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<http://fiscal.gmu.edu/purchasing/>



**INVITATION FOR BID
 IFB GMU-1365-16**

ISSUE DATE: July 29, 2016

TITLE: Housekeeping Supplies

PRIMARY PROCUREMENT OFFICER: Brandon Augustine, Senior Buyer, baugust4@gmu.edu
SECONDARY PROCUREMENT OFFICER: Erin Rauch, Senior Buyer, erauch@gmu.edu

SEALED BID DUE DATE AND TIME: August 19, 2016 @ 2:00PM. Bids will be opened in public at this time.

Note: A return envelope is not being provided. It is the responsibility of the bidder to ensure the bid is submitted in an envelope, box, container, etc, that clearly identifies the contents as a bid submission in response to this Invitation for Bid.

QUESTIONS/INQUIRIES: E-mail all questions/inquiries for information to both procurement officers listed above no later than 5:00 PM EST on August 5, 2016. Responses to all questions will be posted on Mason’s Purchasing website by 5:00 PM EST on August 12, 2016.

In Compliance With This Invitation For Bid And To All The Conditions Imposed Herein, The Undersigned Offers And Agrees To Furnish The Services At The Price Indicated In Attachment E.

Name and Address of Firm:

 FEI/FIN No. _____
 Fax No. _____
 Email: _____

Date: _____
 By: _____
 Signature In Ink
 Name: _____
 Title: _____
 Telephone No. _____

This public body does not discriminate against faith-based organizations in accordance with the *Governing Rules, § 36* or against a Bidder/Offeror because of race, religion, color, sex, national origin, age, disability, or any other prohibited by state law relating to discrimination in employment.

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- I. **PURPOSE:** The purpose and intent of this Invitation for Bid is to establish a contract with one qualified source to provide janitorial supplies and accessories, including installation when necessary, to George Mason University. George Mason University (Mason) is an Institution of Higher Education of the Commonwealth of Virginia.
- Campus maps available at: <http://www.gmu.edu/about/>
- II. **PURCHASING MANUAL/GOVERING RULES:** This solicitation and any resulting contract shall be subject to the provisions of the Commonwealth of Virginia *Purchasing Manual for Institutions of Higher Education and their Vendor's*, and any revisions thereto, and the *Governing Rules*, which are hereby incorporated into this contract in their entirety. A copy of both documents is available for review at: <https://vascupp.org>
- III. **PERIOD OF PERFORMANCE:** Three (3) years with three (3) additional one (1) year renewal options.
- IV. **COMMUNICATION:** Communications regarding this Invitation For Bids shall be formal from the date of issuance until a contract has been awarded. Unless otherwise instructed bidders are to communicate with only the Procurement Officers listed on the cover page. Bidders are not to communicate with any other employees of Mason.
- V. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION:** The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eprocurement solution by completing the free eVA Vendor Registration. All bidders or offerors agree to self-register in eVA and pay the Vendor Transaction Fees prior to being awarded a contract. Registration instructions and transaction fees may be viewed at: <https://eva.virginia.gov/>
- VI. **SWaM Certification:** Vendor agrees to fully support the Commonwealth of Virginia and Mason's efforts related to SWaM Goals. Upon contract execution, eligible vendors (as determined by Mason and the Department of Small Business and Supplier Diversity) shall submit all required documents necessary to achieve SWaM certification to the Department of Small Business and Supplier Diversity within 90 days. Vendors currently SWaM certified agree to maintain their certification for the duration of the contract and shall submit all required renewal documentation at least 30 days prior to existing SWaM expiration.
- VII. **SCOPE OF WORK:** The Contractor shall furnish all necessary labor, materials, transportation as needed to provide janitorial supplies and accessories, including installation when necessary in accordance with all the terms, specifications, and conditions herein.
- A. Vendor Requirements: (Failure to provide the information and documentation requested in this section may result in the bid being deemed non-responsive and, as result, not considered.) Contractor must:
1. Provide fully completed Vendor Data Sheet (see Attachment A).
 2. Provide a completed, signed Substitute W9 form with the bid (see Attachment D).
 - a. The Federal W9 form will not be accepted.
 - b. The Substitute W9 form must be fully completed.
 - c. The Substitute W9 form is required to have a physical signature (digital signatures considered invalid)
 3. Provide fully completed Pricing Sheet (see Attachment E).
 4. Provide a copy of catalog that includes list pricing.
- B. General Specifications:
1. Orders shall be shipped within 48 hours after receipt of an order 90% of the time. The Contractor will notify Mason if product ordered cannot be shipped within this time period to provide the opportunity to secure product elsewhere

2. Contactor must be a manufacturer's authorized sales and service dealer for all proposed equipment/software. An authorized sales and service dealer is defined in this solicitation as one purchasing their products for resell directly from the manufacturer(s) involved or the manufacturer's approved channels. Products that result from new authorized sales and service dealer arrangements between the Contractor and the manufacturer during the term of this contract may be added and offered through the contract.
3. The Contractor shall provide a product or mix of products in a manner that will allow Mason to migrate to emerging technologies/services and between legacy technologies with no penalty charge associated with maintaining the most appropriate selections of goods and services throughout the life of the contract.
4. The Contractor shall supply paper catalogs where requested.
5. Packing slips shall accompany all deliveries and shall contain Mason's purchase order number, vendor name, name of article, and serial number of equipment (when applicable). Cartons shall be identified by purchase order number and vendor name.
6. Orders not filled and partials shall be indicated on the packing list. Contractor shall inform Mason of anticipated availability date for unfilled and partial orders.
7. All products sold by the Contractor shall be new and unused. Only the newest versions of software and equipment will be bid. Older versions will only be sold, if specifically requested. Contractor may offer reconditioned products as a Voluntary Alternate; such items shall be marketed and labeled as being reconditioned.
8. Products that have a 30/60/90 day money back guarantee must be clearly identified in the catalog and on the website (if applicable).
9. Contactor has the option to offer private label products. Contactor shall maintain the same manufacturer specifications for private label products throughout the term of contract. Any change of manufacturers for a private label shall result in offerings equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering.
10. Contractor shall maintain a toll free technical support line open Monday through Friday during standard business hours. Calls must be answered by a live technician.
11. Mason reserves the right to return any products due to pricing errors made by the Contractor. The Contractor agrees to pay for the cost of any returned product due to a pricing error.
12. Contractor shall provide a Safety Data Sheet (SDS) for all items sold, if required. A separate sheet shall be provided for each individual item when purchase is made.
13. All product lines must meet or exceed all standards set by the National Consumer Protection Agency, Underwriters Laboratories, Environmental Protection Agency and the National Association of Hardware Retailers.
14. All product labels shall be in full compliance with applicable OSHA laws. For products that are purchased in large drums or containers for use in smaller containers, sufficient secondary product labels for each item sold must be provided to the buyer at no additional cost. Secondary labels must be suitable for application and use on member's gallon bottles, spray bottles, or other bottles that are commonly used by custodians. The labels must be resistant to deterioration by contact with water or chemicals. All secondary labels shall have the information necessary for full compliance with applicable OSHA Hazard Communication Standards.
15. The following products must be approved and so labeled by Underwriters Laboratories (UL) for slip resistance: non-buffing type seal-finish water emulsion floor sealer; waterborne epoxy wood floor finish; dust mop treatment; detergent, germicidal, and quaternary ammonium floor cleaners; all-purpose cleaners;

all-purpose neutral cleaner; high gloss restorer; water emulsion type floor finish; detergent resistant water emulsion type floor finish; 100% #1 prime carnauba water emulsion type floor wax.

16. The following products must be able to be used without dilution: non-buffing type seal-finish water emulsion floor sealer for terrazzo, ceramic tile, concrete and marble; waterborne epoxy wood floor finish; dust mop treatment mineral oils; detergent resistant water emulsion type floor finish; 100% #1 prime carnauba water emulsion type floor wax.
17. All containers of chemicals sold must have a firmly secured label with instructions for use. On containers over one gallon in size, a batch sticker must be attached.
18. All floor care products must be supplied in new, factory-sealed containers.
19. The Contractor must provide proof that the products offered have been in use at educational, municipal, state or other governmental agencies for at least two years.
20. Chemicals offered through this contract must meet applicable federal and state Clean Air Requirements, have a lead content below .06%, be stable when stored at room temperatures, and be registered with the proper state and federal agencies, and carry such registration numbers as required by law.
21. Product offering must include products with the Green Seal or equivalent rating.
22. Floor Care Products (Industrial Use) Non-buffing type seal-finish water emulsion floor sealer shall be of one grade and uniform concentration. The nonvolatile matter shall be measured between 22 and 23% when tested by applicable ASTM standards; pH value shall range between 8.5 and 9.5 when tested in accordance with applicable ASTM standards.
23. Floor Care Products (Industrial Use) Dust mop treatment shall be one grade of mineral oil and contain no banned hydrocarbons or other banned chemicals. If retained in the original container, the treatment must not show separation, creaming, or gelling when stored at room temperature. The mixture shall contain no water or wax nor shall it discolor white vinyl tile.
24. Floor Care Products (Industrial Use) Detergent, germicidal, and quaternary ammonium floor cleaners shall contain synthetic detergents suitable for use on all surfaces normally cleaned with water. Products offered must not contain any peroxides, mercury, iodine, phenol compounds or materials that will release such compounds when diluted in accordance with instructions. Product shall provide bacteriological and germicidal activity against, but not limited to, the following: Pseudomonas aeruginosa, salmonella, e. coli, staphylococci, bacteria and other infectious diseases.
25. Floor Care Products (Industrial Use) Extraction carpet cleaners shall be of one grade and uniform concentration and suitable for use in all types of hot water extraction equipment. The nonvolatile content should be between 10 and 12%; the pH value should be between 6.5 and 7.5.
26. Floor Care Products (Industrial Use) Cleaner-degreasers for the removal of industrial oil, grease and wax buildup on floors shall be a uniform homogeneous product containing synthetic detergents and biodegradable surfactants, with no abrasives, soaps, glycol ethers, toxic solvents, phosphates, or free acids.
27. Floor Care Products (Industrial Use) Non-ammoniated, low-foaming remover for detergent-resistant, water emulsion floor finishes shall be free from objectionable odors, contain biodegradable surfactants, have no abrasives, soap, butyl cello solve or other glycol ethers, and can be used in either hard or soft water when diluted according to instructions. The product shall be able to remove aged and/or heavy buildup of water based wax, polymer and detergent-resistant floor finishes.
28. Floor Care Products (Industrial Use) Mop-on stripper for detergent resistant, water emulsion floor finishes shall be free from objectionable odors, contain biodegradable surfactants, have no abrasives or soap and be suitable for application to the standard grades of vinyl, vinyl composition, and mineral floorings. The pH value of the products should range between 11.0 and 12.0.

