

BOARD OF POLICE COMMISSIONERS

1125 LOCUST STREET
KANSAS CITY, MISSOURI 64106

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DAVID V. KENNER

SECRETARY-ATTORNEY

October 31, 2013

Proposal No. 2014-6

AUDIT SERVICES

The Board of Police Commissioners (BOPC), Kansas City, Missouri Police Department, is seeking proposals for a one (1) year contract to provide audit services, including the preparation and audit of financial statements for the fiscal year ending April 30, 2014 with an option to renew for four (4) additional one (1) year periods, based upon mutually agreeable pricing and availability of funding.

TERMS AND CONDITIONS

1. Only proposals received prior to the specified opening time and contained in a sealed envelope marked with the proposal number will be considered.

OPENING: 2:00 p.m., Tuesday, December 3, 2013

**Room 301, POLICE HEADQUARTERS BUILDING
1125 LOCUST
KANSAS CITY, MISSOURI 64106**

This RFP and any Addendums are available at www.kcpd.org

2. **Proposals delivered by courier will be accepted by the Purchasing Section, located on the third floor of Police Headquarters. Couriers will be required to sign-in at the basement guard station at the 12th Street entrance. Couriers will be required to show a picture identification card. A visitor pass will be issued and the courier will be directed to the third floor.**
3. **Proposals will be received Monday through Friday, 8:00 a.m. to 4:00 p.m. The Kansas City, Missouri Police Department will not be accessible on holidays. The BOPC will NOT guarantee receipt of proposals delivered to Police Department elements other than the Purchasing Section.**
4. **BOPC will not accept electronically transmitted proposals.**
5. It is the responsibility of the respondent to deliver the proposal or proposal identification on or before the date and time of the proposal receipt deadline. Proposals will **NOT** be accepted after the date and time of closing except for extenuating circumstances as approved by the Financial Services Unit Commander.

6. The BOPC strives to notify all prospective respondents of any issued addenda. **It is important to note, however, that it remains the responsibility of the respondent to determine if any addenda have been issued and to obtain those addenda prior to submitting their proposal.**
7. Respondents shall comply with the Affirmative Action Program as administered by the Director of Human Relations, City of Kansas City, Missouri.
8. The successful vendor must comply with all State of Missouri laws, which are applicable in this area.
9. Pricing must include ALL costs associated with each service requested and must be F.O.B., Kansas City, Missouri Police Department, 1125 Locust, Kansas City, Missouri, 64106.
10. The BOPC encourages and recommends that respondents comply with the "Missouri Domestic Products Procurement Act", 34.350-34.359 RSMo.
11. Price quotes shall exclude all federal and state excise tax.
12. State whether your quotation is net or subject to a cash discount.
13. Terms and conditions of proposals must be valid for ninety (90) days, from the date the proposal is received.
14. Respondent shall complete all forms included in this request for proposal and return with vendor's submittal.
15. **All respondents submitting proposals will be required to provide the information requested in this Request for Proposal. Any deviations must be clearly indicated. Additional information may be used in describing your services and may be provided with your proposal.**
16. The BOPC reserves the right to reject any and all proposals as well as determine the lowest and best proposal.
17. This proposal will be awarded to one (1) vendor as an all or none contract.
18. All proposals in their entirety and resulting records shall become the property of the BOPC. The respondent(s) may not use this information for any reason without the express written consent of the BOPC.
19. Continuance of any Agreement, Contract, or issuance of Purchase Orders is contingent upon the availability of funding and allocation of City funds.
20. Respondents who require a contract after award of the RFP should submit a sample contract with their RFP (s).
21. In order to compare proposals, respondents will submit their proposals following the format listed below:

Table of Contents

- I. Detailed Proposal
- II. Cooperative Procurement Form
- III. Federal Award Verification Form

- IV. Reference Information Sheet
- V. Vendor Application Information
- VI. W-9 Request for Taxpayer Identification Number and Certification

