

# REQUEST FOR BID

24-37

## BILLIE'S PASTRIES

### October 2024 REQUEST FOR BID 24-37

**DESCRIPTION:** The City of East St. Louis (the City) is issuing a Request for BIDs (RFB) from qualified and experienced general contractors for the City of East St. Louis Business Retention Program. The project involves renovation of removing and replacing vinyl siding on exterior of Billie's Pastries located at 7301 State Street East St. Louis, IL 62201.

**DATE ISSUED:**

October 18, 2024

**MANDATORY PRE-BID**

October 28, 2024, at 10:45 a.m. (Central Time) 3<sup>rd</sup> Floor, City Manager's Suite, City Hall

**DUE DATE:**

November 04, 2024, by 10:00 a.m. (Central Time) 2<sup>nd</sup> floor, Council Chambers, City Hall

**BID PACKETS:**

A full copy of the Bid documents can be downloaded by going to the official city website, [www.cesl.us](http://www.cesl.us) (bid opportunities) or the City Clerk's Office, 1st Floor, 301 River Park Drive, East St. Louis, IL 62201

**BID DELIVERY ADDRESS:**

City of East St. Louis, Debra Hamilton Tidwell Office of the City Clerk, 1st Floor, 301 River Park Drive, East St. Louis, IL 62201.

**QUESTIONS:**

If you have questions concerning the City's bid process, please contact: Tereyowna Martin, Purchasing Director or via email at [tmartiu@cesl.us](mailto:tmartiu@cesl.us), or 618-482-6664.

The City reserves the right to reject all bids, to request additional information concerning any bid for purposes of clarification, to accept or negotiate any modification to any bid following the deadline for receipt of all bids, and to waive any irregularities if such would serve the best interests of the City.

Robert Betts, City Manager  
BACKGROUND/INTRODUCTION

East St. Louis is a city located in St. Clair County, Illinois, directly across the Mississippi River from St. Louis, Missouri. The city covers approximately 23 square miles. As of the 2010 census, the city had a total population of 17,006. One of the highlights of the city's waterfront is the Gateway Geyser, the tallest fountain in the United States, which spews water to a height of 630 feet and is designed to mirror the Gateway Arch across the river in St. Louis.

The City of East St. Louis has approximately 190 employees and a fleet of approximately 103 vehicles. East St. Louis operates under a City Council-Manager form of government. The City Council consists of 4 Council Members and the Mayor. The City Manager is appointed by the City Council and serves as City Administrator and directs all City operations. The City has eight central departments (Fire, Police, Personnel, Regulatory Affairs, Emergency Services, Finance, Public Works, Building Maintenance, and Tax Increment Financing (TIF),), an Administrative Department headed by the City Manager, and four elected departments (City Council, Mayor, City Clerk and City Treasurer).

The East St. Louis' Municipal Building is located at 301 River Park Drive, East St. Louis, IL 62201. The Mayor, Charles Powell Ill. and City Manager Robert Betts, is headquartered in the facility and the City holds its regular and special council meetings at that location. Additional information about the City can be found on the City's web site at [www.cesl.us](http://www.cesl.us).

## SUBMISSION INSTRUCTIONS

### SECTION I INFORMATION

1.0

#### Submission Requirements:

1.1

The complete original BID and eight copies must be submitted in a sealed package by 10:00 AM on November 04, 2024, to: The Office of the City Clerk

Attention: BILLIE PASTRIES RFB #24-37

The City of East St. Louis  
301 River Park Drive  
East St. Louis, IL 62201

BIDDERs shall file all documents necessary to support their BID and include them with their BID. BIDDERs shall be responsible for the actual delivery of BID during business hours to the address indicated above. It shall not be sufficient to show that the BID was mailed in time to be received before scheduled closing time.

The City of East St. Louis shall not be responsible for the premature opening of a BID, which is not properly addressed or identified. Late BIDS will not be considered. All BIDS shall become the property of the City.

1.2

Each of the 8 BIDS Must Include the Following Information at a Minimum:

- a. Copy of the RFB
- b. Proof of Commercial General Liability Insurance
- c. Disclosure Affidavit
- d. Vendor Information Request Form
- e.
- f. List of all subcontractors if applicable
- g. MBE Certification if applicable
- h. BID for the renovation
- i. Any and all addendum

1.3

Entire Packet: It is the sole responsibility of the BIDDER to ensure they have received the entire Request for BID (RFB).