29. Floor Care Products (Industrial Use) General-purpose cleaners shall contain synthetic detergents and biodegradable surfactants, and have no abrasives, soaps, glycol ethers, toxic solvents, phosphates, or free acids. General-purpose cleaners must be suitable for use in automatic scrubbers.
30. Floor Care Products (Industrial Use) All-purpose cleaner shall contain no ammonia, not be corrosive to the skin (pH value between 6.0 and 8.0), and be suitable for use on washable, non-porous floors.
31. Floor Care Products (Industrial Use) All-purpose neutral cleaner shall contain no ammonia, not be corrosive to the skin (pH value between 9.0 and 9.5), and be suitable for use on all washable floors.
32. Floor Care Products (Industrial Use) Extra-strength phosphoric acid cleaner shall be able to remove hard water encrustations, rust deposits and oily residue. The extra-strength phosphoric acid cleaner shall be 16% minimum phosphoric acid, shall emit no hydrochloric acid vapors, be low foaming, free rinsing, and contain no abrasive matter.
33. Floor Care Products (Industrial Use) Soap-less, organic, non-ionic detergents and components in a water base shall not cause bleeding or fading of colors on normal, color-fast carpets. The detergents shall remove oily soil, dry soil, lint, grit, dust, food spills, and water-based inks.
34. Floor Care Products (Industrial Use) High gloss water emulsion restorer shall be appropriate for use in regular and high-speed floor machines and for use on sealed resilient and hard flooring. The nonvolatile content shall be approximately 7.5% when tested by heating for two hours at 105°C following the instructions in applicable ASTM standards. The pH value of the concentrate shall not be less than 6.0 nor greater than 9.0. One gallon shall be sufficient to cover 10,000 square feet when spray applied.
35. Floor Care Products (Industrial Use) Metal interlock modified with a urethane lattice water emulsion floor finish shall be for use on all types of flooring surfaces. The nonvolatile content should be approximately 22%; pH value shall range between 8.5 and 9.5.
36. Floor Care Products (Industrial Use) Water emulsion type detergent resistant floor finish shall be for use on all types of flooring surfaces. The nonvolatile content should be approximately 16%; pH value shall range between 8.5 and 9.5.
37. Floor Care Products (Industrial Use) Water emulsion type detergent resistant floor finish shall be for use on all types of flooring surfaces. The nonvolatile content should be approximately 16%; pH value shall range between 8.5 and 9.5.
38. Floor Care Products (Industrial Use) Water emulsion type 100% No. 1 prime carnauba floor wax shall be for use on all types of flooring surfaces. The nonvolatile content should be approximately 12%; pH value shall range between 9.0 and 10.0.
39. Brooms and brushes shall include, but not be limited to: upright brooms (natural or plastic fiber), dust pans, push brooms, street brooms, floor sweeps, deck scrub brushes, utility brushes, counter brushes, toilet bowl brushes, vehicle wash brushes, specialty brushes, dusters, feather dusters, lamb's wool dusters, antimicrobial overhead dusters, and broom handles in a variety of sizes, diameters and bristle types. These products must be made available within Contractor's catalog.
40. Can liners shall be available in a variety of sizes, grades (light-duty to super-duty), dispenser types (roll, boxes, cases), colors, materials (linear low-density polyethylene, high-density blended resin polyethylene) and with drawstring or ties.
41. Cleaning chemicals shall include, but not be limited to: general purpose cleaners, disinfectants, germicides, bathroom cleaners, mildew & stain remover, tub & tile cleaner, bowl cleaner, drain opener, cleansers, stainless steel cleaner and polish, metal cleaner, wood cleaner, furniture polish, glass cleaner, laundry products, paint remover, graffiti remover, gum remover, lubricants, protectants, specialty chemicals, insecticides, insect control, insect repellent, tank sprayers, handheld sprayers, fogger sprayer, bottles and sprayers, drum pumps. These products must be made available within Contractor's catalog.

42. Chemical Proportioners/ Dilution system shall be offered. The system will be used at the user site to measure chemicals prior to actual use. This system should allow for installation into small areas, include a back-flow prevention device that will prevent the contamination of the systems water supply, allow for a metered flow of chemical through the system and will also provide the user with an adjustable flow rate, and include labels for all sizes and types of containers to be used by the member. A complete, laminated, easy-to understand manual shall be included with the system.
43. Chemical Proportioners/ Dilution systems shall be offered free of charge. This includes replacing existing systems, repairs, and the need for additional systems in the future.
44. Dispenser systems shall be offered free of charge. This includes replacing existing systems, repairs, and the need for additional systems in the future. (Estimated 200 soap dispensers, 350 toilet paper dispensers, and 350 paper towel dispensers.)
45. Facility maintenance products shall include, but not be limited to; key control products, surge protectors, extension cords, light bulb changers, doorstops, fans, heaters, clipboards, ladders (wood, fiberglass, aluminum) tool storage boxes. These products must be made available within Contractor's catalog.
46. Floor and carpet care products shall include, but not be limited to: floor strippers, floor finishes, floor waxes, floor sealers, floor cleaners, floor maintainers, sweeping compounds, dust mop treatment, carpet shampoo and extractors, carpet spotters, carpet stain protector, carpet cleaners, carpet stain remover, carpet cleaner defoamer, carpet spotter towels, enzyme digestant, odor eliminator, rug & room deodorant, liquid spills absorbent. These products must be made available within Contractor's catalog.
47. Floor pads, sponges & abrasives shall include, but not be limited to: polishing, buffing, scrubbing and stripping floor pads, high-speed floor pads, sand screen floor pads, steel wool floor pads, carpet bonnets, utility pads and holders, baseboard pads, cellulose sponges, scouring pads and sponges, steel wool pads, steel wool reels, pumice scouring stones, metal sponges, griddle/grill cleaners. These products must be made available within Contractor's catalog.
48. Material handling products shall include, but not be limited to: tilt trucks, utility trucks, platform trucks, folding trucks, drum dolly, hand trucks, hand carts, mobile work-centers, utility carts, tool organizers/holders, utility cabinets, utility shelving, storage boxes, tote boxes, outdoor storage, stretch film, utility knives. These products must be made available within Contractor's catalog.
49. Matting shall include, but not be limited to: wiper mats, absorbent mats, scraper entrance mats, grease proof mats, grease resistant mats, antifatigue mats, vinyl runner mats, chair mats, bath mats, plunger and bowl mops. These products must be made available within Contractor's catalog.
50. Mopping products shall include, but not be limited to: wet mop heads (standard, saddleback head), loop web mop heads, tailband mop heads, super-loop mop head, mop head with scrub pad, antimicrobial wet mops, lie-flat mop heads, finish mops, mop head laundry bag, swivel grip mop handles, antimicrobial wet mop handles, metal head mop handles, plastic head mop handles, safety signs, mop wringers, mop strainers, mop buckets, plastic bucket/wringer combos, bowl and handle mops, dust mop frames and handles, floor finish applicators, dusters, dust heads. These products must be made available within Contractor's catalog.
51. Waste receptacle products shall include, but not be limited to: round containers and lids, square and mobile containers, hooded top containers, dome-top containers, wall-mount containers, fire-safe containers, step-on cans (plastic and steel), recycle containers and systems (stationary, mobile, indoor and outdoor), aggregate containers, smoking urns. These products must be made available within Contractor's catalog.
52. Vacuums Multi-surface HEPA vacuums, designed for hard and soft floors. Vacuums carpet, VCT, tile, rubber, wood, stone and concrete. Uprights (bag, dirt/dust, clean air), cordless rechargeables, walk-behinds, ride-ons, canisters and backpack vacs.
53. Burnishers 1500 – 2600 RPM. Active and passive dust control systems. Pad pressure adjustment. Battery and electric cord options.

54. Floor care accessories extensions, pads, brushes, belts, bags and related parts for listed equipment.
55. Personal care products shall include, but not be limited to: first aid kits, first aid refill components, adhesive bandages, blood cleanup kits, disposable gloves and dispensers, personal cleansing wipes, feminine hygiene products, sanitary napkins disposal, receptacles. These products must be made available within Contractor's catalog. These products must be made available within Contractor's catalog.
56. Safety products shall include, but not be limited to: eye care and protection products, dust masks, ear plugs, back supports, safety cones, safety tape. These products must be made available within Contractor's catalog.
57. "Skin care products shall include, but not be limited to: soap dispenser systems, skin conditioning systems, health-care soap systems, instant hand sanitizer products, moisturizing lotions, antibacterial lotion soaps, hair and body shampoos, heavy-duty soaps, dispensers, powdered soaps and dispensers, pumice bar soap, full-size bar soap, personal size bar soap, latex gloves, work gloves. These products must be made available within Contractor's catalog.

VII. CONTRACT ADMINISTRATOR: Mr. Leo Barrios, Associate Director Housing and Residence Life, or his designee, shall serve as Contract Administrator and shall use all powers under the contract to enforce its faithful performance. The Contract Administrator, or her designee, shall determine the amount, quality, acceptability, and fitness of all aspects of the services and shall decide all other questions in connection with the goods/services described herein. The Contract Administrator, or her designee, shall not have the authority to approve changes in the contract which may alter the concept or which calls for an extension of time or a change in the contract price. Any modifications made must be authorized by Mason's Purchasing Department as a written addendum to the contract.

VIII. PRICING SCHEDULE: Bidder shall provide pricing for "market basket" items. Products offered shall reflect brand name or equal equipment/supplies. The salient physical, functional, and performance characteristics must be brand name or equal to the products listed below. Mason is solely responsible in determining if non-"brand name" substitute products fully meet the salient characteristics.