- 22. All respondents will be notified of the results and award date.
- 23. Any respondent wishing to dispute the awarding may notify the Financial Services Commander in writing stating the material facts for the dispute within ten (10) calendar days of the award date.
- 24. The respondent selected must agree to indemnify and hold the BOPC harmless from and against all liability, losses, damages, costs, expenses (including attorney fees), interest, and penalties arising out of or resulting from the negligence or willful act or omissions of the vendor's employees, agents, servants or contractors engaged in service related to this project. The only exception to this is to the extent such acts or omissions are based on and caused by reliance on any written information supplied by the BOPC.
- 25. By submitting a response to this request for proposal, the vendor certifies that neither the vendor nor its principals are suspended or debarred from contracting for goods or services to be purchased from federal awards.
- 26. It is mutually agreed and understood that, without exception, the proposal prices shall include all royalties, licensing fees or costs arising from the use of such design, device, or materials in any way involved in the work. The contractor and or his sureties shall indemnify and save harmless the BOPC and/or its agents from any and all claims for infringement by reason of the use of such patented or copyrighted design, device, or materials or any trademark or copyright in connection with work agreed to be performed under this contract, and shall indemnify the BOPC and/or its agents for any cost, expense, or damage which it may be obligated to pay by reason of such completion of the work.

TERMINATION OF CONTRACT

The successful vendor will permit cancellation by the BOPC for good cause upon thirty (30) days written notice. Such cancellation shall require approval by the BOPC. The Financial Services Unit Commander may suspend this contract pending subsequent approval of cancellation by the BOPC. Examples of good cause are:

- A. Major changes in user requirements.
- B. Repeated unsatisfactory service performed by the successful Vendor, which is not rectified within a reasonable period of time.
- C. Unforeseen cancellation of a program.

LIQUIDATION OF DAMAGES

If the successful respondent fails to deliver the equipment or perform the services within the time specified in this contract, or any extension thereof, the actual damage to the BOPC for the delay will be difficult or impossible to determine. Therefore, in lieu of actual damages, the successful bidder shall pay to the BOPC as fixed, agreed, and liquidated damages for each calendar day of delay, the amount set forth below. Alternatively, the BOPC may terminate this contract in whole or in part as provided in TERMINATION OF CONTRACT, and in that event the successful bidder shall be liable, in addition to the excess costs provided in TERMINATION OF CONTRACT, for such

liquidated damages accruing until such time as the BOPC may reasonably obtain delivery or performance of similar equipment or services. The successful bidder shall not be charged liquidated damages when the delay arises out of causes beyond the reasonable control and without the faults of negligence of the successful bidder, as defined in TERMINATION OF CONTRACT. The BOPC shall ascertain the facts and extent of the delay and shall extend the time for performance of the contract when in their judgment the findings of fact justify an extension.

- A. The liquidation damages are fixed and agreed to in the amount of Five Hundred Dollars (\$500.00) per calendar day of default. The total liability of liquidated damages shall not exceed five percent (5%) of the total contract price.
- B. There shall be two (2) events of default and the liquidated damages will occur on the first calendar day thereafter.
- C. The BOPC shall have the right to deduct the liquidated damages from any money due, or to become due, to the successful bidder, or to sue for and recover compensation for damages for nonperformance of this contract within the time stipulated.

Final award of proposal will be determined through evaluation of respective proposals as to material quality, delivery schedule, and price.

SPECIFICATIONS

Please see the attached requirements.

BOARD OF POLICE COMMISSIONERS

Captain Todd Marckx
Commander
Financial Services Unit

PROPOSAL NO.
2014-6

I. INTRODUCTION

Administration of the Kansas City, Missouri Police Department (hereinafter referred to as the Department) rests with the Board of Police Commissioners (hereinafter referred to as the Board) that consists of four Commissioners appointed by the Governor of the State of Missouri and the Mayor of Kansas City. The Board is responsible for enforcing all State laws and City ordinances within the boundaries of Kansas City, Missouri.

On January 15th of each year, the Board must prepare a certified budget estimating the sum of money necessary for the next fiscal year (May 1 – April 30) to the governing body of the City of Kansas City, Missouri. The Kansas City's governing body is required to appropriate the total amount certified by the Board, payable out of the revenues of the city. However, the governing body of Kansas City is not required to appropriate to the Board in any fiscal year an amount in excess of one-fifth of the general revenue of such year.

