (District) are encouraged to complete all applicable forms contained within this Vendor Packet. Creating a Vendor Record will only be considered when submitted by a District employee for a planned purchase.

Requests will not be processed if the appropriate completed forms and information is not provided.

Vendor Checklist

- ★ **How to Do Business with Adams County School District 14**
- ★ **Purchase Order Terms & Conditions**
- ★ **[PERA Retiree Returning to Work form](#)**
(If not a PERA Retiree, then don't complete)
- ★ **[Vendor Application & Maintenance form](#)**
(Required for every request)
- ★ **[W-9 form](#)**
(Required for every request)

Send completed documentation to the school district staff person making the request or to the following;

E-mail (preferred): **Purchasing@Adams14.org**

Fax: 303-853-3334

Mail: Adams County School District 14
Purchasing Department
5291 E. 60th Ave.
Commerce City, CO 80022

NOTE: Please allow 3 business days to review and process all submissions.

How to do business with Adams County School District 14

Introduction

Thank you for your interest in working with Adams County School District 14. The purpose of the Board of Education procurement policies is to support the educational process by obtaining and providing quality goods and services that meet the standards of the district and are obtained in a timely, competitive and cost-effective manner. Other considerations may include:

- ★ the establishment of reliable and reputable sources of supply.
- ★ to actively pursue business relationships with local vendors.
- ★ to assure negotiations will properly reflect a fair and equitable attitude towards suppliers.
- ★ providing safeguards to maintain a procurement system of quality and integrity; and
- ★ foster effective, broad-based competition within the free enterprise system

Procurement is guided by knowledge, principles, policies and standards of the district and ethical supply management conduct for the procurement profession.

Scope

These Board of Education policies shall apply to the procurement of all goods and services required or used by the schools and departments of the district, irrespective of the source of funds, except for goods and services identified as exceptions or exempt from purchasing review per policy and contracts with governmental and nonprofit community organizations, goods and services purchased in compliance with provisions of grants, gifts, bequests or cooperative agreements, and ongoing principal and interest payments on prior Board of Education approved lease-purchases and general obligations. When any procurement involves the expenditure of federal or state funds, the procurement shall be conducted in accordance with any mandatory applicable federal or state laws or regulations. Approval for a procurement also represents approval for the payments of such procurement.

A purchase order is mandatory for any purchase in which credit is extended. The employee may pay you directly for the merchandise and upon approval of the employee's supervisor be reimbursed by the District. Be advised that Adams County School District 14 will not be responsible for payment of any invoice from your company for which a purchase order was not obtained in advance of the order and for which credit is extended. If you choose to ship merchandise or provide services to the school district without the use of a District purchase order, your company may be removed as an approved vendor for the District. Also, invoices for any merchandise or services that do not adhere to District policies will be returned to the vendor. As the vendor, you may seek payment directly from the individual who purchased the merchandise or services.

Reminder

The Purchasing Department is the only District representative with authority to issue a purchase order.

Sales Call

To protect the staff and programs against undue invasion of the school or work day, sales representatives shall not be permitted in the schools or other departments for the purpose of making sales calls unless authorized to do so by the director of purchasing or designee. If special or technical details concerning goods or services to be purchased are required, the involvement of appropriate district employees and vendors is encouraged and may be coordinated by the purchasing department. Principals and department heads may, however, contact fundraising vendors without any involvement from the purchasing department.

Bids and Quotations

The intent is to purchase competitively without prejudice and to seek maximum value. All contracted services, except professional services and instructional materials, in the amount of \$2,500.00 or more shall be purchased through competitive procedures except in the case of an emergency when delay of a purchase could adversely affect the health welfare, or safety of students, district employees, the general public, or place an excessive financial burden on the district. Purchases will be based on the following thresholds generally based on unit pricing however may also apply to any projects where overall costs are expected to exceed the limits shown. For more details review [Board of Education Policies SECTION D: DJ/DJ-R/DJ-E1-E7/DJA/DJE/DJG](#). For the purchase of goods or services with a total value of less than \$2,500.00, the Purchasing Department may issue purchase orders directly to the vendor. District employees, schools and departments that have been issued Procurement Cards (P-Cards) may use them to purchase in accordance with limits established, and terms and conditions outlined in the P-Card Program. Applicable websites, catalogs, price lists, or solicited quotations will be used to obtain products at the most competitive price, value, and quality.