- A. Market Basket Pricing: Mason is requesting pricing on a specific selection of the most commonly used products defined as a "market basket". The stock number/item number, product description, discount off catalog list, market basket net price, unit price and any other product information deemed relevant by the Bidder shall also to be included. Please complete Attachment E.
- B. Catalog Discount: Bidder shall provide percentage discount off of their respective catalog list pricing schedule. The percentage discounts shall remain firm during the initial contract period, and shall apply only to those products not listed in the University's "market basket".
 1. The contractor shall make available other products that have not been specified in this solicitation. New items introduced during the term of this contract shall be priced at favored nations pricing.
 2. The Contractor shall clearly show list price, discount percent, and final cost on all quotes AND invoices.
 3. The Contractor shall be required to provide semi-annual reports showing list prices and prices paid, which will reflect the cost savings to Mason.

IX. SOLICITATION TERMS AND CONDITIONS:

A. GENERAL TERMS AND CONDITIONS – GEORGE MASON UNIVERSITY: <http://fiscal.gmu.edu/purchasing/do-business-with-mason/view-current-solicitation-opportunities/>

B. SPECIAL TERMS AND CONDITIONS:

1. AWARD: George Mason University will make an award on the **GRAND TOTAL SUM** basis to the lowest responsive and responsible bidder meeting the requirements of the solicitation. Mason reserves the right to conduct any test it may deem advisable and to make all evaluations. Mason also reserves the right

to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the procuring public body to be in its best interest. Discount off catalog list price may also be considered.

2. ADDITIONAL USERS: It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or affiliated corporations may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the Contractor(s) and shall fully and independently administer its use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the University. No modification of this contract or execution of a separate agreement is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of the contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the contractor.

The Contractor will notify the University in writing of any such entities accessing this contract. The Contractor will provide semi-annual usage reports for all entities accessing the contract. The University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that the University is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Use of this contract(s) does not preclude any participating entity from using other contracts or competitive processes as needed.

3. ADVERTISING: In the event a contract is awarded for supplies, equipment, or services resulting from this bid/proposal, no indication of such sales or services to George Mason University will be used in product literature or advertising. The contractor shall not state in any of its advertising or product literature that George Mason University has purchased or uses any of its products or services, and the contractor shall not include George Mason University in any client list in advertising and promotional materials.
4. AUDIT: The Contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. George Mason University, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
5. BID ACCEPTANCE PERIOD: Any bid in response to this solicitation shall be valid for sixty (60) days. At the end of the sixty (60) days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
6. BID PRICES: Bid shall be in the form of a firm unit price for each item during the contract period.
7. CANCELLATION OF CONTRACT: Mason reserves the right to cancel and terminate any resulting contract, in part or in whole without penalty, upon 30 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 30 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
8. COMPLIANCE WITH LAW: (If Applicable): All goods and services provided to George Mason University shall be done so in accordance with any and all local, state and federal laws, regulations and/or requirements. This includes any applicable provisions of FERPA or the "Government Data Collection and Dissemination Practices Act" of the Commonwealth of Virginia.

9. CONFLICT OF INTEREST: By submitting a proposal the contractor warrants that he/she has fully complied with the Virginia Conflict of Interest Act; furthermore certifying that he/she is not currently an employee of the Commonwealth of Virginia.
10. EXTRA CHARGES NOT ALLOWED: The bid price shall be for complete delivery ready for Mason's use, and shall include all applicable freight and shipping charges; extra charges will not be allowed.
11. IDENTIFICATION OF BID/PROPOSAL ENVELOPE: If a special envelope is not furnished, or if return in the special envelope is not possible, the signed bid/proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____	Due Date	Time
Name of Bidder/Offeror	IFB No./RFP No.	
Street or Box Number	IFB/RFP Title	
City, State, Zip Code		
Name of Contract/Purchase Officer or Buyer: _____		

The envelope should be addressed as directed on Page 1 of the solicitation.

If a bid/proposal not contained in the special envelope is mailed, the bidder or offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the bid or proposal to be disqualified. Bids/proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other bids/proposals should be placed in the envelope.

12. INDEMNIFICATION: The contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor/any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered.
13. NEGOTIATION WITH THE LOWEST BIDDER: Unless all bids are cancelled or rejected, the University reserves the right granted by Governing Rules § 15 to negotiate with the lowest responsive, responsible bidder to obtain a contract price within the funds available to Mason whenever such low bid exceeds Mason's available funds. For the purpose of determining when such negotiations may take place, the term "available funds" shall mean those funds which were budgeted by Mason for this contract prior to the issuance of the written Invitation for Bids. Negotiations with the low bidder may include both modifications of the bid price and the Scope of Work/Specifications to be performed. Mason shall initiate such negotiations by written notice to the lowest responsive, responsible bidder that its bid exceeds the available funds and that Mason wishes to negotiate a lower contract price. The times, places and manner of negotiating shall be agreed to by Mason and the lowest responsive, responsible bidder.
14. SMALL, WOMEN, AND MINORITY-OWNED BUSINESSES SUBCONTRACTING AND EVIDENCE OF COMPLIANCE: Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to small businesses. This shall include DMBE certified women-owned and/or minority-owned businesses when they have received DMBE small business certification. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing Mason's Purchasing Department at a minimum the following information: name of small business, phone number, total dollar amount subcontracted, category type (small, women, or minority/owned), and type of product/service provided.

15. SPECIAL EDUCATIONAL OR PROMOTIONAL DISCOUNTS: The Contractor shall extend any special educational or promotional sale prices or discounts immediately to Mason. Such notice shall also advise the duration of the specific sale or discount price.
16. RENEWAL OF CONTRACT: This contract may be renewed by George Mason University for three (3) successive one year periods under the terms and conditions of the original contract except as stated in a. and b. below. Price increases may be negotiated only at the time of renewal. Written notice of Mason's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.
- a. If George Mason University elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by more than the percentage increase/decrease of the **all items** category of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
- b. If during any subsequent renewal periods, George Mason University elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the **all items** category of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
17. WARRANTY (COMMERCIAL): The contractor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Commonwealth by any other clause of this solicitation. A copy of this warranty should be furnished with the bid/proposal.

XII. METHOD OF PAYMENT: PLEASE NOTE: THE VENDOR MUST REFERENCE THE PURCHASE ORDER NUMBER ON ALL INVOICES SUBMITTED FOR PAYMENT.

Option #1- Payment to be mailed in 10 days-The University will make payment to the vendor under 2%10/Net 30 payments terms. Invoices should be submitted via email to the designated Accounts Payable email address which is evendor@gmu.edu.

The 10 day payment period begins the first business day after receipt of proper invoice or receipt of goods, whichever occurs last. [A paper check will be mailed on or before the 10th day.](#)

Option #2- To be paid in 20 days. The vendor may opt to be paid through our ePayables credit card program. The vendor shall submit an invoice and will be paid via credit card on the 20th day from receipt of a valid invoice. The vendor will incur standard credit card interchange fees through their processor. All invoices should be sent to:

George Mason University
Accounts Payable Department
Mailing Address: 4400 University Drive, Mailstop 3C1
Street Address: 4441 George Mason Boulevard, 4th Floor, Suite 4200
Fairfax, Va. 22030
Voice: 703.993.2580 | Fax: 703.993.2589
e-mail: AcctPay@gmu.edu

Option#3- Net 30 Payment Terms. Vendor will enroll in Paymode-X where all payments will be made electronically to the vendor's bank account. For additional information or to sign up for electronic payments, go to <http://www.paymode.com/gmu>. There is no charge to the vendor for enrolling in this service.

Please state your payment preference in your proposal response.

ATTACHMENT A
VENDOR DATA SHEET

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid non-responsive.

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Vendor's Primary Contact: Name: _____ Phone: _____

3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:
_____ Years _____ Months

4. Vendor Information:

FIN or FEI Number: _____ If Company, Corporation, or Partnership

Social Security Number: _____ If Individual

5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

A. Company: _____ Contact: _____
Phone: (____) _____ Fax: (____) _____

Project: _____

Dates of Service: _____ \$ Value: _____

B. Company _____ Contact: _____

Phone: (____) _____ Fax: (____) _____

Project: _____

Dates of Service: _____ \$ Value: _____

C. Company: _____ Contact: _____

Phone: (____) _____ Fax: (____) _____

Project: _____

Dates of Service: _____ \$ Value: _____

D. Company: _____ Contact: _____

Phone: (____) _____ Fax: (____) _____

Project: _____

Dates of Service: _____ \$ Value: _____

MINORITY-OWNED BUSINESS ()YES ()NO. WOMEN-OWNED ()YES ()NO. SMALL BUSINESS ()YES ()NO.
REGISTERED WITH eVA ()YES ()NO. REGISTERED WITH DMBE ()YES ()NO.

I certify the accuracy of this information.

Signed: _____ Title: _____ Date: _____



Purchasing Department
 Mailing Address: 4400 University Drive, Mailstop 3C5
 Street Address: 4441 George Mason Boulevard, 4th Floor, Suite 4200
 Fairfax, Va. 22030
 Voice: 703.993.2580 | Fax: 703.993.2589

ATTACHMENT B – SAMPLE CONTRACT

SAMPLE ONLY * SAMPLE ONLY * SAMPLE ONLY

Note: Other documents may be incorporated into this document, either by way of attachment or by reference, but in all cases this contract document shall take precedence over all other documents and will govern the terms and conditions of the contract.

This Contract entered on this ____ day of _____ by _____ hereinafter called “Contractor” (located at _____) and Commonwealth of Virginia, George Mason University hereinafter called “Mason”.

