



**Official Use Only:**

Vendor # \_\_\_\_\_

**New Castle County Vendor Registration Application**

Please provide the information requested. Upon receipt of your application, New Castle County will place your company's name on our email list. Your firm will receive notification of Bid Solicitations and Requests for Proposal (RFP) via email.

**Please mail or fax your application to:**

**Office of Administrative Services  
Purchasing Division  
New Castle County Government  
87 Read's Way  
New Castle, DE 19720 (302) 395-5250  
Fax (302) 395-5252**

Your application will be reviewed for completeness. Incomplete applications will be returned. If you have any questions regarding the completion of this application, please contact us at (302) 395-5250.

**\* Required**

* Company Name:		* TIN:
Doing Business As (If applicable):		
* Mailing Address:		
City:	State:	Zip Code:
Contact Name:		Contact Title:
* Phone:	Ext:	* Fax:
*E-Mail:		
* Remit Address:		
City:	State:	Zip Code:
Contact Name:		Contact Title:
* Phone:	Ext:	* Fax:
E-Mail:		

**Disclaimer:** It is the vendor's responsibility to notify the Purchasing Division of any changes to the above information. The Purchasing Division is not responsible for Advertisement/Notices not delivered due to a change of an e-mail address.



**New Castle County Vendor Registration Application**

- **Is your firm a Small Business Enterprise?** Yes \_\_\_\_\_ No \_\_\_\_\_  
Number of employees \_\_\_\_\_
- **To qualify as an M/WBE or disadvantaged Business Enterprise, the diversified group must be at least 51% owned, controlled and actively managed by owners of one or more of the following ethnic groups:**  
 \_\_\_\_\_ African American                      \_\_\_\_\_ Native American                      \_\_\_\_\_ Other (Specify)  
 \_\_\_\_\_ Hispanic American                      \_\_\_\_\_ Veteran Enterprise  
 \_\_\_\_\_ Asian American                      \_\_\_\_\_ Women Business Enterprise
- **Are you certified as a Diverse Supplier by the State of Delaware Office of Supplier Diversity?**  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, provide certification number \_\_\_\_\_
- **If no, your firm will be registered with the County but will not be qualified as a Diverse Supplier. In order to become qualified, complete the application located at [gss.omb.delaware.gov/osd](http://gss.omb.delaware.gov/osd). Once you provide New Castle County with your certification number, we will adjust our records to reflect your Diverse Supplier status.**

**I certify that the information supplied herein (including any attachments is correct and that neither the applicant nor any person (or concern) having any connection with the applicant as a principal or officer is now debarred or otherwise declared ineligible by any public agency in bidding for materials, supplies or services to any agency.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

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

\_\_\_\_\_  
**Date**

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- ◆ **Minority, Women Business Enterprise (M/WBE) or Disadvantaged Business Enterprise is defined as a business which is: (a) at least 51% owned by one or more of the diversified groups or, in the case of any publicly-owned business, at least 51% of the stock of which is owned by one or more of the diversified groups, and (b) whose management and daily business operations are controlled by one or more of the following diversified groups.**
- ◆ **Vendors and contractors providing goods and services to New Castle County, Delaware, will abide by all applicable Federal, State, County and local regulations. The County reserves the right to make whatever investigations are deemed advisable prior to adding the applicant to the bidders' list.**



# New Castle County Request for Taxpayer Identification Number

Please complete the following information. We are required by law to obtain this information from you when making a reportable payment to you. If you do not provide us with this information, your payments may be subject to 28% federal income tax backup withholding. Also, you may be subject to a \$50 penalty imposed by the IRS under section 6723.

Federal law on backup withholding preempts any state or local law remedies, such as any right to a mechanic's lien. If you do not furnish a valid TIN, or if you are subject to backup withholding, we are required to withhold 28% of its payment to you. Backup withholding is not a failure to pay you. It is an advance tax payment. You should report all backup withholding as a credit for taxes paid on your federal income tax return.

Use this form only if you are a U.S. person (including U.S. resident alien). If you are a foreign person, use the appropriate Form W-8.

- Instructions:**
1. Complete Part 1 by selecting the one row of boxes that corresponds to your tax status.
  2. Complete Part 2 if you are exempt from Form 1099 reporting.
  3. Complete Part 3 to sign and date the form.
  4. Return this completed form to us by mail or by fax.