For the purchase of goods or services with an estimated one-time or annual contracts costing between \$2,500.00 - \$10,000, the District's requestor will work with the District's Purchasing Department to obtain informal written or telephone quotations from three or more sources.

For the purchase of goods or services with an estimated total greater than \$10,000, the Purchasing Department will request formal written, sealed solicitations from vendors. Bids and Proposals for goods and/or services with a total value of \$25,000 or more will also be submitted to the Board of Education for approval.

Formal Competitive Sealed Bids: Defined as quotes and bids where detailed specifications which describe the materials, equipment, and/or service are available. Formal bids are opened at public openings. Prices and relevant information are read to those in attendance. Award is made to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation to bid.

Formal Competitive Sealed Proposals: Defined as instances when the products, services or projects are of a complex nature or when the expertise of the marketplace is required. Only the identities of those who have responded will be read at proposal openings. Award is made to the responsible offer or the proposal determined to be the most advantageous to the district, taking into consideration price and other evaluation factors set forth in the request for proposal.

Certain bids may require a certificate of insurance, bid security, performance and payment bonds, proof of workers compensation, Certification Statement Regarding Illegal Aliens (for services), Criminal Records Check Certification Statement or other requirements as specified in the bid documents. Pre-bid meetings may be required. Invitations to Bid or RFP's specify the date, time and location of pre-bid meetings, if required.

Bidders List

There is no "Approved Vendor list" or "Bidders list". Vendors interested in doing business with Adams County School District 14 are encouraged to complete a Vendor Request & Maintenance Form available by printing from the Purchasing Department web site located at www.adams14.org (preferred), calling 720-322-8128, or stopping by the Purchasing Department located at 5291 E. 60th Ave., Commerce City, CO, Westminster 80022. Other information or forms may be required such as current W-9, PERA Employee Returning to Work Form, Certification Statement Regarding Illegal Aliens Form (for services), and Criminal Records Check Certification Statement (for onsite work).

Filing of the vendor's information does not guarantee receipt of an Invitation to Bid/Request for Proposal or the award of a purchase order. To simplify the formal solicitations process, bid opportunities are posted on the [Rocky Mountain E-Purchasing System \(www.rockymountainbidsystem.com\)](http://www.rockymountainbidsystem.com). If you need help registering, please call the Rocky Mountain E-Purchasing System support department toll free 1-800-835-4603.

Payments to Vendors

As per Board of Education Policy DJ, schools and departments must issue an authorized form of payment before ordering goods or services. An authorized form of payment is: Purchase Order, Purchasing Card, Check or Contractor Agreement (when applicable).

Vendors will be paid in a timely manner (NET30) upon receipt of a correctly filled order and submission of an invoice. Questions regarding payments should be directed to the accounts payable department. All invoices must reference the purchase order number assigned by the Purchasing Department.

Schools and departments are encouraged to participate in the school district Procurement Card (P-Card) Program with companies like MasterCard and VISA. P-Cards may be used for small purchases within restricted dollar and commodity limits. P-Cards are issued in either an individual's name or a school or department's name. Orders may not be split into multiple transactions to fall below established transaction limits.

Staff Ethics & Conflict of Interest (Policy GBEA) and Related Parties (DJ-G)

Until approved by the Board of Education, no employee shall be an agent of the district, no employee or firm owned in whole or in part by an employee shall be allowed to sell goods of any kind to the district, nor services of any kind other than those for which he or she was employed. Exceptions may be allowed if there are no other available sources in the marketplace or the sales are clearly in the best interests of the district and provided such purchases are authorized by the Director of Purchasing.

District employees may not use their positions for private advantage or personal financial or material gain. District employees may not participate directly or indirectly in the purchasing process if the employee has a direct relationship with a vendor doing business with the district. A direct relationship may include the business being owned by a spouse or immediate family member or the employee being employed by the business. Immediate family members include spouse, child, step-child, parents, siblings, in-laws, grandparents, grandchildren or relative living in the household of the employee. Direct or indirect participation means involvement through decisions,

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approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specifications or procurement standard, rendering of advice, investigation, auditing or acting in any other advisory capacity.