- I. **WITNESSETH** that the Contractor and Mason, in consideration of the mutual covenants, promises and agreement herein contained, agree as follows:
- II. **SCOPE OF CONTRACT:** The Contractor shall provide _____ for the _____ as set forth in the Contract Documents.
- III. **PERIOD OF CONTRACT:** Three (3) years with three (3) additional one (1) year renewal options.
- IV. **PRICE SCHEDULE:** TBD
- V. **CONTRACT ADMINISTRATION:** _____ shall serve as Contract Administrator for this Contract and shall use all powers under the Contract to enforce its faithful performance. The Contract Administrators shall determine the amount, quality and acceptability of work and shall decide all other questions in connection with the work. All direction and order from Mason shall be transmitted through the Contract Administrator, however, the Contract Administrator shall have no authority to approve changes which shall alter the concept or scope or change the basis for compensation.
- VI. **METHOD OF PAYMENT:** TBD
- VII. **GOVERNING RULES:** This Contract is governed by the provisions of the Restructured Higher Education Financial and Administrative Operations Act, Chapter 4.10 (§ [23-38.88](#) et seq.) of Title 23 of the Code of Virginia, and in particular § [23-38.90](#) of the Restructuring Act, referred to as the “*Governing Rules*” and the *Purchasing Manual for Institutions of Higher Education and their Vendors*. Documents may be viewed at: <https://vascupp.org>
- VIII. **CONTRACT PARTICIPATION:** TBD.
- IX. **STANDARD TERMS AND CONDITIONS:**
 - A. **APPLICABLE LAW AND CHOICE OF FORUM:** This Contract shall be construed, governed, and interpreted pursuant to the laws of the Commonwealth of Virginia. All disputes arising under this Contract shall be brought before an appropriate court in the Commonwealth of Virginia.
 - B. **ANTI-DISCRIMINATION:** By entering into this contract contractor certifies to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §§ 9&10 of the *Governing Rules*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made

pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Governing Rules*, § 35).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
 2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- C. ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- D. ASSIGNMENT: Neither party will assign or otherwise transfer its rights or obligations under this Contract without both parties' prior written consent. Any attempted assignment, transfer, or delegation without such consent is void.
- E. AUDIT: The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- F. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- G. AUTHORIZED SIGNATURES: The signatory for each Party certifies that he or she is an authorized agent to sign on behalf such Party.
- H. CANCELLATION OF CONTRACT: Mason reserves the right to cancel and terminate this Contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- I. CLAIMS: Contractual claims, whether for money or other relief, shall be submitted in writing no later than 60 days after final payment. However, written notice of the contractor's intention to file a claim shall be given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.

1. The firm must submit written claim to:
Director of Purchasing and Accounts Payable
George Mason University
4400 University Drive, MSN 3C5
Fairfax, VA 22030
 2. The firm must submit any unresolved claim in writing no later than 60 days after final payment to the Director of Purchasing and Accounts Payable.
 3. Upon receiving the written claim, the Director of Purchasing and Accounts Payable will review the written materials relating to the claim and will mail his or her decision to the firm within 60 days after receipt of the claim.
 4. The firm may appeal the Director of Purchasing and Accounts Payable's decision in accordance with § 55 of the *Governing Rules*.
- J. COLLECTION AND ATTORNEY'S FEES: The Contractor shall pay to Mason any reasonable attorney's fees or collection fees, at the maximum allowable rate permitted under Virginia law, incurred in enforcing this Contract or pursuing and collecting past-due amounts under this Contract.
- K. COMPLIANCE WITH LAW: All goods and services provided to Mason shall be done so in accordance with any and all local, state and federal laws, regulations and/or requirements. This includes any applicable provisions of FERPA or the "Government Data Collection and Dissemination Practices Act" of the Commonwealth of Virginia.
- L. CONFIDENTIALITY OF PERSONAL IDENTIFIABLE INFORMATION: The Contractor shall assure that information and data obtained as to personal facts and circumstances related to patients or clients will be collected and held confidential, during and following the term of this contract, and will not be divulged without the individual's and Mason's written consent and only in accordance with federal law or the Code of Virginia. The Contractor shall utilize, access, or store personal identifiable information as part of the performance of this contract in a secure environment and immediately notify Mason of any breach or suspected breach in the security of such information. Contractor shall allow Mason to both participate in the investigation of incidents and exercise control over decisions regarding external reporting.
- M. CONFLICT OF INTEREST: Contractor represents to Mason that its entering into this Contract with Mason and its performance through its agents, officers and employees does not and will not involve, contribute to nor create a conflict of interest prohibited by Virginia State and Local Government Conflict of Interests Act (Va. Code 2.2-3100 *et seq*), the Virginia Ethics in Public Contracting Act (§57 of the *Governing Rules*), the Virginia Governmental Frauds Act (Va. Code 18.2 – 498.1 *et seq*) or any other applicable law or regulation.
- O. DEBARMENT STATUS: As of the effective date, the Contractor certifies that it is not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of services covered by this Contract, nor is the Contractor an agent of any person or entity that is currently so debarred.
- P. ENTIRE CONTRACT: This Contract constitutes the entire understanding of the Parties with respect to the subject matter herein and supersedes all prior oral or written contracts with respect to the subject matter herein. This Contract can be modified or amended only by a writing signed by all of the Parties.
- Q. FORCE MAJEURE: Mason will not be responsible for any losses resulting from delay or failure in performance resulting from any cause beyond Mason's control, including without limitation: war, strikes or labor disputes, civil disturbances, fires, natural disasters, and acts of God.
- R. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By entering into this contract Contractor certifies that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

- S. INDEMNIFICATION: Contractor will indemnify and hold harmless Mason, its officers, agents and employees from any and all costs, damages or loss, claims, liability, expenses (including, without limitation, attorney's fees and expenses) caused by or arising out of the performance and or non-performance of the Contract by the Contractor or its agents or subcontractors including the provision of any service or product.
- T. INDEPENDENT CONTRACTOR: The Contractor is not an employee of Mason, but is engaged as an independent contractor. The Contractor shall indemnify and hold harmless the Commonwealth of Virginia, Mason, and its employees and agents, with respect to all withholding, Social Security, unemployment compensation and all other taxes or amounts of any kind relating to the Contractor's performance of this contract. Nothing in this contract shall be construed as authority for the Contractor to make commitments which will bind Mason or to otherwise act on behalf of Mason, except as Mason may expressly authorize in writing.
- U. INFORMATION TECHNOLOGY ACCESS ACT: The Contractor certifies that it is in complete compliance with §2.2-3500 - §2.2-3504 of the Code of Virginia. More information can be viewed at: <http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+TOC0202000003500000000000>
- Compliance with the foregoing non-visual access standards will not be required if Mason's Director of Purchasing, or designee, determines that 1) the Technology is not available with non-visual access because the essential elements of the Technology are visual and 2) non-visual equivalence is not available. Installation of hardware, software, or peripheral devices used for non-visual access is not required when the Technology is being used exclusively by individuals who are not blind or visually impaired, but applications programs and underlying operating systems (including the format of the data) used for the manipulation and presentation of information will permit the installation and effective use of non-visual access software and peripheral devices.
- V. INTELLECTUAL PROPERTY: Contractor warrants and represents that it will not violate or infringe any intellectual property right or any other personal or proprietary right and shall indemnify and hold harmless Mason against any claim of infringement of intellectual property rights which may arise under this contract.
- W. PUBLICITY: The Contractor shall not use, in its external advertising, marketing programs or promotional efforts, any data, pictures, trademarks or other representation of Mason except on the specific written authorization in advance by Mason's designated representative.
- X. REMEDIES: If the Contractor breaches this Contract, in addition to any other rights or remedies, Mason may terminate this Contract without prior notice.
- Y. RENEWAL OF CONTACT: As negotiated
- Z. SEVERABILITY: Should any portion of this Contract be declared invalid or unenforceable for any reason, such portion is deemed severable from the Contract and the remainder of this Contract shall remain fully valid and enforceable.
- AA. SOVEREIGN IMMUNITY: Nothing in this Contract shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia and of Mason.
- BB. UNIVERSITY REVIEW/APPROVAL: All goods, services, products, design, etc. produced by the Contractor for or on behalf of Mason are subject to Mason's review and approval.
- CC. WAIVER: The failure of a party to enforce any provision in this Contract shall not be deemed to be a waiver of such right.
- DD. NON-DISCRIMINATION: All parties to this Contract agree to not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age (except where sex or age is a bona fide occupational qualification), marital status or disability.

Contractor Name Here

By:

Signature

Date

Name: _____

Title _____

George Mason University

By:

Signature

Date

Name: _____

Title: _____

ATTACHMENT C
MARKET BASKET LIST

I. MARKET BASKET: Mason is requesting pricing on a specific selection of the most commonly used products defined as a “market basket”. The stock number/item number, product description, manufacturer list price, discount, market basket/net price and any other product information deemed relevant by the Bidder shall also to be included.

A. Brooms/ Squeegee/ Dust Pans:

- | | | |
|----|---------|---|
| 1. | R.6385 | BROOM, BRUTE FLGD GRAY POLY W ALUM HNDL |
| 2. | CO912-6 | DUST PAN, LOBBY PLASTIC BLACK |

B. Brushes:

- | | | |
|----|--------------|------------------------|
| 1. | COL407124-24 | BRUSH, 9" BRASS DETAIL |
| 2. | COL407324-24 | BRUSH, 9" STEEL DETAIL |
| 3. | COL407224-24 | BRUSH, 9" NYLON DETAIL |
| 4. | TC280183 | BRUSH, IRON HANDLE |

C. Chemicals and Cleaners:

- | | | |
|----|------------|---|
| 1. | B.WORKAP | 5 GL AP WORKOUT MUSCLE CLNR |
| 2. | B.TERMSS | SS TERMINATOR DISF CLNR |
| 3. | L.DRK91206 | OVEN CLEANER, 6/CS |
| 4. | B.BLUSS | SMART SAC BLUE ALL PURP CLEANR |
| 5. | B.STACONSS | SS STAR SPRAY CONC GLS CLNR |
| 6. | L.CPC14278 | CLEANER, 21OZ AJAX CLEANSER 24/CS |
| 7. | B.JETSTRSS | SS JET STREAM CARPET CLNR |
| 8. | B.PATHGL | GL PATHFINDER CARPET CLNR |
| 9. | L.REC74017 | EASY OFF OVEN CLEANER, 24OZ FUME FREE, 6/CS |

D. Gloves:

- | | | |
|----|--------------|---|
| 1. | HOSGL-L105FM | GLOVE, MD LATEX PWD FREE 5mil NON-MEDICAL 100/BX |
| 2. | HOSGL-L105FL | GLOVE, LATEX PWD FREE LRG 100/BX |
| 3. | HOSGL-L116LM | GLOVE, MD FLOCKED LINED 16mil YELLOW 10 DZ PER CASE |
| 4. | HOSGL-L116LL | GLOVE, LG FLOCKED LINED 16mil YELLOW 10 DZ PER CASE |