Addenda: BIDDERs will be notified in writing of any change in the specifications contained in this RFB.

1.5

Verbal or Written Information: No verbal or written information which is obtained other than through this RFB or its addenda shall be binding on The City of East St. Louis. No employee of the City of East St. Louis is authorized to interpret any portion of this RFB or give information as to the requirements of the RFB in addition to that contained in or amended to this written RFB document.

1.6

Right of Rejection and Clarification: The City of East St. Louis reserves the right to reject any and all BIDS, and to request clarification of information from any BIDDER. The City of East St. Louis is not obligated to enter into a contract on the basis of any BID submitted in response to this document.

1.7

**Request for Additional Information:** Prior to the final selection, BIDDERs may be required to submit additional information which the City may deem necessary to further evaluate the BIDDER's qualifications.

1.8

**Denial of Reimbursement:** The City of East St. Louis will not reimburse BIDDERs for any costs associated with the preparation and submission of any BID, or for any travel and/or per diem costs that are incurred.

1.9

**Gratuity Prohibition:** BIDDERs shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of The City of East St. Louis for the purpose of influencing consideration of this BID.

1.10

**Right of Withdrawal:** A BID may not be withdrawn before the expiration of ninety (90) days from the BID due date.

1.11

**Right of Negotiation:** The City of East St. Louis reserves the right to negotiate with the selected BIDDER the exact terms and conditions of the contract.

1.12

**Right of Rejection of Lowest Fee Estimate:** The City of East St. Louis is under no obligation to award this project to the BIDDER having the lowest BID. Evaluation criteria included in this document shall be used in evaluating BIDs.

1.13

**Exceptions to the RFB:** It is anticipated that BIDDERs may find instances where they may take exception with certain requirements or specifications of the RFB. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the City of East St. Louis, and a description of the advantage to be gained or disadvantages to be incurred by the City as a result of these exceptions.

1.14

**Indemnification:** The BIDDER, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the City of East St. Louis, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services.

1.15

**BID deposit:** All construction BIDS in excess of \$10,000 shall require a BID deposit in an amount of five (5%) percent of the NET BID. Endorse the BID bond in the name of The City of East St. Louis as obliges, signed and sealed by the principal and surety. Endorse the certified check in the name of The City of East St. Louis. The Bond or certified check will be returned after delivery to the City of East St. Louis of the required Performance and Payment Bond(s) by the accepted BIDDER. Include the cost of the BID security in the BID amount. After a contract with the successful BIDDER has been executed, all securities will be returned to the respective BIDDERs. If no contract is awarded, all securities will be returned within 21 days of notification of no award. **THE CITY MAY WAIVE THIS REQUIREMENT WHEN IT IS DEEMED IN THE BEST INTEREST OF THE CITY.**

1.16

**Performance Bond:** The successful BIDDER on all construction and capital improvement projects in excess of \$10,000, shall furnish a Performance Bond equal to one hundred (100%) percent of the total contract.

- Any additional scope value during the project must be covered by the bonds.
- Performance Bonds must be signed by an official of the bonding company and accompanied by the bonding agent's written Power of Attorney.
- Bonds must be submitted to the City within two (2) weeks of the notice of award, if start of construction is sooner, then bonds must be submitted a minimum of two (2) days prior.
- Performance Bonds shall be issued by a surety listed on the Department of Treasury's listing as approved sureties (Department Circular 570) with an A.M. Best Rating of "A" or better which is licensed in the state of Illinois.