The district shall not purchase goods or services for any department or school from a business owned by an immediate family member of an employee at that department or school, unless the goods or services are procured through a competitive process by the district purchasing division and determined to be in the district's best interest and/or approved in advance by the Board of Education.

Certifications

Suppliers doing business with the District and providing on-site services certify that it shall comply with the provisions of C.R.S. § 8-17.5-101 et seq. The Bidder shall not knowingly employ or contract with an illegal alien to perform work under this contract; or enter into a contract with a sub-contractor that fails to certify to the Supplier that the sub-contractor shall not knowingly employ or contract with an illegal alien to perform on-site work under this contract.

Suppliers doing business with the District and working on or reasonably likely to work on school district property certify that for those employees it shall complete, at their own expense, a criminal record check. Those employees who have been convicted of, pled no contest to, or received a deferred prosecution for any crime involving a child will not be allowed to work on District property, with District staff or students, or have access to District information. The successful Bidder may be asked for documentation indicating that they have done a background check on all of their employees working on school district property. The successful Bidder will be responsible to adhere to any Federal, State, and Local privacy and confidentiality requirements and other laws, regulations or policies governing employee background checks.

Tax

Adams County School District 14 is exempt from paying sales or use tax. Vendors may use State of Colorado Certificate of Exemption for Sales and Use Tax #98-03351-0000.

Gratuities

The Board of Education does not expect, nor will tolerate, the acceptance or solicitation of entertainment, loans, gifts, or special considerations to any Adams County School District 14 personnel.

Appointments with Purchasing

Although effort will be made to accommodate vendors who arrive unannounced, it is preferred that appointments be made in advance.

Donations

If your company wishes to donate surplus equipment to the school district, please contact the Purchasing Department. While the district may not be able to use every item that is offered, we will confer to see if there is a need for that item.

Adams County School District 14 Purchase Order Terms and Conditions

1. Offer/Acceptance. If this purchase order ("PO") refers to vendor's bid or proposal, this PO is an ACCEPTANCE of vendor's OFFER TO SELL in accordance with the terms and conditions of the "solicitation" identified in vendor's bid or proposal. The solicitation includes an RFP, ITB, or any other form of order by buyer. If a bid or proposal is not referenced, this PO is an OFFER TO BUY, subject to vendor's acceptance, demonstrated by vendor's performance or written acceptance of this PO. Any COUNTER-OFFER TO SELL automatically CANCELS this PO, unless a change order is issued by buyer accepting a counter-offer. This PO shall supersede and control over any vendor form(s) or part(s) thereof included in or attached to any bid, proposal, offer, acknowledgment, or otherwise, in the event of inconsistencies or contradictions, regardless of any statement to the contrary in such form(s) or parts thereof.

2. Safety Information. All chemicals, equipment and materials proposed and/or used in the performance of this PO shall conform to the requirements of the Occupational Safety and Health Act (O.S.H.A.) of 1970. Vendor shall furnish all Material Safety Data Sheets (MSDS) for any regulated chemicals, equipment or hazardous materials at the time of delivery.

3. Changes. Vendor shall furnish products and/or services strictly in accordance with the specifications and price set forth for each item. This PO shall not be modified, superseded or otherwise altered, except in writing signed by purchasing agent and accepted by vendor. Each shipment received or service performed shall comply with the terms of this PO, notwithstanding invoice terms or acts of vendor to the contrary, unless this PO has been modified, superseded or otherwise altered in accordance with this section.

4. Delivery. Unless otherwise specified in the solicitation or this PO, delivery shall be FOB destination. Buyer is relying on the promised delivery date, installation, and/or service performance set forth in vendor's bid or proposal as material and basic to buyer's acceptance. If vendor fails to deliver or perform as and when promised, buyer, in its sole discretion, may cancel its order, or any part thereof, without prejudice to its other rights, return all or part of any shipment so made, and charge vendor with any loss or expense sustained as a result of such failure to deliver or perform as promised. Time is of the essence.