E. Miscellaneous:

- | | | |
|----|-----------|------|
| 1. | NS4990481 | BELT |
|----|-----------|------|

F. Mop Buckets/ Wet Floor Signs/ Janitor Cart/ Etc.:

- | | | |
|----|------------|--|
| 1. | CO335-37YW | BUCKET, COMBO W/WRINGER SW7 35QT YELLOW |
| 2. | CO184GY | CART, JANI GRY W 25GL VINYL BG |
| 3. | CO119-6 | SIGN, FLOOR CAUTION WET FLOOR 26" YELLOW |

G. Mops and Mop Supplies:

- | | | |
|----|-------------|--|
| 1. | C NC97206-6 | MOP, HVY WGT, MED, LOOPED, BLU WB, MICROFIBER 6 PER CASE |
| 2. | NC6510-12 | HANDLE, JAW CLAMP, YELLOW FIBERGLASS, 12 PER CASE |
| 3. | NC97146-6 | MOP, MIDDLE WGT, MED, LOOP,GRN WB, COT/SYNTH, 6 PER CASE |

H. Paper Products:

- | | | |
|----|-----------|---|
| 1. | BW31400 | ROLL TOWEL NATURAL WHITE 800ft /RL 6rl/CS |
| 2. | WIJRT3810 | TISSUE,NAT,2PLY,1000/FT, 12/CS |

3. BW88900 TWO ROLL JR JUMBO DISP

I. Scrapers/ Blades/ Dusters/ Pails:

1. TC280123 DUSTER, LAMBSWOOL EXT 30-42"
2. TC280106 KNIFE PUTTY, 1" FLEX BLADE
3. TC280114 SCRAPER, 1.5" RETRACT SAFETY
4. TC280160 PAIL, 5 QT ECONO
5. CO8110GY-12 BUCKET, 10qt GREY
6. COJ510000-144 MOP, BOWL 13" WHITE ECONOMY HANDLE
7. TC280113 BLADE, SINGLE EDGE 100pk

J. Scrub Pads/ Dusting Cloths/ Sponges:

1. L.PAD35 SPONGE, MED SS SPONGES 12/PK
2. L.PAD186 PADS, HVY DUTY SCRUBBING PAD GRN
3. E.74-40 PAD, #74 SCOUR SPONGE 9374 40CS

K. Soap:

1. B.90091120 GREEN CRT FOAM HND-SYMM 6X1250

L. Spray Bottles:

1. L.UNS5910-8 TRIGGER, SPRAYER 24OZ FOR 8OZ BOTTLE
2. B.GGWO GRIP & GO BOTTLE FOR WORKOUT
3. B.GGSS GRIP & GO BOTTLE - STAR SPRAY
4. B.GGTERM GRIP & GO BOTTLE - TERMINATOR
5. B.GGXL GRIP & GO BOTTLE FOR XL-100
6. L.UNS5910-9 TRIGGER, SPRAYER FOR 32oz BOTTLE
7. B.GGBLU GRIP & GO BOTTLE FOR BLUE
8. L.UNS32 BOTTLE, 32 OZ NATURAL SPRAY

M. Trash Cans:

1. CO4444GY-4 RECEPACLE, ROUND HUSKEE 44GL GREY
2. CO2818GY-12 RECEPACLE, RECTANGLE 28QT GY

N. Trash Liners:

1. GL772404822003 LINER 40X48 22MIC BLACK 150CS
2. NBS514615XT LINER, LOD, 51X46, 1.5MIL BLUE, 100/CS
3. GL772303610001 LINER 30X36 10MIC CLEAR 500CS
4. HOS260 BAG, SANISAC WAX LINERS 500/CS
5. NBS514615B LINER, LOD, 51X46, 1.5MIL BLACK, 100/CS
6. NBBL303712CRE LINER, HI-D, 30X37, 12MIC BLUE, 500/CS, 10/50
7. GL772242305001 LINER, HI-D, 24X23, 5MIC CLEAR 1000/CS, 20/50
8. NBN242408CRE LINER, HI-D, 24X24, 8MIC CLEAR, 1000CS, 20/50

O. Vacuums and Vacuum Supplies:

1. PT106573 HEPA SUPER COACH VAC W/101336 ATTACHMENT
2. L.EUR679 VACUUM, 12" MAID SAVER 5.0 UPRIGHT
3. PT100331 LARGE MICRO-LINED FILTER 10PK FTS 100331
4. L.EUR52100 VACUUM, 2PK EUREKA BELT
5. NS3190791 MICRO LINED PAPER FILTER 6PK

Request for Taxpayer Identification Number and Certification



Section 1 - Taxpayer Identification

Social Security Number (SSN) Employer Identification Number (EIN) _____	Please select the appropriate Taxpayer Identification Number (EIN or SSN) type and enter your 9 digit ID number . The EIN or SSN provided must match the name given on the "Legal Name" line to avoid backup withholding. If you do not have a Tax ID number, please reference "Specific Instructions - Section 1." If the account is in more than one name, provide the name of the individual who is recognized with the IRS as the responsible party.
---	--

Dunn & Bradstreet Universal Numbering System (DUNS) (see instructions) _____	Legal Name: _____	
	Business Name: _____	

Entity Type	Entity Classification	Exemptions (see instructions)
<input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> S-Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> C-Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Disregarded Entity <input type="checkbox"/> Estate <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Government <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit <input type="checkbox"/> Corporation	<input type="checkbox"/> Professional Services <input type="checkbox"/> Medical Services <input type="checkbox"/> Political Subdivision <input type="checkbox"/> Legal Services <input type="checkbox"/> Real Estate Agent <input type="checkbox"/> Joint Venture <input type="checkbox"/> VA Local Government <input type="checkbox"/> Tax Exempt Organization <input type="checkbox"/> Federal Government <input type="checkbox"/> OTH Government <input type="checkbox"/> VA State Agency <input type="checkbox"/> Other	Exempt payee code (if any): (from backup withholding) _____ Exemption from FATCA reporting code (if any): _____

Contact Information		
Legal Address:	Name:	
	Email Address:	
City: State : Zip Code:	Business Phone:	
Remittance Address:	Fax Number:	
	Mobile Phone:	
City: State : Zip Code:	Alternate Phone:	

Section 2 - 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. citizen or other U.S. person (defined later in general instructions), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 instructions titled Certification

Printed Name:	
Authorized U.S. Signature:	Date:



Bringing Value to a Commodity Market

Gateway Liners manufactures a full line of both high density and linear low products. Our state-of-the-art manufacturing facility and commitment to using only the highest quality resins, in combination with our policy of thoroughly testing each run of liners, results in consistent, superior quality.

Made in USA



Vast in-stock inventory of key sizes, colors and gauges, designed to increase flexibility and reduce lead times



Features

- High Quality Resins
- Stronger and Lighter
- Rigorous Testing
- Multiple Applications
- Cost Effective

Benefits

Core-less bag-on-a-roll products



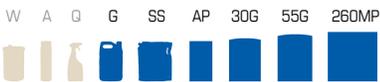
Buckeye®

★ ★ ★ ★ ★
Blue ★ ★ ★ ★ ★

ALL-PURPOSE CLEANER



Available Packaging



The **Buckeye Blue** Difference

Buckeye Blue All-Purpose Cleaner is fast-acting, effective, and economical for use in countless applications. It works in both hard and cold water, and is a no-rinse formula that will not leave any film behind.

Buckeye Blue effectively cleans virtually any surface:

- Ceramic tile
- Walls
- Restroom fixtures
- Skylights
- Partitions
- Counter tops
- Vinyl seats
- Floors
- Other nonporous surfaces

FEATURES

- Film-free
- Works in hard water
- Low end-use cost
- Multiple dilutions
- Time saving
- Works in cold water
- Effective cleaner
- No-rinse formula
- Countless applications



Buckeye®

Blue

ALL-PURPOSE CLEANER

Buckeye Blue's versatility allows it to be used in several application methods: mop and bucket, spray and wipe, automatic scrubbers, and pressure washers.

Suggested mop and bucket dilutions:

Light Soils: 1 oz. per gallon (1:128), use the RED Action Lock II Connector™.



Normal Soils: 2 oz. per gallon (1:64), use the BLUE Action Lock II Connector.



Heavy Soils: 4 oz. per gallon (1:32), use the YELLOW Action Lock II Connector.



Spray & Wipe: 12 oz. per gallon (1:10), use the GREEN Action Lock II Connector.



TECHNICAL SPECIFICATIONS

pH Concentrate	11.2 ± 0.2
Weight/Gallon	8.7 lbs
Free Alkali	None
Solvents	None
Abrasives	None
Phosphates, NTA, Enzymes	None
Biodegradable	Yes
Color	Sparkling Blue
Fragrance	Citrus
Storage Stability	Excellent*
*Stored in original, unopened container	



FLOOR COATING AND FINISHING MATERIAL AS TO SLIP RESISTANCE ONLY. 169S

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- Compatible with new generation carpets*
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- Available in Action Pacs® for use with the Buckeye Action Control System® II
- Concentrated/Economical

*Test all carpets for color fastness and bleeding.

The **Jet Stream** Difference

Jet Stream is a highly concentrated, powerful detergent specifically formulated for extraction cleaning. Effective on both oil and water-based soils, **Jet Stream** also includes a built-in odor eliminator.

Jet Stream is low-foaming and leaves no residue to promote the resoiling of carpet fibers.

MAINTENANCE PROGRAM AREA

HEAVY TRAFFIC AREAS:

- Hallways
- Entrances
- Lobbies
- Coffee Stations
- Elevators

MODERATE TRAFFIC AREAS:

- Office Areas
- Classrooms
- Hospital Waiting Areas

LIGHT TRAFFIC AREAS:

- Conference Rooms
- Training Rooms
- Upper Levels

PROGRAMMED MAINTENANCE FREQUENCY			
INTERIM	✓	RESTORATIVE	✓
Extract Bonnet		Shampoo Extract	



DIRECTIONS FOR USE

Surface Preparation:

1. Vacuum thoroughly.
2. Before using any product on carpet or fabric, test a small, hidden area for color fastness.
3. Prespot with Buckeye **Gone™ H₂O₂** or **Pathfinder™**. In soiled high-traffic areas, boost cleaning results with **Pathfinder** at 1:4 (32 oz./gal.) five to ten minutes prior to extracting.
4. If furniture cannot be removed, place wax paper or plastic film under and around legs to prevent staining.