**Part 1 - Tax Status:** Complete only one row of boxes. ALL NAMES SHOULD AGREE TO THE NAME OF THE INDIVIDUAL OR COMPANY AS IT APPEARS ON YOUR TAX RETURN.

**Individuals:**

Individual Name: (First name, middle initial, last name)	Individual's Social Security Number ____ - ____ - _____
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**Sole Proprietor OR  
Single Member  
LLC:**

*A sole proprietor may have a doing business as trade name but the legal name is the name of the business owner.*

Business Owner's Name: (REQUIRED)	Business Owner's Social Security Number ____ - ____ - _____ or Employer Identification Number ____ - _____	Business or Trade Name (OPTIONAL)
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**LLC:**  
**Enter in Box below:**  
**C=C Corporation**  
**S=S Corporation**  
**P=Partnership**

*For Single Member LLC that is disregarded, do not check LLC: Check the appropriate box in the section above for the tax classification of single member owner.*

Business Owner's Name: (REQUIRED)	Business Owner's Social Security Number ____ - ____ - _____ or Employer Identification Number ____ - _____	Business or Trade Name (OPTIONAL)
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**Partnership:**

Name of Partnership:	Partnership's Employer ID Number	Partnership's Name on IRS records (see IRS mailing label)
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**Corporation,  
exempt charity or  
other entity:**

Name of Corporation or Entity:	Employer Identification Number ____ - _____	List all DBA or TA business names.
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Are you incorporated? Yes      No
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**Part 2 - Exemptions:** If exempt from Form 1099 reporting check here and enter the appropriate code from the exemption reasons listed below :

(codes only apply to certain entities, not individuals)

1. Tax Exempt Charity under 501(a), 501(c)(3), IRA, or a custodial account under section 403(b)(7) if the accounts 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.
4. A foreign government or any of its political subdivisions.
5. Corporation, except there is no exemption for medical and healthcare payments or payments for legal services.
6. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession.
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.

**FATCA EXEMPTION CODE if any (Please see IRS form W-9 for FATCA Exemption Codes)**

- A-** An organization exempt under tax section 501(a) or any individual retirement plan defined in section 7701(a)(37)
- B-** The U.S. or any of its agencies or instrumentalities
- C-** A state, District of Columbia, U.S. commonwealth or possession, or any of their subdivisions or instrumentalities
- D-** A corporation with stock regularly traded on one or more established securities markets as describe in Regulations 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 Regulations 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 U.S. 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 section 403(b) plan or section 457(g) plan

**Part 3 Certification:** I certify under penalties of perjury that the Tax Identification Number provided is correct, I am not subject to backup withholding, I am a U.S. citizen or other U.S. person and the FATCA code entered (if any) indicating FATCA exemption reporting is correct.

Person completing this form: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_ Email \_\_\_\_\_

**Please fax this completed form to (302) 395-5155 or return it to:  
New Castle County ■ Attn: Accounts Payable ■ 87 Reads Way ■ New Castle, DE 19720**

