

Carlos Hernandez
Mayor

Paul B. Hernandez
Council President

Oscar De la Rosa
Council Vice-President



Council Members
Katharine Cue-Fuente
Jacqueline Garcia-Roves
Monica Perez
Jesus Tundidor
Carl Zogby

City of Hialeah

TO WHOM IT MAY CONCERN:

Attached please find a Vendor Application, Commodity List, Disclosure Affidavit and Form W-9.

Please fill out the Vendor Application, Disclosure Affidavit, Form W-9 and check off the Commodity List and return to:

**PURCHASING DIVISION
P.O. BOX 110040
HIALEAH, FL 33010**

Thank you,

**CITY OF HIALEAH, FLORIDA
PURCHASING DIVISION**

City of Hialeah Purchasing Division



Vendor Application

Phone #: (305) 883-5865

Fax #: (305) 883-5871

Please Type or Print (in ink) the items requested below which are necessary to identify your business and place you on the Bidders List.

Name of Business

Name of Entity, Individual(s), Partners or Corporation

Doing Business As (if same as above, leave blank)

Tax ID Number

Business Address

City State Zip Code

Mailing Address (if different)

City State Zip Code

Payment Address (if different)

City State Zip Code

Type of Business

- Sole Proprietorship (One Individual Owner)
- Partnership
- Corporation
- Non-Profit
- Other (Specify): _____

Telephone Numbers

Business: (_____) _____ - _____

Fax: (_____) _____ - _____

Other: (_____) _____ - _____

If Other (specify)

Over please ... 

Contact Person		
_____	_____	_____
First Name	M.I.	Last Name

Title		

Email		

Occupational License
City of Hialeah Occupational License Number (if applicable)

Principals and Ownership (Names, titles and % ownership if any.)

First Name	M.I.	Last Name	Ownership
_____	_____	_____	_____ %
Owner			
_____	_____	_____	_____ %
President			
_____	_____	_____	_____ %
Vice President			
_____	_____	_____	_____ %
Treasurer			
_____	_____	_____	_____ %
Secretary			

Relationship to City of Hialeah
Are any of the owners or principals in the firm a City of Hialeah employee?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes", enter that person's name and Social Security Number.
Name: _____
SSN: _____ - _____ - _____

Bonding
Have you been required to obtain Bonding in the last year?
<input type="checkbox"/> Yes <input type="checkbox"/> No
Indicate the highest amount of any single bond obtained:
\$ _____

Classification of Employees

	Number of Non-Minorities		Number of Minorities		Total In Class
Professional / Managerial	_____	+	_____	=	_____
Technical	_____	+	_____	=	_____
Clerical / Administrative	_____	+	_____	=	_____
Craftsmen and / or Laborer	_____	+	_____	=	_____
Total (Add the above numbers)	_____	+	_____	=	_____

Primary Business Classification	
<input type="checkbox"/> Authorized Distributor for Brand Name or Manufacturer	<input type="checkbox"/> Services
<input type="checkbox"/> Manufacturer or Producer	<input type="checkbox"/> Sub Contractor
<input type="checkbox"/> Prime Contractor	
<input type="checkbox"/> Retailer	
<input type="checkbox"/> Other (Specify) _____	

Other Affiliate		
<input type="checkbox"/> Parent Company <input type="checkbox"/> Subsidiary		

Name of Firm		

Street Address		

City	State	Zip Code

Minority
Are you a minority owned business?
<input type="checkbox"/> Yes <input type="checkbox"/> No

Largest Single Job
What is the dollar volume of the largest single job you have done in the past year?
<input type="checkbox"/> \$1.00 - \$250.00 <input type="checkbox"/> \$5,001.00 - \$10,000.00 <input type="checkbox"/> over - \$50,000.00
<input type="checkbox"/> \$251.00 - \$5,000.00 <input type="checkbox"/> \$10,001.00 - \$50,000.00

CITY OF HIALEAH

COMMODITIES

Please check off all commodities that you would like your company listed under.