Application:

1. Clean carpet by following machine manufacturer's instructions. Water temperature should not exceed 140° F (60° C). If carpet has been previously shampooed, add Buckeye **Defoam™** to the recovery tank.
2. LIGHT CLEANING: Use ½ oz./gallon of water (4 ml/l), (1:256).
NORMAL CLEANING: Use 1 oz./gallon of water (8 ml/l), (1:128).
HEAVY CLEANING: Use 2 oz./gallon of water (16 ml/l), (1:64)
3. Extract by overlapping on each pass to ensure uniform cleaning. Avoid over-wetting the carpet.
4. Brush carpet pile in one direction and allow to dry. Vacuum before returning area to use.



To dispense through the Buckeye's Action Control System® II:

Use the BLACK Action Lock II Connector™ – Light Cleaning



Use the RED Action Lock II Connector – Moderate Cleaning



Use the BLUE Action Lock II Connector – Heavy Cleaning



TECHNICAL SPECIFICATIONS

pH Concentrate	9.2 ± 0.2
pH 1:64	8.5 ± 0.2
Specific Gravity	1.024 ± 0.005
Solids	5.8 ± 0.2
Color	None
Clarity	Clear
Fragrance	Floral

BUCKEYE INTERNATIONAL, INC.

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www.buckeyeinternational.com

Buckeye®



Available Packaging



FEATURES

- Removes the toughest soils and stains
- Two cleaners in one
- Floral fresh fragrance
- No harsh chemicals
- pH neutral-compatible with new generation carpets*
- Dilutes for greater economy

*Test all carpets for color fastness and bleeding

The Pathfinder Difference

Pathfinder is a traffic lane pre-spray and spotter in one. **Pathfinder** boosts cleaning performance when applied before extraction or rotary shampooing.

As a ready-to-use spot cleaner, **Pathfinder** quickly dissolves and releases oil and water-based stains.

MAINTENANCE PROGRAM AREA

HEAVY TRAFFIC AREAS:

- Hallways
- Entrances
- Lobbies
- Coffee stations
- Elevators

MODERATE TRAFFIC AREAS:

- Office areas
- Classrooms
- Hospital waiting areas

LIGHT TRAFFIC AREAS:

- Conference rooms
- Training rooms
- Upper levels

PROGRAMMED MAINTENANCE FREQUENCY

SPECIALIZED



Anti-Browning
Anti-Stat
Anti-Soil
Traffic Lane Cleaners

Product produced under one or more of the following patents:
5,080,822; 5,080,831; 5,158,710; 5,419,848; 5,585,341;
5,849,682.
Canada Patents: 2,056,425; 2,080,352; 2,057,027.



DIRECTIONS FOR USE

SURFACE PREPARATION:

1. Vacuum thoroughly.
2. Before using any product on carpet or fabric, test a small hidden area for color fastness.

APPLICATION:

For use as a spotter:

1. Fill a trigger-spray bottle with undiluted **Pathfinder**.
2. Spray onto spot to be cleaned. Lightly agitate with soft-bristle brush. Allow a 5-minute dwell time before blotting with a white, absorbent cloth. Do not scrub.

For use as a traffic lane cleaner:

1. Dilute **Pathfinder** at 32 oz./gallon of water (250 ml/l), (1:4).
2. Fill sprayer and apply to carpet. Allow a 5–10 minute dwell time before starting deep-cleaning operation.

TECHNICAL SPECIFICATIONS	
pH Concentrate	7.0 ± 0.2
pH (1:4)	7.0 ± 0.5
Specific Gravity	1.008 ± 0.005
Solids	2.0 ± 0.2
Actives	6.0 ± 0.2
Flash Point	None TAG CC
Color	White
Clarity	Opalescent
Fragrance	Floral



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STAR SPRAY™ CONCENTRATE GLASS CLEANER



The Star Spray Concentrate Difference

Star Spray Concentrate is a dilutable glass cleaner for use on glass, windows, mirrors, Plexiglas®, plastic, glossy paint, stainless steel, counter tops, Formica®, etc.

Star Spray Concentrate dries quickly, without streaking, reducing the time and labor required to do the job. It is formulated without alcohol, butyl or ammonia, which may be hazardous to employees and surfaces.



* This product meets the Green Seal™ Standard for Cleaning Products for Industrial and Institutional Use, GS-37, based on its reduced human and environmental toxicity and reduced volatile organic compound content.

DIRECTIONS FOR USE

Recommended for use with a Buckeye dilution control system.

Use the White Action Lock II Connector™.

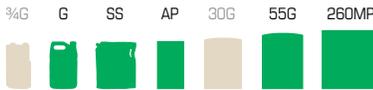
For spray bottle or bucket:

1. Use 8 oz./gallon cold water (62.5 ml/l), [1:16].
2. Fill a Grip & Go!® spray bottle or bucket and apply to the area to be cleaned. Wipe dry with a lint-free cloth or paper towel.

For large area window cleaning:

1. Apply from bucket with a window brush or suitable applicator.
2. Remove with a squeegee and wipe excess cleaner from blade, window frames and ledges with a clean cloth.

Available Packaging



FEATURES

- Easily dispensed through Buckeye dilution control systems
- No alcohol, butyl or ammonia
- Non-streaking formula
- Fast drying
- Excellent for windows, mirrors, chrome, stainless steel, Plexiglas®, computer screens, optical scanners, Formica®, etc.
- Economical when diluted, costs only cents per gallon
- Pleasant fragrance

TECHNICAL SPECIFICATIONS

pH Concentrate	8.5 ± 0.5
pH (1:16)	7.0 ± 0.5
Specific Gravity	1.00
Weight/Gallon	8.35 lbs
Freeze-Thaw Stability	Unaffected by freezing
Color	Light Blue/Green
Fragrance	Citrus

Formulated without Ammonia, Amines, Butyl or Alcohols

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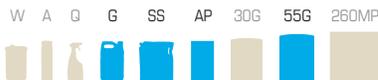
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TERMINATOR™

ONE-STEP DISINFECTANT



Available Packaging



The **Buckeye Terminator** Difference

Buckeye Terminator is a heavy-duty quaternary-based disinfectant, cleaner, sanitizer and deodorizer.

What makes Terminator unique is that it may be used as a disinfectant at two different dilution ratios:

2 oz./gal. for general cleaning

8 oz./gal. for heavy-duty applications

Effectively Kills: Staphylococcus aureus, Methicillin Resistant (MRSA) and Community Associated Methicillin Resistant (CAMRSA) Staphylococcus aureus, Pseudomonas, Salmonella, Streptococcus, Adenovirus 5&7 [at 8 oz. per gallon], HIV-1 (associated with the AIDS Virus), HBV (Hepatitis B Virus), HCV (Hepatitis C Virus), Influenza A Virus/Brazil, Norwalk Virus, Rotavirus, SARS Associated Coronavirus (cause of Severe Acute Respiratory Syndrome), and Vaccinia Virus. Kills Pandemic 2009 H1N1 influenza A virus (formerly called swine flu). EPA states that all currently registered influenza A virus disinfectants for use on hard, nonporous products are also effective against the 2009-H1N1 flu strain and other influenza A strains. For more information, visit <http://www.epa.gov/oppad001/influenza-disinfectants.html>.

FEATURES

- Cleaner
- Sanitizer
- Fungicidal
- Virucidal*
- Fungicide
- Mildewstatic
- Deodorizer
- Effective in hard water up to 200 ppm in the presence of 5% organic serum
- Economical
- Safe on floor finish
- E.P.A. registered
- Easy-to-use
- For use on washable, hard, nonporous surfaces
- Leaves a fresh citrus scent

Buckeye Terminator is designed for use in:

- Nursing homes
- Industrial warehouses
- Hospitals
- Retail facilities
- Healthcare facilities
- Hotels
- Schools and Churches
- Health clubs

TERMINATOR™

ONE-STEP DISINFECTANT

DIRECTIONS FOR USE:

USE BUCKEYE TERMINATOR TO SANITIZE NON-FOOD, NONPOROUS CONTACT SURFACES:

Treated surfaces must remain wet for 60 seconds. Wipe dry with a sponge, mop or cloth or allow to air dry.

Terminator can be used in a variety of application methods including: Smart Cart™, spray and wipe, mop and bucket, foam gun, and as a non-acid bowl cleaner.

TO SANITIZE NON-FOOD CONTACT SURFACES:

Add 2 oz. of Buckeye **Terminator** per 4 gallons of water to sanitize hard, nonporous surfaces. Treated surfaces must remain wet for 60 seconds. Wipe dry with a sponge, mop or cloth or allow to air dry.

DISINFECTION/VIRUCIDAL, FUNGICIDAL DIRECTIONS:

Add 2 oz. per gallon of water. For heavy-duty use, add 8 oz. per gallon of water. Apply use solution to hard, nonporous surfaces. Treated surfaces must remain wet for 10 minutes. Wipe dry with a cloth, sponge or mop, or allow to air dry. For heavily soiled areas, a preliminary cleaning is required.

