

Appendix B Standard Forms

The requirements described in this Appendix are separate from those described in Appendix A.

Before the City can award any contract to a contractor, that contractor must file nine standard City forms (items 1 – 9 on the chart). Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFP package. Instead, this Appendix describes the forms, where to find them on the Internet, and where to file them. If a contractor cannot get the documents off the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing (purchasing@sfgov.org) and the City can fax, mail or e-mail them to the contractor.

If a contractor has already filled out items 1-3 (See note under Item 3.) on the chart, **the contractor should not do so again unless the contractor's answers have changed.** To find out whether these forms have been submitted, the contractor should call Purchasing at (415) 554-6702.

If a contractor would like to apply to be certified as a disadvantaged business enterprise, it must submit items 8 and 9. To find out about these items and certification, the contractor should call Human Rights Commission (HRC) at (415) 252-2500.

The general location of these and other forms on the internet is:

Office of Contract Administration

Homepage: <http://www.sfgov.org/oca/>

Purchasing forms: <http://www.sfgov.org/oca/purchasing/forms.htm>

Item	Form Name and Internet Location	Form Number	Description	Return the form to or for more information
1.	Request for Taxpayer Identification Number and Certification http://www.sfgov.org/oca/purchasing/forms.htm http://www.irs.gov/formspubs/index.html	W-9	The City needs the contractor's taxpayer ID number, and needs it on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number.	Office of Contract Admin. Purchasing Division City Hall, Room 430 San Francisco, CA 94102-4685 (415) 554-6702

Item	Form Name and Internet Location	Form Number	Description	Return the form to or for more information
2.	Business Tax Declaration http://www.sfgov.org/oca/purchasing/forms.htm	P-25	All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as “conducting business in San Francisco” must register with the Tax Collector.	Office of Contract Admin. Purchasing Division City Hall, Room 430 San Francisco, CA 94102-4685 (415) 554-6718
3.	S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in Contracts and Benefits http://www.sfgov.org/oca/purchasing/forms.htm - In Vendor Profile Application	HRC-12B-101	Contractors tell the City if their personnel policies meet the City’s requirements for nondiscrimination against protected classes of people, and in the provision of benefits between employees with spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the contractor’s answers on this form. (Note: Contract-to-Contract Compliance status vendor must fill out this form each time contracting with the City.)	Human Rights Comm. 25 Van Ness, Suite 800 San Francisco, CA 94102-6059 (415) 252-2500
4.	Vendor Profile Applications http://www.sfgov.org/site/oca_page.asp?id=26526	New Vendor Application Form (August 2004)	All vendors must complete this form prior to award of a contract.	Office of Contract Admin. Purchasing Division City Hall, Room 430 San Francisco, CA 94102-4685 (415) 554-6702

Item	Form Name and Internet Location	Form Number	Description	Return the form to or for more information
5.	Minimum Compensation Ordinance http://www.sfgov.org/site/uploadedfiles/oca/living_wage/mco/declaration.pdf	MCO Declaration (1-03)	All vendors must complete this form prior to award of a contract.	Office of Contract Admin. Purchasing Division City Hall, Room 430 San Francisco, CA 94102-4685 (415) 554-6702
6.	Health Care Accountability Ordinance http://www.sfgov.org/site/uploadedfiles/oca/living_wage/hcao/declaration.pdf	HCAO Declaration (10/02)	All vendors must complete this form prior to award of a contract.	Office of Contract Admin. Purchasing Division City Hall, Room 430 San Francisco, CA 94102-4685 (415) 554-6702
7.	Insurance Requirements http://www.sfgov.org/site/uploadedfiles/oca/purchasing/forms/ins_requirements.doc	P-607 (7-03)	All vendors must complete this form prior to award of a contract.	Office of Contract Admin. Purchasing Division City Hall, Room 430 San Francisco, CA 94102-4685 (415) 554-6702
8.	Disadvantaged Business Enterprise Application http://www.sfgov.org/oca/purchasing/forms.htm - In Vendor Profile Application	Schedule D	Disadvantage businesses complete this form to be certified by HRC as a DBE. Certified DBEs receive a bid discount pursuant to Chapter 14A when bidding on City contracts. To receive the bid discount, you must already be certified by HRC by the proposal due date.	Human Rights Comm. 25 Van Ness, Suite 800 San Francisco, CA 94102-6059 (415) 252-2500
9.	DBE Ordinance Compliance Declaration http://www.sfgov.org/oca/purchasing/forms.htm	HRC Form 3 (8-04)	The City's Disadvantaged Business Enterprise Utilization Ordinance requires all contractors to sign this form, stating that they will abide by the Ordinance, and with Chapter 14A of the Administrative Code.	Office of Contract Admin. Purchasing Division City Hall, Room 430 San Francisco, CA 94102-4685 (415) 554-6702