- A -

- | | |
|--|---|
| <input type="checkbox"/> Accounting Services | <input type="checkbox"/> Auto – Paint & Body Shop / Collision |
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Auto & Truck Parts |
| <input type="checkbox"/> Advertising Specialties / Promotional Items | <input type="checkbox"/> Auto & Truck Repair Service |
| <input type="checkbox"/> Aerial Photography | <input type="checkbox"/> Auto & Truck Upholstery |
| <input type="checkbox"/> Air Compressors & Accessories | <input type="checkbox"/> Automobiles / Lease & Rental |
| <input type="checkbox"/> Air Conditioning Parts, Service, & Installation (see also HVAC) | <input type="checkbox"/> Automobiles / Purchase |
| <input type="checkbox"/> Ammunition | <input type="checkbox"/> Automotive Shop Equipment |
| <input type="checkbox"/> Appliances | <input type="checkbox"/> Awnings |

- B -

- | | |
|--|---|
| <input type="checkbox"/> Appraisals | <input type="checkbox"/> Background Investigation |
| <input type="checkbox"/> Arbitration | <input type="checkbox"/> Badges - ID & Promotional |
| <input type="checkbox"/> Architectural Services | <input type="checkbox"/> Banking Services |
| <input type="checkbox"/> Artificial Turf | <input type="checkbox"/> Barricades & Traffic Control Equipment |
| <input type="checkbox"/> Arts & Craft Goods & Supplies | <input type="checkbox"/> Batteries - Auto, Truck & Equipment |
| <input type="checkbox"/> Asbestos Consultants | <input type="checkbox"/> Batteries - Dry Cell & Rechargeable |
| <input type="checkbox"/> Asphaltic Concrete (see also Roadway Reconstruction) | <input type="checkbox"/> Bedding, Mattresses, Pillows |
| <input type="checkbox"/> Asset Management | <input type="checkbox"/> Benefit Plan Administration |
| <input type="checkbox"/> Athletic & Physical Fitness Equipment (see also Sporting Goods) | <input type="checkbox"/> Billing Services |
| <input type="checkbox"/> Auction Services | <input type="checkbox"/> Bleachers |
| <input type="checkbox"/> Audio-Visual Equipment & Supplies | <input type="checkbox"/> Blue Print Machine, Supplies, and Reproduction Equipment |
| <input type="checkbox"/> Audit Services | |

- Boats
- Building Materials & Supplies

- C -

- Cabinets
- Carpentry Contractors
- Carpet & Carpeting Supplies
- Cash Registers, Business Machines
- Ceilings - Acoustical
- Charter School Management
- Computer Equipment, Supplies, and Software
- Concrete - Ready Mixed & Poured
- Concrete Products
- Construction Equipment
- Consulting Services
- Copy Machines

- D -

- Data Processing Equipment & Supplies
- Data Processing Service
- Debris Removal (see also Lot Clearing)
- Debt Collection
- Demolition
- Dictation Equipment
- Document Scanning

- Document Shredding
- Doors & Hardware
- Drafting Supplies
- Drugs
- Dry Cleaning
- Drywall Contractors

- E -

- Educational Services
- Electric Vehicles
- Electrical Contractor
- Electrical Supplies & Equipment
- Electronic Citation Systems
- Electronic Components / Equipment
- Electronic Supplies
- Elevator Maintenance & Supplies
- Embroidered Emblems (see also Uniforms)
- Employee Screening Services
- Energy Conservation Equipment & Supplies
- Engineering Services
- Entertainment
- Environmental Services
- Equestrian / Riding Gear & Supplies
- Equipment Maintenance - Other than Office
- Erosion Control

Exterminating Services (see also Pest Control)

- F -

False Alarm Billing Collection

Fans, Blowers, Ventilation Equipment

Fasteners

Fencing

Fertilizers, Soil Conditioners

Filing Systems & Equipment

Filters – Air

Financial Advisor

Financial Services

Fire Alarm

Fire Extinguishers

Fire Fighting Equipment

Fire Hose

Fire Protection Equipment

Fire Sprinklers

Fire Stopping

Fire Works

First Aid Supplies & Equipment (see also Medical Supplies)