A. General Information

1. The Board is requesting proposals from qualified firms of certified public accountants for professional audit services for year ending April 30, 2014 including, but not limited to, the audit of financial statements in accordance with generally accepted auditing standards, the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and the U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of State, Local Governments and Nonprofit Organizations* as well as the applicable standards in the *Guide to Equitable Sharing of Federally Forfeited Property for State and Local Law Enforcement Agencies*, and the *Guide to Equitable Sharing for Foreign Countries and Federal, State and Local Law Enforcement Agencies*, issued by the U.S. Department of Treasury.
2. Questions regarding this proposal must be emailed or faxed no later than **November 19, 2013**. Questions and responses will be emailed to all firms on **November 21, 2013**. **Emails should be addressed to Melissa McLaughlin at Melissa.McLaughlin@kcpd.org. Faxes should be addressed to Melissa McLaughlin, Fax Number (816) 234-5355.**
3. The Department accounting records will be available for review by interested firms prior to submission of the audit proposal. To schedule a review, contact Melissa McLaughlin at (816)234-5357.
4. Firms must submit (1) original and (2) copies of the complete proposal in paper form (not electronic form) by delivering the proposal by U.S. Mail or in-person to:

Melissa McLaughlin, Accounting Section
1125 Locust
Kansas City, Mo. 64106.

The complete proposal must be received by 2:00 p.m. on December 3, 2013.

5. By submitting a proposal to the Board, Proposer agrees that the Proposer's Proposal shall constitute a firm irrevocable offer to the Board that Proposer shall not withdraw or modify after the opening of Proposals (2:00 p.m. on December 3, 2013) for a period of sixty (60) days after the due date (2:00 p.m. on December 3, 2013). However, any Bidder may withdraw his Proposal at any time prior to the time scheduled for the receipt of Proposals (prior to 2:00 p.m. on December 3, 2013).
6. It is anticipated that the selection of a firm will be announced by **Friday, January 31, 2014.**

B. Terms of Engagement

In order to conform to existing State Statutes governing contractual matters involving the Board, it is the intent of the Board to enter into a series of five one-year contracts with the selected audit firm. These contracts will be contingent upon the Board receiving adequate funding from the City for each of the five fiscal years and mutually agreeable pricing.

Either the Board or the selected firm will have the option of canceling this agreement by advising the other, in writing, of their intentions not less than six months prior to the close of the fiscal year.

The Board would expect the selected firm to be responsive to additional services that may be required.

C. Minority-Owned/Women-Owned Business Enterprise (MBE/WBE) Participation Goals

The Board has established a goal of twenty percent (20%) MBE/WBE participation during the term of this audit engagement. This percentage goal may be met by a qualified subcontractor or vendor that provides at least the percentage of the total contract value. The name of the proposed firm must be clearly identified in the proposal. Following the award of the audit contract, no additional subcontracting will be allowed without the express prior written consent of the Board. MBE/WBE will be defined as:

A for-profit small business concern that:

- a. Is at least 51 percent owned, managed, and independently controlled by one or more minorities/women; and
- b. Has a real and substantial presence in the Kansas City metropolitan area as defined as the Missouri counties of Cass, Clay, Jackson and Platte and the Kansas counties of Johnson, Leavenworth and Wyandotte; and
- c. Meets the business size standards imposed by 13 CFR 121.201 and as subsequently amended; and
- d. Performs a commercially useful function; and
- e. Is a certified MBE and/or WBE by the City of Kansas City, Missouri's Human Relations Department.

Only persons meeting each of the above criteria shall be deemed a MBE/WBE for purposes of this article. Except any person listed as a MBE/WBE on the M/W/DBE Kansas City MO Online Directory on the date a contractor utilization plan is submitted is eligible to participate as an MBE/WBE on this particular contract.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work/Report Requirement