**Commodities – check all that apply.**

- 000-000-001 Advertising
- 000-000-002 Ammunition, Targets & Weapons
- 000-000-003 Animal Supplies & Food
- 000-000-004 Appliances
- 000-000-005 Archeology Services
- 000-000-006 Architecture
- 000-000-007 Armored Car and Courier Services
- 000-000-008 Asbestos Services
- 000-000-009 Athletic Field Equipment & Supplies
- 000-000-010 Auctioneer's Services
- 000-000-011 Audio, Video, Web Conferencing Services and Equipment
- 000-000-012 Audio, Visual Equipment and Services
- 000-000-013 Automatic Doors & Maintenance
- 000-000-014 Automobile and Truck Body Repairs
- 000-000-015 Automobile Parts
- 000-000-016 Automobile Repairs
- 000-000-017 Automobiles & Pickup Trucks
- 000-000-018 Automotive Equipment
- 000-000-019 Background Checks
- 000-000-020 Banking & Lockbox Services
- 000-000-021 Barricade Warning Lights
- 000-000-022 Bearings
- 000-000-023 Bioremediation Treatment Systems
- 000-000-024 Bituminous Concrete and Concrete
- 000-000-025 Boots and Shoes
- 000-000-026 Bottled Water
- 000-000-027 Car Wash
- 000-000-028 Carpet Cleaning
- 000-000-029 Carpet, Tile, and Flooring
- 000-000-030 Catering
- 000-000-031 Cellular Phones and Equipment
- 000-000-032 Central Building Automation
- 000-000-033 Chemical Feed System
- 000-000-034 Chemicals
- 000-000-035 Closed Circuit Video System & Maintenance
- 000-000-036 Communication/Radio Maintenance & Equipment
- 000-000-037 Computer Hardware, Peripherals & Accessories
- 000-000-038 Computer Training
- 000-000-039 Concrete Work
- 000-000-040 Congregate Nutrition Program
- 000-000-041 Construction Materials
- 000-000-042 Construction Plans & Specs Reproduction Services
- 000-000-043 Construction Services
- 000-000-044 Copiers
- 000-000-045 Crop Management & Monitoring
- 000-000-046 Database of Bibliographic Records for Shared Cataloging & Inter-library Loan

- 000-000-047 Demolition & Site Clearance
- 000-000-048 Dietician
- 000-000-049 Disaster Recovery Services
- 000-000-050 Disposal of Clean Fill
- 000-000-051 Document Imaging & Retrieval
- 000-000-052 Dry Cleaning
- 000-000-053 Electric Supplies & Lighting
- 000-000-054 Electrical Services & Inspections
- 000-000-055 Electronics
- 000-000-056 Elevator Inspections & Maintenance
- 000-000-057 Employee Service Awards
- 000-000-058 Engineering Services
- 000-000-184 Environmental Services
- 000-000-059 Evidence, Forensic & Surveillance Supplies & Equipment
- 000-000-060 Exterminating & Pest Control
- 000-000-061 Farrier Services
- 000-000-062 Fax Machines
- 000-000-063 Fencing
- 000-000-064 Financial Services
- 000-000-065 Fixed Asset Physical Inventory
- 000-000-066 Flow Meters, Supplies & Repairs
- 000-000-067 Food Services & Catering
- 000-000-068 Fuel Oil & Diesel Fuel
- 000-000-069 Fuel Tanks, Removal & Repair
- 000-000-070 Furniture
- 000-000-071 Gasoline
- 000-000-072 Geology Services
- 000-000-073 Generator Diesel & Transfer Switch Repairs
- 000-000-074 Generators & Compressors
- 000-000-075 GIS Technology Services
- 000-000-076 Glass Repair & Replacement
- 000-000-077 Grass Seed & Fertilizer
- 000-000-078 Heavy Construction Equipment & Parts
- 000-000-079 Heavy Construction Equipment Rental
- 000-000-080 Heavy Construction Equipment Repairs
- 000-000-081 HVAC Systems, Services, Monitoring & Parts
- 000-000-082 Hydraulic Repairs
- 000-000-083 ICC Publications
- 000-000-084 Ice & Snow Salt and Ice Melt
- 000-000-085 Infield Mix
- 000-000-086 Information Technology Services
- 000-000-087 Inspection, Services, Fire Alarm/Security Systems
- 000-000-088 Insurance Brokerage
- 000-000-089 Internet Service Provider
- 000-000-090 Janitorial Services
- 000-000-091 Janitorial Supplies
- 000-000-092 Laboratory Supplies
- 000-000-093 Laboratory Testing
- 000-000-094 Landscape Architecture

