

Attachment III: City's Administrative Requirements

ATTACHMENT III: CITY'S ADMINISTRATIVE REQUIREMENTS (LINKS TO FORMS)

- The City can only do business with Proposers that have fulfilled the City's requirements.
- The City may only evaluate and pre-qualify responses from Proposers that at the time of response submission have already fulfilled the administrative requirements for doing business with the City. Responses that fail to meet this requirement may be deemed non-responsive.
- Fulfillment of this requirement will be verified prior to presenting responses to the Evaluation Team. Fulfillment is defined as completion, submission to the Office of the Clerk of the Board of Supervisors and approval by applicable City agencies (Contract Monitoring Division, Treasurer/Tax Collector, Office of Contract Administration, Risk Management, etc.) of these forms.
- Please send all required forms to the Vendor Support Division of the Office of Contract Administration at vendor.file.support@sfgov.org.

HOW TO RESPOND TO THIS ATTACHMENT

NEW TO CITY BUSINESS?

If your firm has never done business with the City before, please review, complete and submit the forms referenced and linked here as soon as possible and in advance of your response submission to the Contact listed below.

NOT YOUR FIRST TIME DOING BUSINESS WITH THE CITY?

Even if your firm has done business with the City before, it is best to check on the status of your completion of the City's requirements with the Contact listed below to ensure your firm is not precluded from contract award based on outstanding administrative requirement issues. The City vendor number you list in the Attachment V Executive Summary section serves as partial verification that the Proposer has completed the City's administrative requirements. Please be sure that your firm has fulfilled all City requirements as defined in the third bullet point above.

CONTACT

At a minimum, in order to become eligible to do business with the City, a vendor must submit required documents to the Vendor Support Division of the Office of Contract Administration via email: vendor.file.support@sfgov.org or by mail: City and County of San Francisco, Vendor Profile Application, Vendor File Support, City Hall, Room 488, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4685.

Contact Wilson L. Ng, Project Manager, at 415-554-5184 or at Wilson.L.Ng@sfgov.org if you require additional information and assistance on meeting these requirements.

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FORMS AND REQUIREMENTS

<http://sfgsa.org/index.aspx?page=376>

- A. **Vendor Profile Application** – establishes basic vendor information
Vendor Profile Application Instructions
Commodity Codes for Reference in Filling Out Application
- B. **IRS Form W-9** – establishes federal and state tax status
<http://sfgsa.org/Modules/ShowDocument.aspx?documentid=778>
- C. **Business Tax Declaration** – establishes San Francisco business tax status
<http://sfgsa.org/Modules/ShowDocument.aspx?documentid=7833>
Note that based on how this declaration is filled out, Proposers may be required to additionally register for a business tax certificate and pay business taxes. See instructions on the Declaration form.
- D. **CMD Form 12B-101 (Declaration: Nondiscrimination in Contracts and Benefits)** – establishes determination of how Proposer provides benefits to employees with spouses and to employees with domestic partners.
<http://sfgsa.org/Modules/ShowDocument.aspx?documentid=780>
Note that this form and documentation of benefits should be discussed directly with the Contract Monitoring Division, as the determining authority. Please contact the Contract Monitoring Division at 415-252-2500 for assistance.
- E. **Minimum Compensation Ordinance Declaration**
<http://sfgsa.org/Modules/ShowDocument.aspx?documentid=7831>

More information: <http://sfgsa.org/index.aspx?page=403>
- F. **Health Care Accountability Ordinance Declaration**
<http://sfgsa.org/Modules/ShowDocument.aspx?documentid=7830>

More information: <http://sfgsa.org/index.aspx?page=407>
- G. **Insurance**
Fulfillment of the City's insurance requirements is **not required as part of your response.** However, fulfillment prior to contract award is required.

The City's insurance requirements are listed in Section 15 of the City's Terms & Conditions included in solicitation Attachment IV.