5. Intellectual Property. Any software, research, reports, studies, data, photographs, negatives or other documents, drawings or materials (collectively "materials") delivered by vendor in performance of its obligations under this PO shall be the exclusive property of buyer. Ownership rights shall include, but not be limited to, the right to copy, publish, display, transfer, prepare derivative works, or otherwise use the materials. Vendor shall comply with all applicable Cyber Security Policies of the State of Colorado (the "State"), or buyer, as applicable, and all confidentiality and non-disclosure agreements, security controls, and reporting requirements.

6. Quality. Buyer shall be the sole judge in determining "equals" with regard to quality, price and performance. All products delivered shall be newly manufactured and the current model, unless otherwise specified.

7. Warranties. All provisions and remedies of the Colorado Uniform Commercial Code, CRS, Title 4 ("CUCC"), relating to implied and/or express warranties are incorporated herein, in addition to any warranties contained in this PO or the specifications.

8. Inspection and Acceptance. Final acceptance is contingent upon completion of all applicable inspection procedures. If products or services fail to meet any inspection requirements, buyer may exercise all of its rights, including those provided in the CUCC. Buyer shall have the right to inspect services provided under this PO at all reasonable times and places. "Services" as used in this section includes services performed or tangible material produced or delivered in the performance of services. If any of the services do not conform to PO requirements, buyer may require vendor to perform the services again in conformity with PO requirements, without additional payment. When defects in the quality or quantity of service cannot be corrected by re-performance, buyer may (a) require vendor to take necessary action to ensure that future performance conforms to PO requirements and (b) equitably reduce the payment due vendor to reflect the reduced value of the services performed. These remedies do not limit the remedies otherwise available in this PO, at law, or in equity.

9. Cash Discount. The cash discount period will start from the later of the date of receipt of acceptable invoice, or from date of receipt of acceptable products/services at the specified destination by an authorized buyer representative.

10. Taxes. The school district is exempt from all federal, state and local government sales and use taxes. Colorado State Sales/Use Tax Exemption # 98-03351. Buyer shall not reimburse such sales or use taxes.

11. Payment. It is the school district's policy to promptly pay vendors for goods and services it purchases (NET 30). To insure prompt payment, mail original invoices as directed on the purchase order. Invoices not sent as directed may delay payment. Shipment not made to the "SHIP TO" address on the PO may cause delay in payment until receipt and inspection can be confirmed.

12. Assignment and Successors. Vendor shall not assign rights or delegate duties under this PO, or subcontract any part of the performance required under this PO, without the express, written consent of buyer. This PO shall inure to the benefit of and be binding upon vendor and buyer and their respective successors and assigns. Assignment of accounts receivable may be made only upon written notice furnished to buyer.

13. Indemnification. If any article sold or delivered under this PO is covered by a patent, copyright, trademark, or application therefore, vendor shall indemnify and hold harmless buyer from any and all loss, liability, cost, expenses and legal fees incurred on account of any claims, legal actions or judgments arising out of manufacture, sale or use of such article in violation or infringement of rights under such patent, copyright, trademark or application. If this PO is for services, vendor shall indemnify, save, and hold harmless buyer, its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees and related expenses, incurred as a result of any act or omission by vendor, or its employees, agents, subcontractors or assignees, arising out of or in connection with performance of services under this PO. The school district may require that you furnish Performance & Payments Bonds.

14. Independent Contractor. Vendor shall perform its duties hereunder as an independent contractor and not as an employee of the school district. Neither vendor nor any agent or employee of vendor shall be deemed to be an agent or employee of buyer. Vendor shall (a) provide and keep in force workers' compensation and unemployment compensation insurance in the amounts required by law, (b) provide proof thereof when requested by buyer, and (c) be solely responsible for its acts and those of its employees and agents.

15. Communication. All communication concerning administration of this PO, prepared by vendor for buyer's use, shall be furnished solely to school district Purchasing Department.

16. Compliance. Vendor shall strictly comply with all applicable federal, state and local laws, codes, ordinances, regulations and licensing in effect or hereafter established which might in any manner affect the work to be done; the materials to be supplied, the taxes, permits and fees to be paid; or the

labor to be employed in and about the work. A plea of misunderstanding or ignorance on the part of the vendor or vendor's subcontractor(s) will not in any way excuse the vendor from the necessity of full compliance with every law, code ordinance, regulation and licensing requirements.