1. The Board desires the auditor to express an opinion on the conformity of Department financial statements, in all material respect, with generally accepted accounting principles.
2. Based on the audit of Department financial statements the Board desires a report to be issued regarding internal control over financial reporting.
3. The Board desires the auditor to express an opinion on compliance, in all material respects, applicable to each of the Department's major federal award programs, with the types of compliance requirements described in the U.S. Office of Management and Budget Circular A-133 Compliance Supplement.
4. The Board desires the auditor to express an opinion on the fair presentation of its combining and individual fund and account groups financial statements and schedules in conformity with generally accepted accounting principles.
5. The audit of detailed records is to be based upon tests of such records for selected periods during the fiscal year under review. The extent of such tests shall be determined by the contracting auditors as it applies and adheres to generally accepted accounting principles.
6. As mandated by State Statute (Section 84.840 of the Revised Statutes of Missouri) "the Board of such cities shall at least three months before the close of the fiscal year, provide that a certified audit of the Police Department's accounts for the current year be made by an independent firm of certified accountants, experienced and qualified in municipal and governmental auditing... Such audit shall be complete and general in scope, **and report of such audit shall be completed and published within sixty days after the close of such fiscal years, and one copy shall be filed with the public library of such cities.**"
7. The auditor will provide a list of all reports to be issued with their proposal.
8. The Department prepares its own Financial Statements. The Department may consult with the auditors regarding technical issues and note presentations.
9. The contracting auditors shall provide OMB Circular A-133 Single Audit report and electronic filing of required reports.
10. A report addressed to the Board outlining the scope and the extent of the audit shall accompany the financial statements. It will state the audit was performed in accordance with the generally accepted auditing standards and must include an opinion as to whether the statements conform to generally accepted accounting principles.

11. A required communication letter is to be prepared and include a statement of audit findings and recommendations affecting the financial statements, internal control, accounting, accounting systems, legality of actions, other instances of noncompliance with laws and regulations, and any other material matters.
12. Prior to submission of the completed report, the firm's staff will be required to review a draft of the proposed report and communication letter with persons named by the Department.
13. The contracting auditors shall attend various meetings as may be required by the Department.

B. Fund Source

The Department uses modified and full accrual.

Funds for audit are received from two sources:

1. The Department plans expenditures and controls operations through the use of an annual operating budget negotiated with the City and must be accepted by the Board on or before May 1st each year. Funds are appropriated by the City for the operating budget on which checks are prepared by the Department then signed by the City Treasurer in payment of incurred obligations. The appropriated operating budget for fiscal year 2013-14 is \$209,308,119.
2. The Department also provides special services to third parties and participates in federal and state grants that result in revenues received directly by the Department. These supplemental revenues, under the discretionary control of the Board, are used to provide increased levels of police service. The budget for the special revenue accounts for fiscal year 2013-14 is \$14,382,427.

C. Special Considerations

Firms should be aware of the following:

1. The Kansas City, MO Police Department Financial Services Unit uses a software system developed by New World Systems that encompasses the operating budget, special revenue, grant, agency and expendable trust accounts.
2. The payroll is a stand-alone mainframe system that does not interface with the accounting software system. The Department anticipates conversion to a server based system.
3. For the audit period ending April 30, 2013 the Department had six major programs.

D. Assistance Available

The Department will furnish desk space and well-lighted work areas for employees of the contracting auditors. All books, records, and filed documents will be made available, and the Department accounting staff will provide routine assistance such as the preparation of schedules, reproduction of documents, pulling documents, etc. The records are on file in the Accounting and Payroll Section located in the Police Headquarters Building, 1125 Locust, Kansas City, Missouri 64106.

E. Working Papers

1. Working papers will be retained for at least five years.
2. Working papers will be available for examination by authorized representatives of Federal or State agencies and/or auditors of those entities or their designees when requested by the Department.

III. RESPONSE TO SPECIFICATIONS OF AUDIT

In order to simplify the review process, proposals must be submitted in the following format:

A. Title Page

Subject name, name of the proposers' firm, name of the contact person, local address, telephone number, fax number, email address and the date.

B. Table of Contents

Include a clear identification of the material and page number.

C. Letter of Transmittal

1. Briefly state the firm's understanding of the work to be done and make a positive commitment to perform the work within the given time period.
2. Submit a proposed work plan for implementation of this audit. This schedule will include dates for each phase of the process. It should demonstrate the proposers understanding of the audit requirements and the audit tests and procedures to be applied in completing the audit plan. The planned MBE/WBE participation should also be specified. If the Proposer is using a MBE/WBE subcontractor or vendor, the provided documentation of the type of work performed and the work provided will be at least 20% of the total contract value.
3. State the size of the organization, whether it is local, regional, national or international in operations.
4. State the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office.
5. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.

