



Small Business Procurement Program  
**LOCAL SMALL BUSINESS APPLICATION**

<b>FOR SBPP OFFICE USE ONLY:</b>	
Code:	EXPIRY: ____/____/____
	#VC00000 _____

This application is to be filled out by local small businesses that want to participate in the City of Gainesville’s Small Business Procurement Program (SBPP).

**INSTRUCTIONS:**

1. Complete ALL parts of the application. Your business CANNOT be qualified unless all pages are completed in their entirety, including the **notarized affidavit, listing of commodity/service codes** and the **W9 form**. If you have any questions, please call the SBPP Office at (352) 334-5051 or email: [sbpp@cityofgainesville.org](mailto:sbpp@cityofgainesville.org)
2. The W9 form is included with the application. Full instructions for the form can be downloaded from <http://www.irs.gov/pub/irs-pdf/fw9.pdf> or picked up from the SBPP Office.
3. For your convenience, the City of Gainesville can make electronic direct deposit payments for any purchases made from you. If you wish the City of Gainesville to make direct deposits, please fill out the **Electronic Fund Transfer Form**, available from the SBPP Office or online at [www.cityofgainesville.org/finance/resources.shtml](http://www.cityofgainesville.org/finance/resources.shtml). Completion of this form does not affect your eligibility or status in the Program. The form can be filled out and submitted at any time.
4. Return completed application to the Small Business Procurement Program Office (2nd Floor, Old Library Building) OR mail to: Small Business Procurement Program, P.O. Box 490, Station 52 Gainesville, FL 32627-0490

Please TYPE or PRINT legibly.

Business Name \_\_\_\_\_

**\*In order to qualify as a Local Small Business you must have a valid City of Gainesville Occupational License**

Occupational License Number: \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

Contact Name (first, last) \_\_\_\_\_

Phone Number \_\_\_\_\_

Do not have email

Email Address (Please list an email address you check regularly) \_\_\_\_\_

Would you prefer we send correspondence, including bid notifications, through email rather than postal mail?

YES  NO

The City of Gainesville reserves the right to make whatever investigation deemed advisable to ensure businesses are qualified under the provisions of the Small Business Procurement Program and to reject any applicant for whatever reasons that serve the best interest of the City of Gainesville.

Any non-qualifying businesses seeking to receive bid information from the City of Gainesville must contact DemandStar.com at 1-800-711-1712 or [www.demandstar.com](http://www.demandstar.com)

<b>FOR SBPP OFFICE USE ONLY:</b>		<u>RECEIVED:</u>
SENT TO PAYABLES:	____/____/____	BY: _____
COMMODITIES ENTERED:	____/____/____	BY: _____
CERTIFICATE MAILED:	____/____/____	BY: _____

**NOTARIZED AFFIDAVIT FOR QUALIFICATION AS A LOCAL SMALL BUSINESS**

*Please call the SBPP Office at (352) 334-5051 for an appointment to have your application notarized free-of-charge.*

- 1. Is your principle place of operation with full-time personnel within the corporate limits of the City of Gainesville?  
 YES  NO
- 2. Do you have fewer than 100 permanent full-time employees?  
 YES  NO
- 3. Do the business and all related affiliates have a net worth of less than \$3 million and an average net income of less than \$2 million (after federal income taxes, excluding carry-over losses)? For Sole Proprietors: \$3 million includes personal and business investments.  
 YES  NO

If you answered NO to any of questions 1-3, you are NOT eligible to be qualified as a Local Small Business Enterprise.

- 4. Is your business at least 51% owned by minority group members?  Yes  No

If YES, check all that apply:

- African American  Hispanic American  American Woman
- Asian American  Native American  OTHER: \_\_\_\_\_

- 5. Are you certified by the Alachua County Equal Opportunity Division as a Small Business?  Yes  No
- 6. Are you certified by the State of Florida as a Minority Business Enterprise?  Yes  No
- 7. Are you certified by the U.S. Small Business Administration as a Small Disadvantaged Business and/or an 8(a) Business Development?  
 Yes  No

\*Your answers to questions 4-7 do not affect your eligibility for the Small Business Procurement Program. If you would like information on these certifications please contact the Small Business Procurement Program Office.

Any individual or entity that engages in fraud, misrepresentation, or other wrongful conduct, whether by act or omission, participation in or eligibility to participate in the City's Small Business Procurement Program or in the performance of its Small Business Enterprise obligation under a City contract, shall be in violation of the program. Violators of the City's Small Business Procurement Program may be subject to, on an individual and/or entity basis, the debarment or suspension from participating in the City's contracts in accordance with the City of Gainesville's Debarment/Suspension/Termination policy.

**I do solemnly declare and affirm under penalty of applicable state and federal laws of perjury that the statement(s) furnished and all the documents herewith are true and correct and that I am authorized, on behalf of the firm to make this affidavit.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**To be completed by Notary Public:**

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (affiant), as \_\_\_\_\_ (title) of \_\_\_\_\_ (company).

Personally Known **OR**  Produced Identification: \_\_\_\_\_ (type of identification)

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Printed Name of Notary Public

\_\_\_\_\_  
Notary Public Seal

## COMMODITIES/SERVICES

When City Departments are looking to make a purchase, they search the local vendor database for specific commodities/services, which are listed and coded by the National Institute of Governmental Purchasing (NIGP). There are over 30,000 commodity/service codes covering everything from “automotive tune-ups” to “X-ray testing equipment”.

**In order for the City of Gainesville to consider your business when making purchases, it is essential that we have accurate Commodity/Service Codes for goods and/or services your business can provide.**

There are two ways of obtaining appropriate Commodity/Services codes:

1. Visit [http://www.cityofgainesville.org/finance/sbpp/sbpp\\_nigp.aspx](http://www.cityofgainesville.org/finance/sbpp/sbpp_nigp.aspx) to find commodity/service codes.
2. The NIGP commodity/services code guide is available for use in the Small Business Procurement Program Office. You may use the guide when you pick up or drop off your application.

\*If you have any questions regarding Commodity/Services Codes or need assistance finding appropriate codes, please contact the SBPP Office at (352) 334-5051 or email: [sbpp@cityofgainesville.org](mailto:sbpp@cityofgainesville.org)

List commodity/service codes for all goods/services your business can provide:


If you were unable to find all applicable commodity/service codes, please use the space provided to list additional goods and/or services your business can provide.

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**\*\*If possible, attach a line card or a list of products that your company supplies.**

<b>FOR SBPP OFFICE USE ONLY:</b> VERIFIED: ____/____/____ BY: _____
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## Request for Taxpayer Identification Number and Certification

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

<b>Print or type See Specific Instructions on page 2</b>	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.

<b>Social security number</b>									
+	+	+	+	+	+	+	+	+	+

**or**

<b>Employer identification number</b>									
+	+	+	+	+	+	+	+	+	+

**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.)

<b>Sign Here</b>	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.

**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.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 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 recipient 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.