17. Insurance. Vendor shall obtain, and maintain, at all times during the term of this PO, insurance as specified in the solicitation and/or independent contractor agreement, and provide proof of such coverage as requested by purchasing agent.

18. Termination Prior to Shipment. If vendor has not accepted this PO in writing, buyer may cancel this PO by written or oral notice to vendor prior to shipment of goods or commencement of services.

19. Termination for Cause. (a) If vendor refuses or fails to timely and properly perform any of its obligations under this PO with such diligence as will ensure its completion within the time specified herein, buyer may notify vendor in writing of non-performance and, if not corrected by vendor within the time specified in the notice, terminate vendor's right to proceed with the PO or such part thereof as to which there has been delay or a failure. Vendor shall continue performance of this PO to the extent not terminated and be liable for excess costs incurred by buyer in procuring similar goods or services elsewhere. Payment for completed services performed and accepted shall be at the price set forth in this PO. (b) Buyer may withhold amounts due to vendor as buyer deems necessary to reimburse buyer for excess costs incurred in curing, completing or procuring similar goods and services. (c) If after rejection, revocation, or other termination of vendor's right to proceed under the CUCC or this clause, buyer determines for any reason that vendor was not in default or the delay was excusable, the rights and obligations of buyer and vendor shall be the same as if the notice of termination had been issued pursuant to termination under §21.

20. Termination. Buyer is entering into this PO for the purpose of carrying out the needs of the school district. If this PO ceases to further the needs of the school district, buyer, in its sole discretion, may terminate this PO in whole or in part and such termination shall not be deemed to be a breach of buyer's obligations hereunder. This section shall not apply to a termination for vendor's breach, which shall be governed by §20. Buyer shall give written notice of termination to vendor specifying the part of the PO terminated and when termination becomes effective. Upon receipt of notice of termination, vendor shall not incur further obligations except as necessary to mitigate costs of performance. For services or specially manufactured goods, buyer shall pay (a) reasonable settlement expenses, (b) the PO price or rate for supplies and services delivered and accepted, (c) reasonable costs of performance on unaccepted supplies and services, and (d) a reasonable profit for the unaccepted work. For existing goods, buyer shall pay (e) reasonable settlement expenses, (f) the PO price for goods delivered and accepted, (g) reasonable costs incurred in preparation for delivery of the undelivered goods, and (h) a reasonable profit for the preparatory work. Buyer's termination liability under this section shall not exceed the total PO price plus a reasonable cost for settlement expenses. Vendor shall submit a termination proposal and reasonable supporting documentation, and cost and pricing data as required by CRS §24-106-101, upon request of buyer.

21. PO Approval. This PO shall not be valid unless it is executed by the school district Purchasing Department. Buyer shall not be responsible or liable for products or services delivered or performed prior to proper execution hereof.

22. Fund Availability. Financial obligations of buyer payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. If this PO is funded in whole or in part with federal funds, this PO is subject to and contingent upon the continuing availability of federal funds for the purposes hereof. Buyer represents that it has set aside sufficient funds to make payment for goods delivered in a single installment, in accordance with the terms of this PO.

23. Choice of Law. Colorado state laws, rules and regulations shall be applied in the interpretation, execution, and enforcement of this PO. The CUCC shall govern this PO in the case of goods unless otherwise agreed in this PO. Any provision included or incorporated herein by reference which conflicts with such laws, rules, and regulations is null and void. Any provision incorporated herein by reference which purports to negate this or any other provision in this PO in whole or in part shall not be valid or enforceable or available in any action at law, whether by way of complaint, defense, or otherwise. Venue for any judicial or administrative action arising out of or in connection with this PO shall be in Adams County, Colorado. Vendor shall exhaust administrative remedies in CRS §24-109-106, prior to commencing any judicial action against buyer.