6. Describe any recent governmental auditing experience similar to the type of audit requested, listing the names of clients audited. List at least three entities and their contact information.
7. Describe how and why your firm is different from other firms being considered, and why our selection of your firm is the best decision we could make.
8. Identify the five largest clients your firm has lost in the past three years and the reasons. In instances where loss of the client was due to an unresolved auditing or accounting matter, the process of attempting to resolve the issue(s).
9. Describe the firm's capability to audit computerized systems, including the number and classifications of personnel skilled in computer sciences.
10. Briefly describe the firm's quality control policies and procedures.
11. Include a copy of your firm's most recent peer review report, the letter of comments, and the firm's response to the letter of comments.

D. Mandatory Criteria

An affirmative statement shall be made of the following

1. The firm and all assigned key professional staff are properly licensed to practice in the State of Missouri.
2. The firm meets the standards of independence required by the Government Accounting Standards Board.
3. The firm is independent of the Board as defined in the *Government Auditing Standards*, published by the U.S. General Accounting Office.
4. The firm meets the continuing education and external quality control review requirements contained in the *Government Auditing Standards*, published by the U.S. General Accounting Office.

E. Summary of Personnel Qualifications

1. Identify the partners, managers, supervisors, seniors and other professional staff who will work on the audit, including staff from other than the local office. Resumes including relevant experience and continuing education for the staff auditors up to the individual with final responsibility for the engagement should be included.
2. Identify the firm with whom you will be contracting with to meet our goal of 20% MBE/WBE participation. Include a contact name and telephone number. Identify the partners and managers of the firm. Resumes must include relevant experience, including any recent work on any governmental auditing, and any continuing education hours/classes completed within the last two years by the partners, managers, and staff auditors participating in the audit.

F. Compensation

1. State the total hours and fee for the annual audit work. Also include the hourly rates by staff classification.
2. Include a fee projection for the subsequent audit years (i.e. based upon consumer price index, etc.).
3. Interim billing will be rendered for work completed. Final billing will be rendered upon delivery of the firms finished reports.

G. Additional Data

Since the preceding sections are to contain only data that is specifically requested, any additional information considered essential to the response should be included in this section. If there is no additional information presented, state, "There is no additional information we wish to present".

IV. Evaluation

The proposals for professional audit services will be reviewed by the Financial Services Unit and will be evaluated on several factors:

- A.** Response to the proposal clearly stating an understanding of the work to be performed.
- B.** Technical experience of the firm.
- C.** Qualifications of the staff.
- D.** Size and structure of the firm.
- E.** Compliance with the twenty percent (20%) MBE/WBE participation.
- F.** Cost of the work to be performed (cost is significant, but not the dominant factor).
- G.** Geographic location of key personnel and responsible office.
- H.** Firm's peer review report.

V. Time requirements

The following is a list of key dates for submission of proposals:

November 19, 2013 - Questions from firms regarding specifications due

November 21, 2013 - Responses to questions emailed back to firms

December 3, 2013 - Sealed proposal from firms due no later than 2:00 p.m.

VI. Right to reject

The Board of Police Commissioners reserves the right to reject any and all proposals submitted and to request additional information from all proposers. An award will be made to the firm that the Board evaluates as best qualified.

VII. Discussion and Negotiations

The Board, in its sole discretion, may do any of the following:

- A.** Request additional information from any or all Proposers;
- B.** Terminate this RFP;
- C.** Terminate this RFP and reissue an amended RFP;
- D.** Make a partial award to any or all Proposers; and/or
- E.** Require a Proposer to make modifications to their initial Proposal.

VIII. Notice of Award

The Contract shall be deemed as having been awarded when formal notice of acceptance of the firm's Proposal has been duly served by electronic mail or written letter mailed by U.S. Mail upon the intended awardee by some officer or agent of the Board duly authorized to give such notice.

**VENDOR APPLICATION / INFORMATION UPDATE FORM
KANSAS CITY, MISSOURI POLICE DEPARTMENT**

Name of Organization (as registered with IRS):

List Any applicable "Doing Business As" ("DBA") Names:

Vendor Category:

Manufacturer Wholesaler Retailer Distributor Service

Vendor Type:

Individual Partnership Corporation

Minority Business: Yes No

Type: African American Asian American Indian

Hispanic

Other (Specify: _____)

Woman Owned Business: Yes No

If you answered yes to either of the above questions, You **MUST** indicate below, the primary agency with which your special status is registered.