**THE CITY MAY WAIVE THIS REQUIREMENT WHEN IT IS DEEMED IN THE BEST INTEREST OF THE CITY.**

1.17

**Commercial General Liability Insurance:** All successful BIDDERs shall procure and keep in full force and effect for the duration of the contract commercial general liability insurance written by an insurance company approved by the State of Illinois and acceptable to the City. The commercial general liability insurance must list as certificate holder the City of East St. Louis. The Commercial General Liability Insurance Policy, must include products and completed operations liability, and contractual liability coverage covering bodily injury, property damage liability and personal injury. The policy or policies must be on an "occurrence" basis ("Claims Made" coverage is not acceptable) insuring personal injury and property damage against the hazards of Premises and Operations, Products and Completed Operations, Independent BIDDER's and Contractual Liability (specifically covering the indemnity) and the minimum limits of liability listed below. The Commercial General Liability policy shall include contractual liability coverage. The Commercial General Liability policy must include separate aggregate limits per project. Excess liability coverage may be used in combination with the base policy to obtain the following limits:

\$ I per Occurrence

\$2,000,000 per General Aggregate

\$2,000,000 per Products/Completed Operations and Aggregate

1.18

Auto Liability

Insurance: \_\_\_\_\_ with liability limits of not less than \$1.000.000 per person and **\$1.000.000** per The BIDDER shall procure and maintain a Business Automobile Liability Policy occurrence or a policy with a Combined Single Limit of not less than \$1.000.000 covering any owned, non-owned or hired autos. Excess liability coverage may be used in combination with the base policy to obtain these limits.

Comprehensive form covering all owned, non-owned, leased, hired, and borrowed vehicles and Additional Insured Endorsement and Contractual Liability

1.19

Umbrella Liability Insurance: Combined single Limit of Bodily Injury and Property Damage Liability. This policy shall be written on an Umbrella basis.

\$ 1.000.000 per OccurreLe

**\$1.000.000** per AnnuAggregate

1.20

Hazardous Operations: When the work for this BIDDER or sub-BIDDER involves any subsurface activities, the BIDDER or sub-BIDDER shall provide liability coverage for explosion, collapse, and underground hazards with the minimum limits listed above. Other hazardous operations, as determined by the BIDDER or sub-BIDDER may require other coverage and/or higher limits of liability.

1.21

Statutory Workers' Compensation Insurance: To insure the statutory limits as established by the State of Illinois. (NOTE: A self-insurer must submit a certificate from the State of Illinois) The workers' compensation policy must include Coverage B- Employer's minimum liability limits of:

Bodily Injury by Accident - \$500,000 each accident Bodily

Injury by Disease - \$500,000 policy limit

Bodily Injury by Disease - \$500,000 each employee

Excess liability coverage may be used in combination with the base policy to obtain these limits. The BIDDER shall require all BIDDERs and sub-BIDDERs performing work under this contract to obtain an insurance certificate showing proof of Workers' Compensation Coverage. If a BIDDER or sub BIDDER fails to obtain adequate Worker's Compensation Insurance for the period of this contract, an amount determined by the The City of East St. Louis insurance com an to cover such liabili will be deducted from the first payment to BIDDER or sub BIDDER, UBIDDER will be terminated from the ro•ect.

1.22

**Professional Liability Insurance:** For professional services the BIDDER shall procure and maintain a Professional Liability Insurance (Errors and Omissions) Policy with liability limits of not less than \$2,000,000 (project specific for the The City of East St. Louis) per aggregate, \$1 per claim, and a maximum deductible of \$50,000.

1.23

**Worker's Compensation:** The BIDDER shall protect the City from claims under the Worker's Compensation Acts which may arise from the performance of his services under this contract.

I .24

**Rights to Submitted Material:** All BIDS, responses, inquiries, or correspondence relating to or in reference to this RFB, and all reports, charts, and other documentation submitted by BIDDERs shall become the property of the City of East St. Louis and the City when received.

1.25

**Basis of Award:** BIDS will be evaluated according to the following criteria:

1. Qualifications —
2. Prior Work Product- —
3. Pricing

1.26

**Copies:** An original and eight copies of the BID and supporting documents must be submitted in response to the RFB.

1.27 **Recourse for Unsatisfactory Materials:** Payment shall be contingent upon the City's inspection of and satisfaction with completed work. Any defective work or materials, non-conformance to BID or BID specifications, damaged materials, or unsatisfactory installation shall be corrected to the City's satisfaction by the successful BIDDER at no additional charge.

1.28

**Termination of Contract:** Failure to comply with the terms and conditions as herein stated shall be cause for cancellation of the contract. The City will give written notice of unsatisfactory performance and the Vendor will be allowed thirty (30) days to take corrective action and accomplish satisfactory control. If at the end of the thirty days, the City deems the Vendor's performance still unsatisfactory, the contract shall be canceled. The exercise of its right of cancellations shall not limit the City's right to seek any other remedies allowed by law.