Flag Poles

Flags

Flooring (see also Tile)

Florists Supply

Food Service & Catering

Food Service Equipment

Footwear – Boots

Forensic Accounting

Forklift Sales & Service

Foundation (Construction)

Frames

Fraud Prevention

Fuel Dispensing Equipment

Fuel Station Renovation

Furniture - Office

- G -

Gas – Medical and Others

Gasoline & Diesel Fuel

General Contractors

Generators

Glass & Glazing Supplies

Golf Carts

Golf Course Maintenance

Golf Equipment & Supplies

Graphic Design

Grass Seed & Sod

Guns & Weapons

- H -

Hardware, Tools, Accessories, and Supplies

Heavy Equipment

Helmets & Protective Headgear

- Herbicides
- Hose (Other than Fire)
- HVAC (see also Air Conditioning Parts, Service & Installation)
- Hydraulic Equipment

- I -

- Ice
- Ice Machines
- Industrial Equipment
- Industrial Metal Spraying
- Insecticides
- Insulation
- Insurance – Health
- Insurance – Life and A.D. & D
- Insurance – Property
- Insurance - Stop Loss
- Irrigation & Sprinkler Systems / Supplies

- J -

- Janitorial Services
- Janitorial Supplies

- K -

- L -

- Lamps and Lighting
- Landscaping / Nursery Supplies
- Landscaping / Nursery & Lawn Equipment

- Landscaping Service
- Lease, Purchase, Finance, all equipment
- Library Services
- Library Supplies
- Lockers – Metal
- Locksmith
- Lot Clearing (see also Debris Removal)
- Lubricants - Grease & Oil

- M -

- Mail & Messenger Services
- Mailroom Equipment & Supplies
- Management Services
- Marine Engines
- Marine Equipment & Hardware
- Marine Radar & Radios
- Marketing Services
- Material Handling Equipment
- Medical Examinations & Services
- Medical Supplies (see also First Aid Supplies and Equipment)
- Medical Waste
- Metal Fabricating (see also Steel Fabricating)
- Metals - All Types
- Microfilm Services
- Motorcycles, Parts & Services
- Motors - Electric

- Moving & Storage
- Musical Instruments & Supplies

- N -

- O -

- Office Machines
- Office Mobile
- Office Supplies
- Optical & Safety Glasses
- Optical Supplies & Services

- P -

- Paint & Painting Supplies
- Painting Contractor
- Paper
- Parking Garage Construction
- Parking Lot Companies
- Parking Meters
- Parking Systems
- Parts Washers & Solvent
- Pavers
- Paving and Drainage
- Pest Control (see also Exterminating Services)
- Pesticides
- Photographic Equipment & Supplies
- Photographic Services

- Pipe and Materials
- Plastics - Products & Fabrication
- Plating
- Playground & Park Equipment
- Plumbing Contractor
- Police & Law Enforcement Equipment & Supplies
- Polygraph Services
- Portable Sanitation
- Powder Coating
- Precast Structures
- Pressure Cleaning
- Printing Equipment
- Printing Services
- Production Services - Audio / Video
- Publishing
- Pump Station

- Q -

- R -

- Radio Equipment - General Purpose
- Railings
- Real Estate
- Record and Data Management
- Recording Tape – Audio/Video
- Recreational Equipment
- Recycled & Recyclable Materials, Products, & Services

- Recycling Containers
- Refrigerated Trucks
- Refrigeration Equipment
- Refrigeration Parts & Supplies
- Rental - Miscellaneous Goods
- Restoration
- Reverse Osmosis Water Treatment
- Risk Management Information Services
- Road Markings
- Roadway Reconstruction (see also Asphaltic Concrete)
- Roofing Contractor
- Roofing Supplies

- S -

- Safety Equipment & Supplies
- Sand Blasting
- Sand, Rock, Dirt Clay & Aggregates
- Scales
- School Equipment & Supplies
- Security Alarm Systems & Equipment
- Security Guard Service
- Sewer Service
- Shell – Construction
- Shutters
- Sign Painting
- Sign Posts & Mounts