Smart Center™:

- ½ oz./gal. — mop bucket – pink tip
- Grip & Go® – burgundy tip
- 2 oz./gal. — mop bucket – blue tip
- Grip & Go® – pink tip
- 8 oz./gal. — mop bucket – (heavy-duty) purple tip
- Grip & Go® – blue tip

Smart Oner®:

- ½ oz./gal. – pink tip
- 2 oz./gal – blue tip
- 8 oz./gal – purple tip

U.S. E.P.A. Reg. No. 6836-75-559

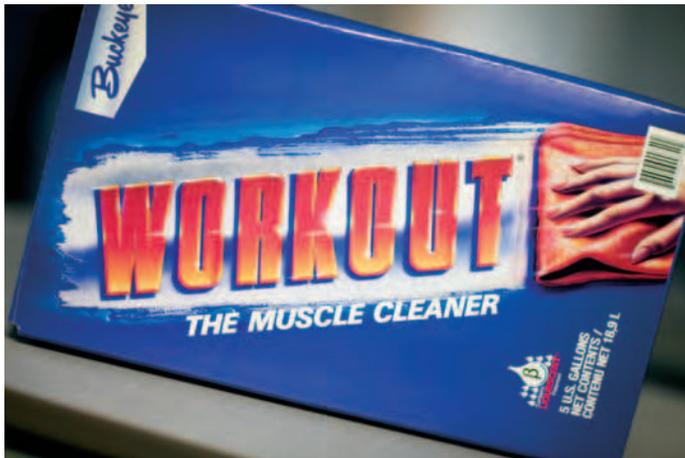
TECHNICAL SPECIFICATIONS BUCKEYE TERMINATOR

pH in concentrate	12.0 ± 0.2
pH (1:16)	10.5 ± 0.2
pH (1:64)	9.9 ± 0.2
Weight/Gallon	8.4 lbs
Specific Gravity	1.012 oz./gal.
Color	Lime Green
Fragrance	Citrus
Active Ingredients:	
Octyl decyl dimethyl ammonium chloride.....	1.65%
Diocetyl dimethyl ammonium chloride.....	0.66%
Didecyl dimethyl ammonium chloride.....	0.99%
Alkyl (C ₁₄ 50%, C ₁₂ 40%, C ₁₆ 10%)	
dimethyl benzyl ammonium chloride.....	2.20%
Other Ingredients.....	94.50%
Total:.....	100.00%

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The Workout Difference

Workout attacks tough soils immediately. Formulated with Buckeye's patented Liquescence® technology, **Workout** quickly liquefies and lifts soils for easy removal. **Workout** will not leave a residue behind and does not require rinsing.

Workout removes graffiti, ball-point ink, permanent marker, crayon, pencil, black heel marks, food soils, grease, oil and most stains. **Workout** cleans desktops, lockers, chairs, plastic, Formica®, vinyl, and any nonporous surface.

Workout is a spray and wipe, ready-to-use cleaner for use on walls, restroom fixtures, desks, lockers and other hard surfaces where water is used. **Workout** is effective on most types of graffiti. Spray onto soiled area and wipe clean. No rinsing is required.

Available Packaging



Workout's Grip & Go!® spray bottles, trigger sprayers and Quick Draw® Spigots are available separately

FEATURES

- Superior Cleaning – Quickly liquefies and lifts soils
- No Rinse/No Residue – Saves time and labor dollars
- Non-Corrosive – Will not attack metal surfaces
- Ready-To-Use – Time saver, no mixing
- Non-Toxic
- Not irritating to skin
- Clean, Brisk Fragrance
- Biodegradable
- Versatile





Workout Wipes

- Versatile — Removes graffiti, ink, permanent marker, grease, oil, and most other stains from nonporous surfaces
- 10" x 12" Dual-Sided — Melt blown polypropylene side for heavy-duty cleaning; smooth side for daily cleaning
- Patented Liquescent® Technology
- No-Rinse Formula
- Convenient
- Ready-To-Use
- 75 Wipes per Canister



TECHNICAL SPECIFICATIONS

Dilution Rate	Ready-To-Use
pH	10.8 ± 0.2
Specific Gravity	1.00 ± 0.01
Actives	7.4% ± 0.2
Flash Point	None

Product produced under one or more of the following U.S. patents: 5,080,822; 5,080,831; 5,158,710; 5,419,848; 5,585,341 and 5,849,682.
Canadian patents: 2,056,425; 2,080,352 and 2,057,027.

For more information about Workout, scan this code.



Buckeye®

XL-100™

HEAVY-DUTY CLEANER/DEGREASER



The XL-100 Difference

XL-100 Heavy-Duty Cleaner/Degreaser is formulated with patented Liquescence® technology to eliminate stubborn grease, oils and dirt without butyl or petroleum solvents.

Use **XL-100** in mop and bucket applications, automatic scrubbers, spray bottles, pressure washers, and dip tanks.

XL-100 is ideal for use in Food Service, Industrial, Transportation, Healthcare, and Institution markets on the following items and more:

Air conditioning ducts, filters and ventilators, automatic scrubbers, barges and cargo areas, ceramic tile and porcelain, concrete floors, engines, exhaust stains, fiberglass, garbage receptacles, kitchen surfaces, lavatory fixtures, skylights, industrial machinery, ovens and range hoods, parts washers, quarry tile, sheet metal, shower rooms, stainless steel, and steam cleaners.

Available Packaging

W A Q G SS AP 30G 55G 260MP



FEATURES

- Powerful cleaner/degreaser — Contains Liquescence technology
- Versatile — Used in multiple applications
- Economical — Concentrated formula may be diluted for any degreasing assignment
- Safer to Use — No butyl or petroleum solvents, reducing risk of harm to employees, facilities, equipment, and the environment



smart system™



Why choose dilution control systems?

A major component of an effective cleaning and maintenance program is the use of dilution control systems. Diluting concentrated products through dilution control systems is quick, easy, accurate, and cost effective.

Considering space availability, how many products you will dilute, cost, and whether or not your products need additional security, the Buckeye Smart System offers customizable options for your specific needs.

Smart System

The Buckeye Smart System provides overall value and convenience, and is designed to ensure that Buckeye dilutable products are being used according to precise manufacturer specifications. This will maximize product effectiveness, eliminate waste, and save money.

FEATURES

- Push-button proportioning makes it virtually automatic to properly dilute products
- Proportions up to 8 products
- Number and color-coded
- 1 gallon/minute and 4 gallon/minute flow rates (4 gallon/minute button locks for hands-free operation)
- Backwards compatibility allows use with all Buckeye packaging
- Storage compartment keeps Material Information Sheets at users' fingertips
- Reaction Gap provides dependable back flow prevention and no hard water buildup that can be a problem with Air Gap systems
- Produces less foam than Air Gap
- ASSE-1055, CSA, and IAPMO approved
- Silk-screened Grip & Go!® spray bottles are also available





www.symmetryhandhygiene.com



**International Design Award (IDA)
Bronze Sub-Category Winner**

The ergonomics of the Symmetry dispenser combined with behavior modification placards and educational signs inspire hand hygiene practices at the source.

Dispensers 1250 ml

Symmetry's newest dispenser design offers the highest level of precision and durability. The user-driven design features a 180° accessible lever, large sight window, and built-in user designated lock with interlocking ribs and anti-vandalism posts for ultimate security.



1250 ml
Prestige

1250 ml
Alpine

1250 ml
Empathy

1250 ml
Alert

1250 ml
Calm

1250 ml
Vivid



Symmetry® Green Certified* Foaming Hand Wash

 **symmetry**®
www.symmetryhandhygiene.com



Green Certified Foaming Hand Wash is a hand cleaner for general hand washing use that is biodegradable, free of all dyes, and certified by Green Seal™ to meet the GS41 standard.

Symmetry products are available in hermetically sealed packages that are contaminate-free and allow for 99% product evacuation. You will not be wasting dollars discarding containers that do not fully utilize all the product.



* *Green Seal™ is an independent non-profit organization that promotes the manufacture, purchase, and use of environmentally responsible products and services. To earn Green Seal certification, a product must meet specific Green Seal environmental standards through evaluation, testing, and an actual plant visit.*

FEATURES

- Hand cleaners for general hand washing use
- Green Seal™ certified
- Biodegradable
- Dye-free
- Available in hermetically sealed bags and pump bottles
- "No-drip" system
- 99% product evacuation
- Available in 550 ml, 1250 ml and 2000 ml



Symmetry Green Certified Foaming Hand Wash*

Available in:

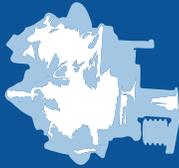
12 x 550 ml, Foam, Product #90090050

6 x 1250 ml, Foam, Product #90091120
(1250 ml Unscented version also available)

4 x 2000 ml, Foam, Product #90091200
(2000 ml Unscented version also available)

All packaging is BPA free

* This product meets Green Seal™ Standard GS-41A based on effective performance and protective limits on VOCs and human & environmental toxicity. GreenSeal.org.



Symmetry hand hygiene product packaging materials reduce environmental impact with recycled and post-consumer materials, and flexible product bags.



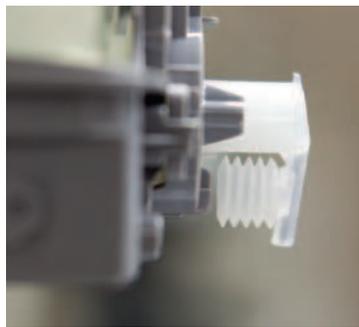
Other hand hygiene products take up to
34.5x more landfill space with rigid packaging

Features



Flexible Packaging

Symmetry bags are flexible and hermetically sealed to ensure no contamination. Receive great end-use cost with 99% evacuation rate. Each bag comes with pump attached.



Patented No-Drip Bellow System

Ensures a clean countertop after every push.



For more information about Green Certified Foaming Hand Wash, scan this code.

Symmetry

2700 Wagner Place • Maryland Heights • MO 63043
800.321.2583 • www.symmetryhandhygiene.com

DISPENSER FEATURES

Cost Effective

Hand hygiene product costs are measured by cost-per-push, and determine savings by dividing the cost of the product by the number of hand washes. Symmetry Hand Hygiene offers one of the best cost-per-push in the industry.

User Driven Design

180° accessible lever dispenses product at any angle.

Large Sight Window

Large sight windows allow for visual product inspection to ensure product is always available.



User Designated Lock

Choose between hidden and keyed integrated lock options.



Optimal Durability

Symmetry dispensers are made of durable ABS plastic equipped with interlocking ribs and anti-vandalism posts.

ADA Compliant

Symmetry dispensers require less than 5 lbs. of pressure to activate and are operable with one hand. There is no tight grasping, pinching, or twisting of the wrist.



"Repair-In-Place" Technology

Change out covers, sight windows, latch and levers without taking down the entire dispenser.