1.29

Assignment: The successful BIDDER shall not sell, assign, transfer or convey any contract resulting from this RFB, in whole or in part, without the prior written consent of the City of East St. Louis.

1.30

Lawsuits, Bribery: BIDDERs shall disclose any record of pending lawsuits, criminal violations and/or convictions, etc., and shall not have conflicts of interest, and shall agree that they will fully comply in all respects with the terms of said law.

1.31

BID Reservations: The City reserves the right to reject any or all BIDS, to award in whole or in part and to waive minor immaterial defects in BIDs. Negotiations may be necessary in order to complete the contract.

1.32

Conflict of Interest: By signing the Disclosure Affidavit, the successful BIDDER declares and warrants that no elected or appointed official, officer or employee Of the City has been or shall be compensated, directly or indirectly, in connection with the award of the Agreement or any work for the proposed project. For the term of the Agreement, no elected or appointed official officer or employee of the City, during the term of his/her service with the City and for two (2) years following his/her termination of office or employment with the City, shall have any direct interest in the Agreement, or obtain any present, anticipated or future material benefit arising there from.

1.33

Independent BIDDER: The BIDDER represents itself to be an independent BIDDER offering such services to the general public and shall not represent himself or his employees to be an employee of the City of East St. Louis. Therefore, the BIDDER shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, and other expenses, and agrees to indemnify, save, and hold the City of East St. Louis, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters. The BIDDER shall further understand that the City of East St. Louis cannot save and hold harmless and or indemnify the BIDDER and/or the BIDDERs employees against any liability incurred or arising as a result of any activity of the BIDDER or any activity of the BIDDERs employees performed in connection with the contract.

1.34

Contract: The City of East St. Louis reserves the right to clarify any contractual relationship in writing with the concurrence of the BIDDER, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFB or the BIDDER's BID. In all other matters not affected by the written clarification, if any, the RFB shall govern.

1.35 Scope of Work: The Scope of Work describes the minimum work to be accomplished. Upon final selection of the organization, the Scope of Work may be modified and refined during negotiations.

1.36

Compliance with Laws: In connection with the furnishing of supplies or performance of work under the contract, the BIDDER agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.

and the contract or other obligation is consistent with the Financial Plan and Budget in effect."

1.37

Minority/Women Business Enterprise (MWBE) Policy: It is the policy of the City to provide minority and women owned business enterprises with equal opportunity for participating in selling goods and services to the City of East St. Louis. BIDDERs are required to make a good faith effort to subcontract, where applicable, with or purchase supplies from MWBEs. The BIDDER shall keep records of such efforts that are adequate to permit a determination of compliance with this requirement.

1.38

Contacts: Qualified BIDDERs must submit BIDS in accordance with the instructions contained in this RFB. All requested information must be submitted with the BID. Instructions for preparation and submission of BIDS are contained in this package. Questions regarding this Request for BID should be directed to: Tereyowna Martin, Purchasing Director [tmartin@cesl.us](mailto:tmartin@cesl.us)

1.39 RFB Cost: All costs in connection with this RFB will be at the BIDDER's expense. All services will be in accordance with local, state and federal rules and regulations.

140. Law Governing: Any contract or litigation resulting from this RFB shall be governed by and construed according to the laws of the State of Illinois.

## SECTION 11

### SCOPE OF WORK: BILLIES PASTRIES

The Contractor and the City of East St. Louis designee(s) are responsible for weekly review and quality control of Billie's Pastries project.

#### 1. Contractor shall:

Removing and Replacing Exterior Vinyl Siding on Exterior of Building

Addition of Outdoor Seating Area (Removal of Window) Install  
of Siding Door

Install of Concrete Slab for Outdoor Seating

Install Rail Around Patio

- Furnish all labor, materials, and equipment necessary to perform the work described within the Scope of Services in strict accordance with these specifications and subject to the terms and conditions of the contract.

BILLIE'S PASTRIES					Total Space Amount
Total Project Bid Amount					

It is agreed that the undersigned has complied or will comply with all requirements concerning licenses and with all local, state and federal laws, and that no legal requirement has or will be violated in making or accepting this bid, in awarding the work, or in the prosecution of the work required hereunder.