- Signs
- Social & Community Services
- Solid Waste Services
- Sound & Audio Equipment and Components
- Sound Equipment - Public Address
- Sporting Goods (see also Athletic and Physical Fitness Equipment)
- Sprayers
- Stage & Theatre Equipment
- Steel - Shelving
- Steel Fabricating (see also Metal Fabricating)
- Storefront
- Stucco Contractors
- Surveying Services
- Swimming Pool Equipment & Supplies

- T -

- Telecommunication – Data and Telephone Equipment
- Television & Video Equipment & Accessories Supplies
- Temporary Services
- Tents & Canvas Coverings
- Testing Apparatus, Instruments & Equipment
- Textiles - Fabric, Yard goods & Upholstery
- Tiles (see also Flooring)

- Tire Recapping
- Towing Services
- Tractors & Earth Handling Equipment
- Traffic Safety Cameras
- Trailers - Auto, Marine, Flatbed, etc.
- Trained German Sheppard (Dogs) Narcotics
- Translating Services
- Trophies, Ribbons & Awards
- Truck Cabs, & Chassis
- Trucks & Vans – Lease / Rental
- Trucks & Vans - Purchase
- Turnstiles & Crowd Control Equipment

- U –

- Uniforms (see also Embroidered Emblems)
- Utilities Rehabilitation

- V –

- Vending Machines
- Ventilation Equipment
- Veterinary Services

- W –

- Water Intrusion Consultants
- Water Main
- Water Meters
- Water Treatment
- Waterproofing
- Welding Equipment & Supplies
- Welding Services
- Window Covering
- Windows
- Wireless Network

LIST ANY OTHER COMMODITY NOT LISTED ABOVE



Council Members
Katharine Cue-Fuente
Jacqueline Garcia-Roves
Monica Perez
Jesus Tundidor
Carl Zogby

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City of Hialeah

The City of Hialeah through Ordinance No. 89-56, approved on May 9th, 1989 requires Disclosure Affidavits from vendors.

All contracts or business transactions in excess of one hundred dollars (\$100.00) with the City of Hialeah are affected. Please complete the Disclosure Affidavit enclosed and return to:

**PURCHASING DIVISION
P.O. BOX 110040
HIALEAH, FL 33010**

The City of Hialeah is looking forward to continued business with all vendors as soon as Disclosure Affidavits have been returned to the Purchasing Division.

However, the City of Hialeah will be unable to continue transactions with a vendor until the Disclosure Affidavit is returned to us.

Thank you,

**CITY OF HIALEAH, FLORIDA
PURCHASING DIVISION**

**PURCHASING DIVISION
CITY OF HIALEAH DISCLOSURE AFFIDAVIT**

I _____ being first duly sworn, state:

The full legal name and business address* of the person or entity contracting or transacting business with the City of Hialeah are:

Phone Number: _____ Fax Number: _____

If the contract or business transaction is with a corporation, the full legal name and business address* shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a partnership, the full legal name and business address* shall be provided for each partner. If the contract or business transaction is with a trust, the full legal name and address* shall be provided for each trustee and each beneficiary. All such names and addresses are:

The full legal names and business address* of any other individual (other) than subcontractors, material men, suppliers, laborers, or lenders who have, or will have, any interest (legal, equitable beneficial or otherwise) in the contract or business transaction with the City of Hialeah are:

Tax ID Number (F.E.I.N) or Social Security Number: _____ - _____

PROOF OF CORPORATE STATUS

Please provide proof of corporate status. All vendors and bidders must be an active corporation in good standing in the State of Florida or any other State. If incorporated in a State other than Florida, then please provide proof that the corporation is registered to do business in the State of Florida in addition to proof of active corporate status. If incorporated in Florida, a computer print-out from the Department of State will be sufficient proof of corporate status. This requirement also applies to limited liability companies, partnerships, limited partnerships, joint-ventures, etc.