24. Contracts for Services. [Not applicable to offer, issuance, or sale of securities, investment advisory services, fund management services, sponsored projects, intergovernmental POs, or information technology services or products and services] Vendor certifies, warrants, and agrees that it does not knowingly employ or contract with an illegal alien who will perform work under this PO and will confirm the employment eligibility of all employees who are newly hired for employment in the United States to perform work under this PO, through participation in the E-Verify Program or the Department program established pursuant to CRS §8-17.5-102(5)(c). Vendor shall not knowingly employ or contract with an illegal alien to perform work under this PO or enter into a contract or PO with a subcontractor that fails to certify to vendor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this PO. Vendor shall (a) not use E-Verify Program or Department program procedures to undertake pre-employment screening of job applicants during performance of this PO, (b) notify subcontractor and buyer within three days if vendor has actual knowledge that subcontractor is employing or contracting with an illegal alien for work under this PO, (c) terminate the subcontract if subcontractor does not stop employing or contracting with the illegal alien within three days of receiving notice, and (d) comply with reasonable requests made in the course of an investigation, undertaken pursuant to CRS §8-17.5-102(5), by the Colorado Department of Labor and Employment. If vendor participates in the Department program, vendor shall deliver to the buyer a written, notarized affirmation that vendor has examined the legal work status of such employee, and shall comply with all of the other requirements of the Department program. If vendor fails to comply with any requirement of this provision or CRS §8-17.5-101 et seq., buyer may terminate this PO for breach and, if so terminated, vendor shall be liable for damages.

25. Premises Access. Vendor certifies, warrants, and agrees that no employee convicted of any felony or misdemeanor crime of unlawful sexual behavior involving children will be allowed to work on school district property. Any person who is engaged as a subcontractor shall comply with these provisions.

26. Contracts with Natural Persons. Vendor, if a natural person eighteen (18) years of age or older, hereby swears and affirms under penalty of perjury that he or she (a) is a citizen or otherwise lawfully present in the United States pursuant to federal law, (b) shall comply with the provisions of CRS §24-76.5-101 et seq., and (c) has produced a form of identification required by CRS §24-76.5-103 prior to the date vendor delivers goods or begins performing services under terms of the PO.

27. Colorado Labor. The Keep Jobs in Colorado Act requires that Colorado labor be employed to perform at least 80% of the work on a public works project (\$500,000+) as defined in CRS §8-17-101, et. Seq.

Retiree Working for a PERA Employer

Colorado Public Employees' Retirement Association
PO Box 5800 Denver, Colorado 80217-5800
303-832-9550 • 1-800-759-7372 • Fax: 303-863-3727 • www.copera.org



Complete this form if you are a retiree returning to work for a PERA employer. If you return to work for more than one employer, complete this form for each employer. After completing this form, please send a copy to PERA and submit the original to your employer, who will determine if PERA contributions are required on your behalf. This form is intended only to determine whether employer, member, and working retiree contributions are due to PERA.

Section 1: To be Completed by Retiree

Name _____
Last Name First Name MI

Address _____
Street, Route, or Box Number City State ZIP Code

SSN _____ Birthdate _____ Home Phone () _____

E-mail Address _____

Sign up for electronic delivery of PERA information? Yes No

Employer Name _____

Please check the paragraph below that applies to you:

I am a retiree and I currently receive a PERA monthly retirement benefit. I am returning to work for the PERA employer listed (above and below) and I am aware of the working after retirement limits. I understand it is my responsibility to keep track of my time worked, and if I exceed the limits in a calendar year I must submit a completed *Post-Retirement Work Report*. I am aware that one month's benefit will be reduced by 5 percent for each additional day worked, and a reduction of more than 100 percent of my benefit will be carried forward to reduce a future month's benefit. I also understand working retiree contributions will be deducted from my pay (unless I work in a position covered by an ORP, pursuant to C.R.S. § 24-54.5-101, *et seq.*).

I am a retiree receiving a PERA monthly retirement benefit and I am performing services as an independent contractor. I understand that I must submit a *Disclosure of Compensation* form to PERA and the PERA employer every month that I perform services if the wages paid to me or my company through an agreement with the PERA employer are reported for tax purposes under a tax identification number. I am aware that the associated working retiree contributions will be deducted from a future PERA monthly benefit, and that if the working retiree contributions exceed the amount of my benefit, the excess must be paid directly to PERA within 30 days after receipt of the benefit to which the offset was made.