Respectfully submitted \_\_\_\_\_ .  
this day of 2024 By:

\_\_\_\_\_  
Name of Firm

By: \_\_\_\_\_ Address of Firm \_\_\_\_\_

## SECTION 111

### BID EVALUATION PROCESS

The City will select, if at all, a BIDDER(s) whose qualifications, best meets the requirements set forth in this solicitation; is the most advantageous to the program based on the evaluation criteria set forth herein; and is in the best interest of the City.

#### A. Review Committee

In conjunction with the Qualification submittal deadline, the City will comprise the Review Committee to review those qualifications received by the due date and time specified in the advertisement. Assessment of the qualifications will be made on the basis of criteria set forth herein. Selection of a BIDDER may be made solely on the basis of original submittals without oral interviews or negotiation.

#### B. Elimination of Non-Responsive Qualification

The first action of the Review Committee will be to review each BID Packet for completeness. Grounds for rejecting Qualifications as non-responsive include late submittals, missing information or addenda, qualifications that do not meet the minimum requirements or do not address all areas identified.

#### C. Ranking of Qualifications

Qualification submitted in accordance with the requirements of this RFB will be evaluated based on the factors described herein. In its evaluation, the Review Committee may consider all information contained in the BIDDER's Statement of Qualification, and any other information obtained by the Review Committee.

#### D. Interviews

The Review Committee, after reviewing the qualifications, will determine whether BIDDERs will be required to appear for one or more interviews. Interviews will be scheduled only with BIDDERs having a reasonable chance of being selected according to the evaluation criteria established herein. BIDDERs selected to appear for an interview will be notified of the time, place, duration and format of the interview.

### SECTION IV

## BID EVALUATION FACTORS

The Review Committee will use the following evaluation factors (among others) to evaluate the submittals. The Review Committee will select those applicants it determines best meet the stated criteria taking into account both qualitative and quantitative factors such as depth of project team, amount of experience, presentation of information, and other relevant factors.

- Completeness of the request for BID
- Qualifications of business including years in business
- C] Demonstrated capability to complete projects similar to the projects proposed
- Number of employees, field, and office
- C] Yearly volume of business
- References given for work recently completed (if applicable)
- Preference will be given to Minority and Women owned enterprises (MBE/WBE). General Contractors shall identify any sub contractors they intend to utilize for these projects which are a certified MBE/WBE enterprise.
- C) Capacity of the organization to perform the work within time limitations, taking into consideration the current and planned workload of the company
- Cost Control üPreference will be given to Section 3-qualified enterprises. General Contractors shall identify any sub contractors they intend to utilize for these projects which are a certified Section 3 enterprise.
- If your company or a sub contractor qualifies as a Section 3 enterprise, provide certification of your Section 3 status.

## Disclosure Affidavit

State of Illinois

County of St. Clair City of East St. Louis

The undersigned certifies that the applicant and no person, including spouse and family members or anyone representing such persons has been approached by any City elected or appointed official or City officer or employee suggesting, implying, advising, or recommending that a payment or other inducement was/is required, necessary, or would be helpful in expediting, facilitating, or assuring approval or favorable treatment of this application.

The undersigned further certifies that the applicant and no person listed, including spouse and family members or anyone representing such persons has paid, promised to pay, or intends to pay any City elected or appointed official or City employee or anyone representing the City of East St. Louis or representing any City officer or employee as an inducement or with the intent to acquire favorable treatment or otherwise improperly influence the performance or actions of the City, City official, or City employee.

The undersigned further certifies that there are no special or side agreements, written or unwritten, where any City elected or appointed official or other City employee or representative of such person(s) would personally benefit by the approval of this application.

The undersigned further agrees as a condition of the processing of this application that in the event the applicant, including spouse and family members or anyone representing such persons, is in the future approached by any City elected or appointed official or by any City employee or anyone representing the City of East St. Louis or representing any City office or any employee suggesting, implying, advising, or recommending that a payment or other inducement was required, necessary or would be helpful in expediting, facilitating or assuring approval or favorable treatment of the application and project, such action shall be reported within 24 hours to the local States Attorney's Office.