LEGAL SIGNATURE OF AFFIANT

(Print or Type Legal Name of Affiant)

Sworn to and subscribed before me this _____ day of _____, _____

Notary Public - State of: _____

My Commission Expires: _____

Print/Type and Stamp commissioned name of Notary Public

NOTARY SEAL

Personally known __ or Produced Identification ____
Type of Identification Produced _____

****Post office box addresses are not acceptable.**



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City of Hialeah

To whom it may concern:

Privacy Act Notice, Section 6109 of the Internal Revenue code regulations require that we obtain and maintain a Form W-9, Request for Taxpayer Identification Number and Certification of all our vendors.

Please complete the enclosed Form W-9 and return to:

**PURCHASING DIVISION
P.O. BOX 110040
HIALEAH, FL 33010**

Also, please note the City of Hialeah Disclosure Affidavit and Form W-9 that must be filled out and returned to us.

Thank you,

**CITY OF HIALEAH, FLORIDA
PURCHASING DIVISION**

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*, later, for further information.

Note: If you are a U.S. person and 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.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, 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,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
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 *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

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.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2, “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

HOW TO DO BUSINESS WITH THE CITY OF HIALEAH, FLORIDA

**FINANCE DEPARTMENT
DIVISION OF PURCHASING
501 PALM AVENUE
HIALEAH, FLORIDA
33010**

TO YOU WHO HAVE FOR MANY YEARS PARTICIPATED IN SUPPLYING THE CITY'S NEEDS, WE SAY THANK YOU.

TO YOU WHO HAVE NOT PARTICIPATED IN THE PAST, WE WELCOME THE OPPORTUNITY TO ANSWER YOUR QUESTIONS AND TO SHOW YOU HOW TO "DO BUSINESS" WITH THE CITY OF HIALEAH.

PURCHASING POLICY:

The Purchasing Office maintains an "open door" policy to all companies and citizens in the discussion of products and services.

At times, the city may request assistance from vendors in the determination of specifications and/or in product demonstrations. It is understood that this in no way commits the City to purchase from a vendor serving in this way. At all times, the Purchasing Office operates with integrity and fairness to its suppliers. Through this code we hope to maintain an atmosphere in which the City, vendors, and citizens can work together for the provision of the City "Products and Services" needs.

COMPETITIVE BIDDING:

In order to meet legal requirements, the City has established policies, and procedures governing purchasing and contracts. These policies and regulations are based on the concepts of competitive bidding and include public advertising, to encourage delivery to the City, the best products and services at the lowest possible cost.

VENDOR LISTS:

The Purchasing Office maintains lists of qualified vendors. A prospective vendor interested in doing business with the City may phone, write, or come in person to the Purchasing Office and obtain a vendor application and commodity listing. The completed application should be returned to the Purchasing Office for evaluation and approval. After the application has been evaluated and approved, the vendor's name is added to the vendor's lists for the commodities, equipment or services for which the vendor desires to bid. When those commodities, equipment, or services are scheduled for bid invitations, every vendor listed will receive a bid invitation.

TYPES OF PURCHASES:

Most contracts are awarded for a one-year period.

BIDDING PROCESS:

All commodities, equipment, and services are obtained through Purchase Orders issued by the Purchasing Office after the bidding process has been completed. Bidding requirements are based on the total cost of the purchase, as follows:

1. PURCHASES UP TO \$ 2,000.00
Are obtained from approved vendors, and the Purchase Order is issued to the lowest responsible bidder known to our City.
2. PURCHASE FOR MORE THAN \$ 2,000.00, UP TO \$15,000.00
Informal or written quote requests will be solicited, detailing the items to be purchased and other pertinent information to all approved vendors. The City contracts at least three (3) vendors in both cases.

FORMAL BIDS - OVER \$15,000.00:

The Bidder Acknowledgement Form and the Bid Sheet must be filled out, signed, and sealed in the Bid Reply envelope and delivered to the City Clerk, City of Hialeah, 501 Palm Avenue, Hialeah, FL 33010.

If the nature of the bid requires a pre-bid conference, the place, date and time will be included in the Instructions to Bidders.

All the scheduled date and time, the bids are opened and read in public by the City Clerk.

The bids are evaluated by the requesting department and the Purchasing Office.

Recommendation is then made to the lowest responsible bidder(s) meeting the specifications. The City reserves the right to award any or all bids on an item-by-item basis, or in total, and to reject any or all bids or parts of bids when such a decision is in the best interest of the City.

SECURITY REQUIREMENTS:

PERFORMANCE BOND:

A cashier's, certified check, or Performance Bond, payable to the City of Hialeah, in the amount specified in the bid invitation in some cases, is required from the successful bidder only. Performance bonds are retained by the City until all commodities, equipment and/or services specified in the contract or Purchase Order have been completed to the satisfaction of the City. The Performance Bond will be forfeited to the City should be successful bidder fail to comply with the terms and conditions as set forth in the specifications and award.

INSURANCE:

Whenever a purchase order or contract requires the vendor to perform an installation, repair, or service on city property, it will be necessary for the vendor to furnish a certificate evidencing insurance coverage's as may be required, naming the City as an additional insured.

VENDOR VISITATION:

A clearance slip is required prior to a vendor visiting any City department or division for the purpose of demonstrating any commodities, equipment, or services. The clearance slip must be obtained from the Purchasing Office.

OPORTUNIDADES DE TRABAJO



ATENCION

CONTRATISTAS CERTIFICADOS POR EL ESTADO DE LA FLORIDA

LA CIUDAD DE HIALEAH OFRECE OPORTUNIDADES A CONTRATISTAS ESTATALES CERTIFICADOS QUE ADEMAS ESTEN ASEGURADOS. LOS CONTRATISTAS QUE REUNAN ESTOS REQUISITOS, PODRAN PARTICIPAR EN SUBASTAS PARA TODA CLASE DE PROYECTOS DE OBRAS COMERCIALES Y RESIDENCIALES DE MEJORAMIENTO Y RECONSTRUCCION DE PROPIEDADES.

LA CORPORACION FINANCIERA DE VIVIENDAS DEL ESTADO DE LA FLORIDA Y EL DEPARTAMENTO FEDERAL DE VIVIENDA Y DESAROLLO URBANO APORTAN FONDOS DESTINADOS A DICHOS PROYECTOS.

SI ESTA INTERESADO EN PARTICIPAR EN ESOS PROGRAMAS, LLAME AL (305)883-8042, (TDD) (305)883-5886 PARA OBTENER LA DOCUMENTACION PARA PARTICIPAR, PUDIENDO TAMBIEN VISITAR EL DEPARTAMENTO DE ADMINISTRACION DE FONDOS Y SERVICIOS HUMANOS, SITUADO EN EL 501 PALM AVENUE, 1ER. PISO, HIALEAH, FL. 33010.

SE INVITAN Y ACEPTAN CONTRATISTAS DE LA SECCION 3.

WORK OPPORTUNITIES



ATTENTION

LICENSED GENERAL CONTRACTORS

THE CITY OF HIALEAH OFFERS WORK OPPORTUNITIES FOR GENERAL CONTRACTORS THAT ARE LICENSED AND INSURED. ELIGIBLE CONTRACTORS MAY SUBMIT BIDS ON ALL TYPES OF COMMERCIAL, HOME IMPROVEMENT, RECONSTRUCTION, AND REHABILITATION PROJECTS.

FUNDING FOR THESE PROJECTS IS PROVIDED BY THE STATE OF FLORIDA HOUSING FINANCE CORPORATION AND THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT.

IF YOU ARE INTERESTED IN PARTICIPATING IN THESE PROGRAMS, CALL (305)883-8042, (TDD) (305)883-5886 TO REQUEST AN APPLICATION PACKET OR STOP BY THE DEPARTMENT OF GRANTS AND HUMAN SERVICES LOCATED AT 501 PALM AVENUE, 1ST. FLOOR, HIALEAH, FL. 33010.

MINORITY AND SECTION 3 CONTRACTORS ARE ENCOURAGED TO APPLY

CITY OF HIALEAH



YOU MAY ALSO VISIT OUR WEBSITE:

WWW.HIALEAHFL.GOV

FOR CURRENT BIDS AND ADDENDA

CHECK UNDER DEPARTMENTS

PURCHASING

VIEW BIDS & RFP'S