My company name _____

My company Tax Identification Number (TIN): -

I have retired from a PERA employer and I refunded my PERA member contribution account in lieu of a monthly retirement benefit. I am returning to work for the PERA employer listed below. I understand I must complete a *Member Information Form—Defined Benefit Plan(s)* and that the salary I earn will be subject to employer contributions and PERA member contributions will be deducted from my pay.

Signature _____ Date _____

Section 2: To be Completed by Employer

Employer No. _____ Employer Name _____ Phone Number () _____

Retiree's Job Title _____ Date Employment Began _____

Salary \$ _____ Hourly Monthly Contract Yes No Contract Period _____
Month/Year to Month/Year

Name of Certifying Official _____

Signature of Certifying Official _____

2/228-waretemp (REV 2-14)

Click for more information about [Colorado PERA Working After Retirement](#)

ADAMS COUNTY SCHOOL DISTRICT 14 VENDOR APPLICATION & MAINTENANCE FORM

Email: Purchasing@Adams14.org (preferred) Phone: (720)322-8128 Fax: (303)853-3334



VENDOR REQUEST

(Please don't complete if you are an employee of the school district.)

Please check one and include W-9:

- ADD A NEW VENDOR
- MAKE CHANGES AS INDICATED TO EXISTING VENDOR

All fields displaying an asterisk (*) and in bold MUST be completed.

***LEGAL NAME as per IRS:** _____

Doing Business as Name: _____

***SSN or TIN:** _____

IF A SOLE PROPRIETOR, PLEASE FOLLOW EXAMPLE: DOE, JOHN, DBA SCHOOL SUPPLIES UNLIMITED

***CHECK APPROPRIATE:** Individual/Sole Proprietor Corporation Partnership
 Other: _____ *(Please be specific)*

***DUNS #:** _____

***ARE YOU PROVIDING A PRODUCT TO THE SCHOOL DISTRICT?** YES NO

***WHAT TYPE OF PRODUCT?** _____

*** WILL YOU BE WORKING ONSITE OF SCHOOL DISTRICT PROPERTY?** YES NO

(If yes, adhere to Criminal Records Check Certification in How to do Business with Adams County School District 14)

***ARE YOU PROVIDING AN ONSITE SERVICE TO THE SCHOOL DISTRICT?** YES NO

(If yes, adhere to Certification Statement Regarding Illegal Aliens in How to do Business with Adams 14)

***WHAT TYPE OF SERVICE?** _____

***IS VENDOR A COLORADO SCHOOL DISTRICT EMPLOYEE?** YES NO

***IS VENDOR A COLORADO PERA RETIREE OR AFFILIATED PARTY?** YES NO

(If yes to either, include completed PERA forms)

***ORDER ADDRESS:** _____

***CITY:** _____ ***STATE:** _____ ***COUNTRY:** _____ ***ZIP:** _____

***PURCHASE ORDER EMAIL ADDRESS (to send PO's electronically):** _____

***REMITTANCE NAME:** _____

***REMITTANCE ADDRESS:** _____

***CITY:** _____ ***STATE:** _____ ***COUNTRY:** _____ ***ZIP:** _____

***PHONE:** _____ ***EXT:** _____ ***FAX:** _____

***CONTACT NAME & TITLE:** _____

***EMAIL:** _____ **WEB PAGE:** _____

***WILL YOU ACCEPT PAYMENT BY VISA or MasterCard?** YES NO

***** DON'T FORGET TO COMPLETE AND INCLUDE THE W-9 FORM *****

THIS SECTION FOR ADAMS COUNTY SCHOOL DISTRICT 14 PERSONNEL ONLY AND MUST BE COMPLETED		
Requested by:	Phone #/ext.:	Date:
Will total expenditure be \$25,000 or greater? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Will total expenditure be \$2,500 or greater? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, insert Purchasing Dept. approval # _____		
W-9 Received? <input type="checkbox"/> YES <input type="checkbox"/> NO (A new Vendor Record will not be made without a complete W-9)		
IF NO ACTIVITY WITH VENDOR FOR TWO YEARS, A NEW VENDOR PACKET MUST BE COMPLETED TO ADD VENDOR.		

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	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; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> 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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	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 Part I instructions on page 3. 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 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 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 on page 3.

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. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

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?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.