- 000-000-095 Landscaping, Sod & Trees
- 000-000-096 Lead Based Paint Inspection
- 000-000-097 Library Supplies
- 000-000-098 Light Bars & Related Police and EMS Equipment
- 000-000-099 Locks & Safes
- 000-000-100 Lumber
- 000-000-101 Machine Shop Repairs
- 000-000-102 Manhole Sets & Related
- 000-000-103 Medical Services
- 000-000-104 Medical Supplies & Equipment
- 000-000-105 Meter Reading Services
- 000-000-106 Mineral Aggregates
- 000-000-107 Modular Buildings & Precast Enclosures
- 000-000-108 Motor Oil, Lubricants & Anti-Freeze
- 000-000-109 Motors & Repairs
- 000-000-110 Moving Services
- 000-000-111 Mowers & Tractors
- 000-000-112 Mowing & Lawn Maintenance
- 000-000-113 Mulch
- 000-000-114 Network & Information Security Services
- 000-000-115 Office Equipment
- 000-000-116 Office Equipment Repairs
- 000-000-117 Office Supplies
- 000-000-118 Overhead Doors & Maintenance
- 000-000-119 Paint & Supplies
- 000-000-120 Paper - Office
- 000-000-121 Paving
- 000-000-122 Paving - Tennis Courts
- 000-000-123 Pedestrian Bridges & Parts
- 000-000-124 Permanent Meter & Rain Gauge Network Services
- 000-000-125 Photo Processing
- 000-000-126 Photographic Supplies & Cameras
- 000-000-127 Pipe
- 000-000-128 Plan Review Services
- 000-000-129 Playground Equipment & Parts
- 000-000-130 Plumbing Services
- 000-000-131 Plumbing Supplies
- 000-000-132 Police & Emergency Vehicles
- 000-000-133 Police Uniform Accessories & Vests
- 000-000-134 Portable Toilet Rental
- 000-000-135 Print Cartridges, Toner & Ribbons
- 000-000-136 Printing & Design Layout Services
- 000-000-137 Printing Supplies
- 000-000-138 Promotionals
- 000-000-139 Property Appraisals
- 000-000-140 Property Maintenance/Clean Up
- 000-000-141 Proximity Access Readers, Cards & Repairs
- 000-000-142 Pump Station Control Panel
- 000-000-143 Pumps, Parts & Repairs

- 000-000-144 Records Storage
- 000-000-145 Safety Supplies & Equipment
- 000-000-146 School Bus Rental
- 000-000-147 Securing of Structures
- 000-000-148 Security Guards
- 000-000-149 Sewer Inspection & Grouting
- 000-000-150 Sewer Line Chemical Root Control
- 000-000-151 Sewer Repairs & Installation
- 000-000-152 Sewer Supplies & Equipment
- 000-000-153 Sewer TV & Grouting Equipment, Parts & Repairs
- 000-000-154 Signs
- 000-000-155 Silk Screened Sporting Apparel
- 000-000-156 Snow Removal
- 000-000-157 Software
- 000-000-158 Sports & Recreational Equipment & Supplies
- 000-000-159 Steel Supplies
- 000-000-160 Storm water Ponds Rehab
- 000-000-161 Straw & Hay
- 000-000-162 Tables & Chairs Rental
- 000-000-163 Telecommunication Cabling
- 000-000-164 Telemetry Systems & Maintenance
- 000-000-165 Telephone Equipment, Maintenance & Parts
- 000-000-166 Temporary Employment Services
- 000-000-167 Tires & Tubes
- 000-000-168 Tools - Powered & Non-Powered
- 000-000-169 Towing
- 000-000-170 Trailers
- 000-000-171 Transmission Repairs
- 000-000-172 Tree Removal
- 000-000-173 Trophies & Awards
- 000-000-174 Truck Parts
- 000-000-175 Trucks & Vans
- 000-000-176 Uniforms
- 000-000-177 Vehicles Decals
- 000-000-178 Ventilation & Exhaust Systems & Repairs
- 000-000-179 Veterinarian Services
- 000-000-180 Waste Removal
- 000-000-181 Welding Equipment & Supplies
- 000-000-182 Wells & Well Systems Services
- 000-000-183 Window Cleaning
- 000-000-186 Construction Buildings
- 000-000-187 Construction Pump Stations
- 000-000-188 Construction Treatment Plants
- 000-000-189 Construction Site Work
- 000-000-190 Construction Drainage Works
- 000-000-191 Sanitary Sewers – Major Transmission (greater than 30" dia. Pipe)
- 000-000-192 Sanitary Sewers – Interceptor (12" – 30" dia. Pipe)
- 000-000-193 Sanitary Sewers – Collector (12" dia. or less Pipe)



- 000-000-194 Sanitary Sewers – Trenchless Rehabilitation/ Construction (directional drilling, bore & jack, CIPPL, pipe bursting)
- 000-000-195 Sanitary Sewers – Lateral Construction