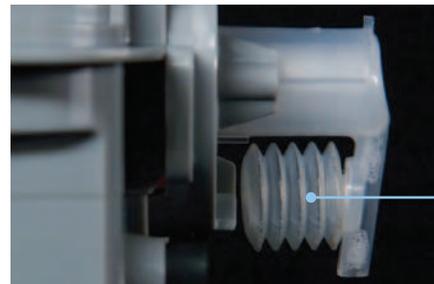


Flexible Packaging

Symmetry product bags are flexible and hermetically sealed to ensure no contamination. Receive great end-use cost with a 99% product evacuation rate. Every bag comes with a new pump.

Adaptability

Symmetry dispensers allow for both foam and liquid hand hygiene products - one dispenser meets all needs.



Patented "No-Drip" Bellows System

The Patented "No-Drip" foam bellows ensures a clean countertop after every push.

For more information about Symmetry Dispensers, scan this code.



Symmetry

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800.321.2583 • www.symmetryhandhygiene.com



smart center™

Combination Options

1. Smart Center with Smart Sacs™
2. Smart Center with Action Pacs®
3. Smart Center with Smart Sacs and Action Pacs

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XL-100™

HEAVY-DUTY CLEANER/DEGREASER

Use **XL-100** on any washable surface. The use dilutions for each task may vary. Listed below are suggested product dilutions for varying grease and soil loads.

For use with Buckeye's Smart System or Buckeye's Action Control System® II:

Light Cleaning: use the ORANGE Action Lock II Connector™.



Normal Cleaning: use the GREEN Action Lock II Connector.



Recommended use for manual dilutions:

Light Cleaning: 6–10 fl. oz./gallon of water (50–83 ml/l), (1:12–1:20)

Normal Cleaning: 10–16 fl. oz./gallon of water (83–125 ml/l), (1:8–1:12)

Heavy Cleaning: 16–32 fl. oz./gallon of water (125–250 ml/l), (1:4–1:8)

Extra Heavy Cleaning: 32–128 fl. oz./gallon of water (250–1,000 ml/l), (1:1–1:4)

Autoscrubbers: 3–6 fl. oz./gallon of water (25–50 ml/l), (1:20–1:40)

NOTE: In food processing areas, remove food or food wrappings from area before applying product; follow use of **XL-100** with a potable (fresh) water rinse before resuming the processing of meat, poultry, rabbit or egg products.

TECHNICAL SPECIFICATIONS

pH Concentrate	12.7 ± 0.2
pH (1:10)	11.6 ± 0.2
Specific Gravity	1.010
Flash Point	None
Color	Green
Fragrance	Citrus
Abrasives	None
Phosphates, NTA, Enzymes	None
Biodegradable	Yes

Product produced under one or more of the following U.S. patents: 5,080,822; 5,080,831; 5,158,710; 5,419,848; 5,585,341 and 5,849,682.

Canadian patents: 2,056,425; 2,080,352 and 2,057,027.

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www.buckeyeinternational.com



Get What You Pay For

All of our products carry a true spec label so you can be confident you're getting exactly what you pay for. Our representatives will work closely with you to identify your specific needs, and make precise recommendations for liner size and gauge.



Download our **Gateway Liner App** on the **Apple App Store** and utilize our **Poly Weight Calculator** and **Mils and Microns Gauge Converter**.

Down Gauging



SAVE MONEY



INCREASE PERFORMANCE



REDUCE WASTE

Thickness ≠ Strength

By utilizing higher quality resins we can provide a stronger bag using less plastic. This means that thickness does not represent strength.

Facility Evaluations

We can perform a walkthrough of your facility to determine that you are utilizing the right sizes and types of liners in each application.

Liner Comparison	Competitor	Gateway	Gateway	Gateway
Dimension	38 × 58	38 × 58	38 × 58	38 × 58
Gauge	1.5 mil	1.5 mil	1.3 mil	1.1 mil
Dart Test (grams)	78	339	216	175
Machine Tear Test (grams)	88	393	369	298
Transverse Tear Test (grams)	657	904	898	712
Max. Weight Test (55 lbs)	Fail	Pass (80 lbs.)	Pass (75 lbs.)	Pass (70 lbs.)
Seal Strength Test	Fail	Pass	Pass	Pass
Elongation/Stretch Test	Fail	Pass	Pass	Pass
Reduction of Plastic Reaching the Landfill	-	-	13.33%	26.67%

Gateway Liners

5656 Campus Parkway, Hazelwood, MO 63042

2836 (6/16)

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

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, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. 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. 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.

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).

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 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 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.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage 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 Section 2 Certification – Page 3 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 on page 3 and the separate Instructions for the Requestor of Form W-9 for more information.

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 on page 3 and the Instructions for the Requestor 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

Section 1 - Taxpayer Identification

Check the appropriate Tax Identification Number (TIN) type. Enter your EIN/SSN in the space provided.

If you are a resident alien and you do not have and /or 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.

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 Social Security Administration office. Get **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 get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS's Internet Web Site www.irs.gov.

If you do not have a TIN, apply for a TIN immediately, 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:** *Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.*

Enter the TIN which coincides with the 'Legal Name' provided on the form.

- If you are an individual, check the "Social Security Number (SSN)" box and enter the SSN.
- If you are a Grantor or Revocable Trust, check the "Social Security Number (SSN)" box and enter the SSN of the Grantor.
- If you are a Resident Alien, check the "Social Security Number (SSN)" box and enter your SSN or

your ITIN (IRS Individual Taxpayer Identification Number).

d. If you are a Sole Proprietor, check the "Social Security Number (SSN)" box and enter the SSN of the sole proprietor.

e. If you are a Single-Member LLC that is disregarded as an entity, check the "Social Security Number (SSN)" box and enter the member's SSN.

Note: If an LLC has one owner, the LLC's default tax status is "disregarded entity". If an LLC has two owners, the LLC's default tax status is "partnership". If an LLC has elected to be taxed as a corporation, it must file IRS Form 2553 (S Corporation) or IRS Form 8832 (C Corporation).

Vendors are requested to enter their **Dunn and Bradstreet Universal Numbering System (DUNS)**, if applicable. See number requirement below.

Dunn and Bradstreet Universal Numbering System (DUNS) number requirement . The United States Office of Management and Budget (OMB) requires all vendors that receive federal grant funds have their DUNS number recorded with and subsequently reported to the granting agency. If a contractor has multiple DUNS numbers the contractor should provide the primary number listed with the Federal government's Central Contractor Registration (CCR) at www.ccr.gov . Any entity that does not have a DUNS number can apply for one on-line at <http://www.dnb.com/us/> under the DNB D-U-N Number Tab.

Legal Name. If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name. If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form. If you are using a name other than that which is listed on a Social Security Card, please enter the legal entity name **as filed with the IRS**. In general, enter the name shown on your income tax return. Do not enter a Disregarded Entity Name on this line.

Business Name. Business, Disregarded Entity, trade, or DBA ("doing business as") name.

Entity Type. Select the appropriate entity type.

Individual. If you are an individual, you must generally enter the name shown on your income tax return.

Sole proprietor. Enter your **individual** name as shown on your social security card on the "Legal Name" line. You may enter your business, trade, or

"doing business as (DBA)" name on the "Business Name" line.

Partnership. A partnership is an entity reflecting a relationship existing between two or more persons who join to carry on a trade or business. Enter the partnership's name on the "Legal Name" line. This name should match the name shown on the legal document creating the entity. You may enter your business, trade, or "doing business as (DBA) name on the "Business Name" line.

Trust. A legal entity that acts as fiduciary, agent or trustee on behalf of a person or business entity for the purpose of administration, management and the eventual transfer of assets to a beneficial party. Enter the name of the legal entity on the "Legal Name" line.

Estate. A separate legal entity created under state law solely to transfer property from one party to another. The entity is separated by law from both the grantor and the beneficiaries. Enter the name of the legal entity on the "Legal Name" line.

Government. The Government of any State, any Political Subdivision of any State, any Agency or Instrumentality of a State or of a Political Subdivision of a State.

Non-Profit. An organization that is organized and operated exclusively for exempt purposes and none of its earnings may inure to any private shareholder or individual.

Corporation. A company recognized by law as a single body with its own powers and liabilities, separate from those of the individual members. Enter the entity's name on the "Legal Name" line and any trade or "doing business as (DBA)" name on the "Business Name" line.

S-Corporation. A corporation that is taxed like a partnership: a corporation in which five or fewer people own at least half the stock. Enter the entity's name on the "Legal Name" line and any trade or "doing business as (DBA)" name on the "Business Name" line.

C-Corporation. A business that is taxed as a separate entity: a business taxed under Subchapter C of the Internal Revenue Code and legally distinct from its owners. Enter the entity's name on the "Legal Name" line and any trade or "doing business as (DBA)" name on the "Business Name" line.

Limited liability Company (LLC). An LLC with at least two members is classified as a partnership for federal income tax purposes unless it files Form 8832 and affirmatively elects to be treated as a corporation. Enter the name of the partnership or corporation. An LLC with only one member is treated as an entity disregarded as separate from its owner for income tax purposes (but as a separate

entity for purposes of employment tax and certain excise taxes), unless it files Form 8832 and affirmatively elects to be treated as a corporation. If you are a single-member LLC (including a foreign LLC with a domestic owner) that is **disregarded** as an entity separate from its owner, **enter the owner's name on the "Legal Name" line.** **Caution:** *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

Entity Classification. Select the appropriate classification type.

Contact Information. Enter your contact information.

Enter your **Legal Address.** Enter your **Remittance Address.** A **Remittance Address** is the location in which you or your entity receives business payments.

Enter your **Business Phone Number.** Enter your **Mobile Phone Number,** if applicable. Enter your **Fax Number,** if applicable. Enter your **Email Address.**

For clarification on IRS Guidelines, see www.irs.gov.

Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the Exemptions box, any code(s) that may apply to you. See Exempt payee code and Exemption from FATCA reporting code below.

Exempt payee code. Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

- 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 possession of the United States, 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 possession of the United States
- 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

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

²However, 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, 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 - 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 possession of the United States, 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 Reg. 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 Reg. 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

Section 2 - Certification

To establish to the paying agent that your TIN is correct, you are not subject to backup withholding, or you are a U.S. person, or resident alien, sign the certification on Form W-9. You are being requested to sign by the Commonwealth of Virginia.

For a joint account, only the person whose TIN is shown in Part I should sign (when required).

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

Submission:

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 CVG@doa.virginia.gov
 804.823.2701 (fax)