Payment Terms:

Old Addresses:

If this is an update request, there may be an attached list of all addresses currently on file for your company. If so, please make any corrections or deletions directly on the sheet and return it with this form.

New Addresses:

Please list **ALL** addresses, not on the above mentioned attachment, for your company on a separate sheet. You must clearly indicate to which address orders and bids should be sent and to which addresses payments should be sent. If any part of your "DBA" names has addresses associated with them, please indicate. Each address **MUST** have an accompanying phone number (including FAX number if applicable)

W-9 Information: You **MUST** complete and return the enclosed Form W-9 regardless of whether or not you will be providing any services you feel qualify you to receive a Form 1099. If you are incorporated, please indicate so in the name block and in the vendor type of the form.

Date You Signed This Form: _____

Name, Title and Phone Number of Person Completing This Form:

COOPERATIVE PROCUREMENT WITH OTHER JURISDICTIONS:

1. This section is optional, it will not affect bid award. If the Board of Police Commissioners awarded you the proposed contract, would you sell the exact items as specified in this proposal, under the prices and terms of this contract to any Municipal, County, Public Utility, Hospital, Educational Institution, or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) and located within the Greater Kansas City Metropolitan Trade Area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this Contract).

YES___NO _____

INITIALS_____

2. Sales will be made in accordance with the prices, terms, and conditions of the Invitation for Proposal and any subsequent term contract.
3. There shall, however, be no obligation under the cooperative procurement agreement for any organization by MACPP to utilize the proposal or contract unless they are specifically named in the Invitation for Proposal as a joint respondent.
4. All sales to other jurisdictions will be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other contract administration will be the responsibility of the ordering jurisdiction.
5. The principal contracting officer (PCO) is responsible to handle the solicitation and award the contract. The Board of Police Commissioners has sole authority to modify the contract and the PCO to handle disputes regarding the substance of the contract. The PCO is Trina Canady, Kansas City, Missouri Police Department.
6. Each jurisdiction that is a party to the joint bid has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

REFERENCE INFORMATION SHEET

List current customer references that acquired services and products from your company.

1. Company Name:

Address:

Contact Person:

Phone Number:

Description of services and or products purchased through your company:

2. Company Name:

Address:

Contact Person:

Phone Number:

Description of services and or products purchased through your company:

REFERENCE INFORMATION SHEET

List current customer references that acquired services and products from your company.

3. Company Name:

Address:

Contact Person:

Phone Number:

Description of services and or products purchased through your company:

4. Company Name:

Address:

Contact Person:

Phone Number:

Description of services and or products purchased through your company:

**VENDOR APPLICATION / INFORMATION UPDATE FORM
KANSAS CITY, MISSOURI POLICE DEPARTMENT**

Name of Organization (as registered with IRS):

Registered Name: _____
Address: _____ Phone: (____) _____
City, State & Zip: _____ Fax: (____) _____
Web Site: _____ Email: _____

List Any applicable "Doing Business As" ("DBA") Names:

Vendor Category:

Manufacturer Wholesaler Retailer Distributor Service

Vendor Type:

Individual Partnership Corporation

Minority Business: Yes No

Type: African American Asian American Indian Hispanic
 Other (Specify: _____)

Woman Owned Business: Yes No

If you answered yes to either of the above questions, You **MUST** indicate below, the primary agency with which your special status is registered.

Payment Terms:

Old Addresses: If this is an update request, there may be an attached list of all addresses currently on file for your company. If so, please make any corrections or deletions directly on the sheet and return it with this form.

New Addresses: Please list **ALL** addresses, not on the above-mentioned attachment, for your company on a separate sheet. You must clearly indicate to which address orders and bids should be sent and to which addresses payments should be sent. If any part of your "DBA" names has addresses associated with them, please indicate. Each address **MUST** have an accompanying phone number (including FAX number if applicable)

W-9 Information: You **MUST** complete and return the enclosed Form W-9 regardless of whether or not you will be providing any services you feel qualify you to receive a Form 1099. If you are incorporated, please indicate so in the name block and in the vendor type of the form.

Date You Signed This Form: _____

Name, Title and Phone Number of Person Completing This Form:
