

Bidder's Mailing List Application



Black Hawk College
Purchasing
6600-34th Avenue
Moline IL 61265
(309) 796-5220

(Check one)
 Initial Application
 Revised Application

Date: _____

INSTRUCTIONS: (Please type or print) In order to be placed on the College's Bidder Mailing List, the applicant must execute this form in accordance with the instructions shown herein. Applicant must respond to all questions and sign in the space provided. If appropriate answer is "same," "not applicable" or "none," applicant shall so state so as to indicate the question has not been overlooked. It is the responsibility of the applicant to notify Black Hawk College of any and all changes in the content of this application at the time of the change. When completed, return the application to the above address.

1. Company (Applicant's) Name:			
2. Information for Bids and Purchase Orders		3. Information for Payments (Remit to)	
Street Address:		Street Address:	
P.O. Box or Suite:		P.O. Box or Suite:	
City:		City:	
State:		State:	
Zip Code:		Zip Code:	
Telephone Number:		Telephone Number:	
Fax Number:		Fax Number:	
Toll Free Number:		Toll Free Number:	
Web Site Address:		E-Mail Address:	

4. If a division of a Corporation, show name and address of Parent Company	
Name:	
Street Address:	
P.O. Box or Suite:	
City:	
State:	
Zip Code:	
Telephone Number:	
Fax Number:	
Toll Free Number:	
Web Site Address:	
E-Mail Address:	

5. Federal Employer Identification Number (FEIN) or Social Security Number (FEIN available from Federal IRS):

6. Type of Organization (check one)			
Individual	<input type="checkbox"/>	Corporation-Incorporated Under the laws of the State of: _____	
Partnership	<input type="checkbox"/>		
Non-Profit	<input type="checkbox"/>		

7. Bank Reference (Name & Address)	8. Years in Business
	9. Net worth of this business & all its affiliates

10. Identify equipment, supplies, materials and/or services on which you desire to bid. Show brand names, names of manufacturers or other information that will be helpful to buyers inviting your firm to bid on agency requests. (Additional items may be submitted on an attached sheet.)

Check here if you sell products produced from recycled materials.

11. In compliance with the Illinois Purchasing Act, state the name of each individual having a beneficial interest of more than 7 1/2 percent in the bidding enterprise and each individual, who, together with spouse or minor children, has a beneficial interest of more than 15 percent in the bidding enterprise. (Applies to proprietorships, partnerships, and/or corporations.)

12. If applicant is a Corporation, both of the following two columns must be completed:

(a) Corporate Officers	(b) Corporate Directors

13. Are any of the persons listed in No. 11 or No. 12 above elected officials, members of the General Assembly, State Officers, Illinois State University Employees, Illinois State Employees or the spouse or minor child of such official, assembly member, officer or employee?

Yes No If answer is "Yes," explain below:

14. You must complete the following:

A. "Small Business" means a firm that is classified as such by the State of Illinois. (If the applicant's business is a combination of the following, the information should be separated and proportioned accordingly. If in business less than a year, state anticipated dollar figures.)

(1) If a wholesale business, state annual sales for the most recently completed fiscal year:	\$
(2) If a retail business, state annual sales and receipts:	\$
(3) If a business selling services, state annual sales and receipts:	\$
(4) If a construction business, state annual sales and receipts:	\$
(5) If a manufacturer, state number of employees:	

B. "Minority Owned Business" means a business concern which is at least 51 percentum owned by one or more minority persons, or in the case of a corporation, at least 51 percentum of the stock which is owned by one or more minority persons; and the management and daily operations of which are controlled by one or more of the minority individuals who own it. Minority shall mean a person who is a citizen or lawful permanent resident of the United States and who is: Black, Hispanic, Asian, American or American Indian or Alaskan Native. (For clarification of ethnic categories, contact the Minority and Female Business Enterprise Division of the Illinois Department of Central Management Services.) UNDER THIS DEFINITION, THIS FIRM IS: (check where appropriate)

A minority owned business
 Black
 Hispanic
 Asian American
 American Indian or Alaskan Native
 Check here if you have been certified by the Minority and Female Business Enterprise Division of the Illinois Department of Central Management Services. We reserve the right to verify this information with CMS.

C. "Female Owned Business" means a business concern which is at least 51 percentum owned by one or more females, or in the case of a corporation, at least 51 percentum of the stock which is owned by one or more females; and the management and daily business operations of which are controlled by one or more of the females who own it. "Female" shall mean a person who is a citizen or lawful permanent resident of the United States and who is of the female gender. (For clarification of ethnic categories, contact the Minority and Female Business Enterprise Division of the Illinois Department of Central Management Services.) UNDER THIS DEFINITION, THIS FIRM IS: (check where appropriate)

Black
 Hispanic
 Asian American
 American Indian or Alaskan Native
 Other
 Check here if you have been certified by the Minority and Female Business Enterprise Division of the Illinois Department of Central Management Services. We reserve the right to verify this information with CMS.

D. "Not for Profit Agency for the Severely Disabled" shall be one which:
(1) complies with Illinois laws governing not-for-profit organizations
(2) is certified as a sheltered workshop by the Wage and Hour Division of the U.S. Department of Labor meets the IDORS Just Standards for rehabilitation facilities. UNDER THIS DEFINITION, THIS FIRM IS: (check where appropriate)

A not-for-profit agency for the severely disabled.

- E. Large Business
- F. Labor - Surplus Area Concern
- G. Other (i.e., Non-Profit, Foreign, Public Sector)

15. Details of Ownership: Identify those who own 5 percent or more of the firm's ownership. (If additional space is needed, please attach information with reference to #15.)

Name/Address	Race	Sex	Years of Ownership	Ownership Percentage	Voting Percentage

16. Control of Firm: Identify by name and title (also race and sex for minority and/or female preference) in the firm those individuals (including owners and non-owners) who are responsible for day-to-day management and policy decision making, including, but not limited to, those with prime responsibility for:

- A. Financial Decisions
- B. Management
- C. Estimating
- D. Marketing and Sales
- E. Hiring and Firing of Personnel
- F. Purchasing of major items, supplies

17. Describe or attach a copy of any stock options, or ownership options that are outstanding, and any agreements between owners or between owners and third parties which restrict ownership or control or minority or female owners.

18. Identify any owner (question #15) or management official (question #16) of the named firm who is or has been an employee of another firm that has an ownership interest in or present business relationship with the named firm. Present business relationships include shared space, equipment, financing or employees as well as both firms having some of the same owners.

19. Is the firm authorized to do business in the State as well as locally, including all necessary business licenses?

Yes No If answer is "No," explain below:

APPLICANT SELF-CERTIFICATION

The undersigned applicant does swear or affirm that:

- (1) The information provided in the Bidder's Mailing List Application is true at the time of signing (NOTE: Any significant modifying information must be submitted to the college at the time of the change);
- (2) Neither applicant nor any principal officer or employer, so far as is known, is now debarred or declared ineligible by and from bidding or otherwise furnishing goods or services to the State, and;
- (3) Applicant, its officers or employees, have not been convicted of bribery nor attempted bribery of an officer or employee of the State of Illinois, nor have made an admission of guilt of such conduct that is a matter of record;
- (4) Applicant is an equal opportunity employer and is in compliance with the equal opportunity requirements of state and federal laws and the Regulations Governing Procurement and Bidding at State Systems Universities in Illinois.

All transactions will be subject to Regulations Governing Procurement and Bidding at Illinois Community College pursuant to the Illinois Community College Act, Section 3-27.1.

Name (typed or printed):		Subscribed and sworn before me this _____ day of _____, 20__.
Title:		
Signature:		(Notary Public Signature)
Date:		CORPORATE SEAL WHERE APPROPRIATE



BLACK HAWK COLLEGE PRODUCTS AND SERVICES

Please place a checkmark () next to products and/or services which you provide.

ADVERTISING

- 0001 Newspaper
- 0002 Radio
- 0003 Television
- 0004 Promotional Materials
- 0005 Magazines

AGRICULTURE AND FARM

- 0051 Tractors
- 0052 Implements
- 0053 Livestock Feed
- 0054 Hay & Straw
- 0055 Fencing
- 0056 Drilling
- 0057 Other Farm Equipment
- 0058 Miscellaneous Supplies

APPLIANCES

- 0101 Washing Machines
- 0102 Dryers
- 0103 Refrigerators
- 0104 Ranges
- 0105 Televisions & VCRs
- 0106 Sewing Machines
- 0107 Kitchen, Small
- 0108 Parts

ART

- 0151 Equipment
- 0152 Supplies
- 0153 Clay
- 0154 Metals
- 0155 Plastics

ATHLETICS

- 0201 Football
- 0202 Baseball
- 0203 Basketball
- 0204 Track
- 0205 Golf
- 0206 Tennis
- 0207 Soccer
- 0208 Volleyball
- 0209 Footwear
- 0210 First Aid & Traiing Room
- 0211 Miscellaneous Supplies

AUDIOVISUAL

- 0251 Projectors
- 0252 Videocamera/Recorder
- 0253 Sound Systems
- 0254 Parts & Supplies
- 0255 Electronic Components
- 0256 Closed Circuit
- 0257 Recorders, Audio
- 0258 Tape, Audio
- 0259 Tape, Video
- 0260 Broadcast Equipment

AUTOMOTIVE

- 0301 Cars & Trucks
- 0302 Tires
- 0303 Parts
- 0304 Other Auto Supplies
(oil, antifreeze, etc..)
- 0305 Vehicles, Off-road

BEDDING

- 0351 Mattresses
- 0352 Pillows
- 0353 Mattress Covers & Pads
- 0354 Linen & Towels

BOOKSTORE RESALE ITEMS

- 0401 Soft Goods
- 0402 Sundries
- 0404 Novelties & Gift Items

BUILDING MATERIALS

- 0451 Lumber
- 0452 Hardware
- 0453 Key Systems
- 0454 Roofing Materials
- 0455 Tools, Hand
- 0456 Tools, Electric, Small
- 0457 Tools, Electric, Large
- 0458 Glass
- 0459 Doors
- 0460 Ladders
- 0461 Wire, Iron, Steel Products
- 0462 Insulation
- 0463 Windows & Hardware

CAPS AND GOWNS

- 0501 Caps & Gowns
(Rentals, Disposables, etc..)

CONTRACTORS

- 0551 General
- 0552 Plumbing
- 0553 Heating, Air Conditioning, etc..
- 0554 Electrical
- 0555 Roofing
- 0556 Exterior Waterproofing
& Caulking
- 0557 Concrete
- 0558 Asphalt
- 0559 Masonry & Tile
- 0560 Asbestos
- 0561 Painting

DATA PROCESSING

- 0601 Computer, Mainframe
- 0602 Peripherals, Mainframe
- 0603 Computer, Micro
- 0604 Peripheral, Micro
- 0605 Diskettes & Tapes
- 0606 Drives & Components
- 0607 Software
- 0608 Supplies
- 0609 Terminals

DIPLOMAS AND COVERS

- 0651 Dipolomas & Covers

DRAPERIES

- 0701 Draperies
- 0702 Window Treatments

EDUCATIONAL MATERIALS

- 0751 Films, Slides, Tapes
- 0752 Publications
- 0753 Maps

ELECTRICAL

- 0801 Supplies, Wiring, etc..
- 0802 Transformers
- 0803 Light Fixtures & Lighting
- 0804 Lamps, Incandescent
& Fluorescent

FABRIC AND TEXTILES

- 0851 Fabrics and Textiles
- 0852 Clothing, Laboratory
- 0853 Uniform, Police
- 0854 Uniform, Food Service
- 0855 Uniform, Athletic
- 0856 Uniform, Band
- 0857 Miscellaneous Clothing
- 0858 Flags & Banners

FLOOR COVERINGS

- 0901 Carpet
- 0902 Vinyl

FLORISTS

- 0951 Florist Shops

FOOD PRODUCTS

- 1001 Bread
- 1002 Bakery
- 1003 Milk & Dairy
- 1004 Carbonated Beverages
- 1005 Canned Goods
- 1006 Frozen Foods
- 1007 Produce
- 1008 Seafood
- 1009 Meat
- 1010 Miscellaneous Foods
- 1011 Gum, Candy, Popcorn, etc..

FOOD SERVICE EQUIPMENT

- 1051 Ice Machines
- 1052 Fryers, Ovens, etc..
- 1053 Dish Machies
- 1054 Other Kitchen Equipment
- 1055 China & Glassware
- 1056 Tableware
- 1057 Fixtures
- 1058 Miscellaneous Supplies

FORMS

- 1101 Business
- 1102 Continuous, Computer

FUELS

- 1151 Coal
- 1152 Fuel Oil, #2
- 1153 Fuel, Oil #6
- 1154 Gasoline
- 1155 Natural Gas
- 1156 Propane

FURNITURE

- 1201 Classroom
- 1202 Computer
- 1203 Dormitory
- 1204 Laboratory
- 1205 Library
- 1206 Lounge
- 1207 Office
- 1208 Health Care
- 1209 Casework

GENERAL MERCHANDISE CATALOGS

- 1251 General Merchandise Catalogs

GROUNDS AND GOLF COURSE

- 1301 Fertilizer
- 1302 Seed
- 1303 Insecticides, Herbicides, etc..
- 1304 Nursery Stock
- 1305 Tractors
- 1306 Mowers
- 1307 Greens Mowers
- 1308 Rock & Gravel
- 1309 BlackTop Patch
- 1310 Salt, Rock
- 1311 Concrete Bumper Blocks
- 1312 Sign Signing Material
- 1313 Tree Removal

HEALTH CARE

- 1351 Pharmaceuticals
- 1352 X-ray Film
- 1353 Miscellaneous Equipment
- 1354 Miscellaneous Supplies

HEATING PLANT

- 1401 Cool Handling Equipment
& Supplies
- 1402 Air Filters
- 1403 Valves
- 1404 Parts & Supplies



BLACK HAWK COLLEGE PRODUCTS AND SERVICES

Please place a checkmark () next to products and/or services which you provide.

ID EQUIPMENT AND SUPPLIES

- 1451 Photo ID Systems
- 1452 Identification Cards & Supplies

INDUSTRIAL TECHNOLOGY

- 1501 Graphic Arts
- 1502 Drafting Equipment
- 1503 Drafting Supplies
- 1504 Duplicating Equip. & Supplies
- 1505 Electronics
- 1506 Shop Tools & Parts
- 1507 Fluid Power
- 1508 Woods
- 1509 Metals
- 1510 Plastics
- 1511 Phototypesetting
- 1512 Printing Presses & Equipment

INSURANCE

- 1551 Insurance

JANITORIAL EQUIP. & SUPPLIES

- 1601 Floor Machines
- 1602 Floor Care Products
- 1603 Cleaners
- 1604 Mops, Brooms, Cloths, etc..
- 1605 Plastic Bags & Containers
- 1606 Floor Matting
- 1607 Housekeeping Supplies, Motel

LIBRARY

- 1651 Books & Periodicals
- 1652 Bookbinding
- 1653 Shelving
- 1654 Supplies

MATERIAL HANDLING

- 1701 Material Handling

MECHANICAL MAINTENANCE

- 1751 Air Conditioners
- 1752 Absorption Units
- 1753 Motors
- 1754 Fans
- 1755 Elevator Parts
- 1756 Pumps & Meters, etc..
- 1757 Temperature Controls
- 1758 Compressors
- 1759 Refrigeration
- 1760 Miscellaneous Supplies

MUSIC

- 1801 Pianos & Organs
- 1802 Percussion
- 1803 Horns
- 1804 Strings
- 1805 Wind
- 1806 Sheet Music
- 1807 Music Supplies

OFFICE EQUIP. & SUPPLIES

- 1851 Calculators
- 1852 Copiers
- 1853 Cash Register & Coin Handling
- 1854 Dictation
- 1855 Time Stamps
- 1856 Typewriters
- 1857 Microfilm & Microfiche
- 1858 Check Protectors, Signers, etc..
- 1859 Miscellaneous Supplies

PAINT AND VARNISH

- 1901 Paint & Varnish
- 1902 Paint Supplies
- 1903 Wall Coverings

PAPER AND PAPER PRODUCTS

- 1951 Mimeo, Duplicator, Xerographic
- 1952 Offset
- 1953 Cover, Card, Index
- 1954 Labels
- 1955 Paper Towel
- 1956 Napkins, Cups, etc..

PHOTOGRAPHIC

- 2001 Camera
- 2002 Film
- 2003 Paper
- 2004 Chemicals
- 2005 Lamps, Photo, & Projection
- 2006 Miscellaneous Equipment & Supplies

PLUMBING

- 2051 Plumbing Supplies
- 2052 Fittings, Copper
- 2053 Water Heaters
- 2054 Heating Equipment & Supplies

PRINTING AND PUBLISHING

- 2101 Four Color
- 2102 Yearbook
- 2103 Catalog
- 2104 Newspaper
- 2105 Academic Journal
- 2106 Speciality
- 2107 Small Job
- 2108 Tickets
- 2109 Color Separations
- 2110 Publishing

PROFESSIONAL SERVICES

- 2151 Architects
- 2152 Engineers
- 2153 Attorney
- 2154 Physician
- 2155 Educator
- 2156 Lecturer
- 2157 Entertainer
- 2158 Computer Consultant
- 2159 Public Relations
- 2160 Energy Management
- 2161 Food Service Consultants

PUBLIC SAFETY EQUIP. & SUPPLIES

- 2201 Parking Permits & Decals
- 2202 Parking Tickets
- 2203 Ammunition & Weapons
- 2204 Security Systems & Supplies
- 2205 Traffic Control Materials

RECREATION EQUIP. & SUPPLIES

- 2251 Bowling
- 2252 Outdoor Products
- 2253 Other (Playground, etc..)

SAFETY EQUIPMENT

- 2301 Fire Extinguishers
- 2302 Fire Alarm & Detection Systems
- 2303 Miscellaneous Supplies

SCIENTIFIC

- 2351 Biology Equipment & Supplies
- 2352 Geology Equipment & Supplies
- 2353 Geography Equip. & Supplies
- 2354 Chemistry Equip. & Supplies
- 2355 Physics Equipment & Supplies
- 2356 Microscopes
- 2357 Lab Animals & Specimens
- 2358 Instruments (Spectrophotometer, Oscilloscopes, etc..)
- 2359 Chemicals
- 2360 Apparatus, Glassware, Tubing, etc..
- 2361 Radiation Materials
- 2362 Miscellaneous Supplies

SERVICES

- 2401 Vending
- 2402 Janitorial Services
- 2403 Courier
- 2404 Dry Cleaning
- 2405 Elevator Maintenance
- 2406 Exterminator
- 2407 Freight Company
- 2408 Refuse Removal
- 2409 Motor Repair
- 2410 Scientific Instrument Repair
- 2411 Musical Instrument Repair
- 2412 Microcomputer Repair
- 2413 Chimney Repair & Restoration
- 2414 Other Repairs
- 2415 Audio/Visual Repairs
- 2416 Laundry
- 2417 Security
- 2418 Carpet Installers
- 2419 Landscaping, Grading, etc..
- 2420 Exhaust Fan Cleaning
- 2421 Photo Services
- 2422 Air Balancing & Controls
- 2423 Moving & Storage
- 2424 Testing Labs
- 2425 Leasing

STADIUM AND GYMNASIUM

- 2451 Exercise Equipment & Weights
- 2452 Lockers
- 2453 Seating
- 2454 Acrobatic Equipment
- 2455 Scoreboards
- 2456 Timers
- 2457 Pool Supplies

TELECOMMUNICATIONS

- 2501 Radios
- 2502 Pagers
- 2503 Batteries, Radio & Pager
- 2504 Modems & Couplers

THEATER

- 2551 Scenery Materials
- 2552 Lights, Stage
- 2553 Costumes
- 2554 Curtains, Stage
- 2555 Fabric, Muslin, etc..
- 2556 Miscellaneous Supplies

TRAVEL

- 2601 Air Balancing & Controls
- 2602 Bus
- 2603 Car Rental
- 2604 Travel Agencies

TROPHIES AND AWARDS

- 2651 Athletic
- 2652 Other

UPHOLSTERY AND REPAIR

- 2701 Upholstery and Repair

WATER TREATMENT CHEMICALS

- 2751 Water Treatment Chemicals

WELDING

- 2801 Equipment
- 2802 Supplies
- 2803 Gases

OTHER (Describe Fully)

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	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 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.

Social security number									

or

Employer identification number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

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

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

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.

In 3 above, 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.

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

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income.

The person who gives 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 is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,