

**Standard Required Contractor Forms**

Before the City can execute the Agreement, the successful Proposer must file three standard City forms (items 1-3 on the chart below). Because many firms have already completed these forms, and because some informational forms are rarely revised, the City has not included them in this RFP package. Instead, this Exhibit describes the forms, where they can be found on-line and when and where to file them. If a Proposer cannot get the documents off the internet, the Proposer should call the contact persons indicated below.

Proposer does not have to be doing business in the State of California on the date on which it submits its Proposal; however, before this Agreement is executed, such Proposer must show evidence that it is authorized to conduct business within the State of California and the City and County of San Francisco.

If the successful Proposer has already filled out any of the forms identified below, **the Proposer should not do so again unless the Proposer's answers have changed.** To find out whether these forms have been submitted, the Proposer should call Vendor File Support in the Controller's Office at (415) 554-6702.

Item	Form name and Internet location	Form	Description	When to File; Where to File; For more info
1.	Request for Taxpayer Identification Number and Certification <a href="http://sfgsa.org/index.aspx?page=368">http://sfgsa.org/index.aspx?page=368</a>	W-9	The City needs the contractor's taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number.	Must be filed within five (5) days of the War Memorial approving the award of the Agreement. <u>Email</u> <a href="mailto:Vendor.file.support@sfgov.org">Vendor.file.support@sfgov.org</a> <u>Fax</u> (415) 554-6261 <u>Purchasing</u> (415) 554-6212 (before you submit the form) <u>Controller</u> (415) 554-6702 (after you submit the form)
2.	Business Tax Declaration <a href="http://sfgsa.org/index.aspx?page=368">http://sfgsa.org/index.aspx?page=368</a>	P-25	All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as "conducting business in San Francisco" must register with the Tax Collector.	Must be filed within five (5) days of the War Memorial approving the award of the Agreement. <u>Email</u> <a href="mailto:Vendor.file.support@sfgov.org">Vendor.file.support@sfgov.org</a> <u>Fax</u> (415) 554-6261 <u>Purchasing</u> (415) 554-6212 (before you submit the form) <u>Controller</u> (415) 554-6702 (after you submit the form)

**Request for Proposal  
FOOD AND BEVERAGE CONCESSION AGREEMENT  
REQUIRED OPERATOR FORMS**

**EXHIBIT L**

Item	Form name and Internet location	Form	Description	When to File; Where to File; For more info
3.	S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in Contracts and Benefits <a href="http://sfgsa.org/index.aspx?page=368">http://sfgsa.org/index.aspx?page=368</a>	CMD-12B-101	Contractors tell the City if their personnel policies meet the City's requirements for nondiscrimination against protected classes of people, and in the provision of benefits between employees with spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the answers on this form. <b>Contract-by-Contract Compliance status vendors must fill out an additional form for each contract.</b>	Must be filed within five (5) days of the War Memorial approving the award of the Agreement. <a href="http://sfgov.org/oca/sites/default/files/Submit%2012B%20Declaration%20-%20Bidder%20and%20Supplier%20Guide_0.pdf">http://sfgov.org/oca/sites/default/files/Submit%2012B%20Declaration%20-%20Bidder%20and%20Supplier%20Guide_0.pdf</a> For questions, please contact: <u>Tamra Winchester, Equal Benefits Program Coordinator</u> (415) 252-2540 <a href="mailto:Tamra.winchester@sfgov.org">Tamra.winchester@sfgov.org</a>