Applicant's Name: \_\_\_\_\_

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

By: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024

My Commission Expires \_\_\_\_\_

(Seal)

**W-9**  
Form (Rev. March 2024)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

Before you begin. For guidance related to the purpose of Form W-9, see Purpose of Form, below.

Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
2 Business name/disregarded entity name, if different from above.	Exempt payee code (if any)
3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.  Individual/sole proprietor      C corporation      S corporation      Partnership      Trust/estate LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)	Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)
Note: Check the "LLC" box above and, in the new space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.	
Other (see instructions)	
3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions	(Applies to accounts maintained outside the United States.)

Print or type.  
Specific Instructions on page 3.  
3

5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

### Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a

Social security number

ono na

or

TN, later.

Note: If the account is in more than one name, see the instructions for line 1. See also What Name and Number To Give the Requester for guideline? on whose number to enter.

Employer identification number

ertification

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 below); 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 our correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person

Date

## General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners,

or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Cat. No. 10231X

Form W-9 (Rev. 3-2024)



## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information

**CITY OF EAST ST. LOUIS PURCHASING DEPARTMENT**  
**301 River Park Drive, 3<sup>rd</sup> Floor**  
**East St. Louis, Illinois 62201**  
**Phone: 618-482-6713**  
**Fax: 618-482-6648**

## City of East St. Louis Vendor Information Request Form

When checking authenticity of vendor, follow the following steps.

If vendor is an Corp or LLC go to <http://www.ilbos.gov/corporate/> or if Corp or LLC from another state call that state's Secretary of State

If vendor is 217-782-6961 (ext. 7737)

If vendor is general partnership or sole proprietor call the county clerk at 277-6600 ext 2373 Yolanda Hughes  
If the is general partnership or sole proprietorship is not registered with St. Clair County then call regulatory affairs.

**INSTRUCTIONS:** Please type or clearly. If any item is not applicable insert N/A. (F.E.I.N. OR SOCIAL SECURITY NUMBER IS REQUIRED.)  
To ensure prompt payment, please forward any changes to your vendor the information to the City of East St. Louis Purchasing Department.

F.E.I.N. NUMBER/ SOCIAL SECURITY NUMBER	DAT OF THIS APPLICATION	1099 VENDOR	
BUSECSS	TELEPHONE NUMBER	FAX NUMBER	
TYPE OF ORGANIZATION (CHECK ONE)  <b>SOLE PROPRIETOR (I)</b> <input type="checkbox"/> <b>GENERAL</b> <b>N(C)</b> <input type="checkbox"/> <b>LIMITED</b> INDIVIDUAL CORPORATION (C) <input type="checkbox"/> EMPLOYEE (E) <input type="checkbox"/> LNUITEDPARTNERSM (LP) <input type="checkbox"/>	PARTNERSM (GP) LIABILITY PARTNERS-UP ax")  YEAR ESTABLISHED	NUMBER OF EMPLOYEES	
Do you claim Disadvantaged Business Enterprise Status? _____ Yes _____		No (Check appropriate box(es) if applicable)	
Small Business Enterprise <input type="checkbox"/> D Minority Business Enterprise <input type="checkbox"/> D Women Business Enterprise <input type="checkbox"/> o Disabled Business Enterprise <input type="checkbox"/>			
INSERT THE MERCHANDISE OR SERVICE YOU WISH TO PROVIDE.			
ORGANIZATIONAL ADDRESS  STREET	ADDRESS TO WHICH  CITY STATE ZIP		
CITY STATE ZIP  CONTACT NAMES	TO BE MAILED  CITY STATE ZIP  TELEPHONE NUMBER		
SALES			
SERVICE			
This application must be signed by a ranking officer of the company. Show additional principals or agents separately. The undersigned certifies that information provided on this application is correct and complete. Submittal of false information will be grounds for the rejection of this application, removal from all Vendor lists and the cancellation of any contract without penalty to the City of East St. Louis.			

NAME OF PRINCIPAL	
SIGNATURE	DATE

FOR USE BY THE CITY OF EAST ST. LOUIS GOVERNMENT ONLY

If this form is facilitated with a City department please provide the name of the Department and facilitator

VENDOR CODE:	APPROVED BY:	DATE:

AUGUST, 2007