

UNIVERSITY OF MINNESOTA

Twin Cities Campus

*Purchasing Services for Facilities Management
and Capital Planning & Project Management*

*400 Donhowe Building
319-15th Avenue S.E.
Minneapolis, MN 55455*

*Office: 612-626-2870
Fax: 612-624-5796*

September 25, 2008

**To: Morris Area Biomass Producers
RFP # 268-2008-0925**

Regarding: Biomass Contracting with the University of Minnesota Morris

Background: The University of Minnesota Morris (UMM) is a liberal arts campus of the University of Minnesota located in the West Central Minnesota town of Morris. The campus has a natural gas boiler heating system that is roughly 30 years old. Construction has been completed on a new facility that uses agricultural crop residues and other biomass as a fuel for campus heating needs. The biomass heating plant is currently going through its startup and commissioning process. In addition to heating the campus, the new facility will be an important part of UMM's renewable energy research. The facility will have emissions monitoring equipment to gather data on converting biomass to a low BTU gas that will be combusted to generate steam. The facility is part of an effort to use community resources to develop clean renewable energy. In full operation, we estimate UMM will distribute as much as \$500,000 yearly to local biomass producers.

Biomass: There are many different acceptable forms of biomass that can be used by UMM's gasification facility. In general, we are looking for plant material that is relatively dry and free of contaminants. This may include by-products from different processing facilities. We do not want municipal wastes or any other waste product that may contain an unacceptable level of toxic/polluting substances. Our target biomass is corn stover; however, most agricultural residues would be usable. Other fuels we will need as part of our research are soybean straw, native grass hay, wheat straw, hybrid poplar, and corn earlage. We are open to considering novel biomass feedstocks and are willing to discuss whether they are suitable for the UMM gasifier.

Contract: UMM is interested in identifying and contracting available biomass supplies for the ~~by~~ Fall of 2008. UMM is using a contract that both specifies the material to be delivered and a time frame for its delivery. This system was set up so that providers could ask for a higher price if delivery is needed at a time when it would be more difficult for them to deliver. It allows UMM to organize delivery to limit the size of the storage area. Attached is an example contract that shows the price and delivery schedule. Based on the information received from producers and our needs, UMM will select the best value at a given time.

It is important to understand that our contracting is based on estimates of how much biomass we will use during the upcoming season. This is a first of its kind facility and there is the possibility that unexpected issues could limit our operations or that heating needs will be less than estimated. The contract specifically says that if for some reason we don't need the biomass, we are not obligated to purchase the biomass. While we are spending a lot of time and energy in planning our biomass needs, unanticipated changes may require some flexibility on the part of producers supplying our biomass.

Delivery: The contracts require delivery of biomass to UMM or a site within 5 miles of UMM. Shipments must be weighed within ten (10) miles of Morris, MN at a certified scale agreed upon by University staff. UMM is looking into the possibility of using a third party to store material and deliver it daily to UMM. This would allow producers, working with the third party, to deliver entire contracts to a storage yard at one time. Following receipt of the biomass, accounting staff at UMM will issue payment using the standard University time frame of Net 30 days.

Contact: For further information on supplying biomass to the UMM gasification facility, please contact the Biomass Project Coordinator, Joel Tallaksen. For questions regarding the bidding process, contact Dennis Moore.

Joel Tallaksen, Ph.D.
Biomass Gasification Project Coordinator
West Central Research and Outreach Center
University of Minnesota
46352 State Highway 329
Morris, MN 56267
Phone: 320-589-1711
Fax: 320-589-4870
Web: wcroc.cfans.umn.edu
Email: tall0007@umn.edu

Dennis Moore, Senior Buyer
University of Minnesota
purchasing Services
319 - 15th Avenue S.E.
400 Donhowe Building
Minneapolis, MN 55455
Phone: 612-626-2870
Fax: 612-624-5796
Email: moore791@umn.edu

EXAMPLE ONLY

Biomass Contract for UMM

Background: The University of Minnesota Morris (UMM) is interested in contracting with several people to provide and deliver biomass for fuel, such as corn stover, native grasses, soybean straw, and hybrid poplar (not roadside cuttings or "ditch hay") to UMM between December 1, 2008, and November 30, 2009 (the "Contract Term"). We will need approximately 5,000 tons of biomass, delivered on a schedule accepted by UMM.

The contracts will be "requirements" contracts so the UMM will be obligated to take only the amount of biomass it needs. Generally, Contractors will be scheduled to deliver product in the order of bid price, with the lowest-priced biomass purchased first. To obtain a broad base of supply, however, UMM anticipates purchasing no more than 800 tons from any one contractor. This project is experimental so UMM may change its requirements or specifications as the project is developed.

Details:

- All costs, including delivery and storage, must be included in the per ton cost.
- UMM will schedule deliveries as set out in the Terms and Conditions.
- Delivery is FOB UMM-designated dock not more than 5 miles from UMM. (Supplier is responsible for biomass until UMM or its 3rd party storage/delivery company receives it.)
- What form will the biomass be delivered in? (*circle one*):
Large Round Bales Large Square Bales Bulk
- Large-round or large-square (not small-square) bales. Net-wrap is the preferred method for securing bales. However, twine bales will be accepted if they are tightly packed and securely fastened. Biomass will be reasonably dry and free of debris. Biomass that does not meet these specifications may be rejected.
- Bids are non-confidential and non-proprietary. The successful bidder(s) will be those whose proposal(s) is/are the most advantageous to the UMM. The UMM is not bound to accept the lowest priced proposal if that proposal is not in the best interests of the UMM as determined by the UMM in its sole discretion. The UMM may enter into multiple contracts with respondents, and may negotiate terms and conditions with respondents, if the UMM deems that in its best interests.

PRINTED NAME: John Doe

I have read and understood this Biomass Contract for UMM, and agree as follows.

1. I will supply biomass as set out on the attached Biomass Bid Price and Availability Bid Sheet.
2. This agreement and all resulting sales will be governed solely by the UMM's Terms and Conditions. **UMM objects to and rejects all other or additional terms.**
3. This is a firm, fixed offer. If the UMM accepts it, it will be a binding contract.

Signed: John Doe Date: 9/25/07

Address: 1300 Atlantic Ave, Morris, MN, 56267

For Research Information Only: – Location(s) biomass was obtained from (County, township, section, quarter): Stevens, Morris, 15, NE 1/4

EXAMPLE ONLY

UMM Biomass Bid Price and Availability Bid Sheet

Name: John Doe Biomass Type: Almond Shells

Total Biomass Committed to This Contract: 200 Tons

Please select a period in which you can deliver your allotted quantity and fill in your price in the table below.

Are you flexible on selected periods? X yes no . If "yes," please mark an X under available periods.

Method securing bales: Netwrap (Preferred) Twine (Tightly packed & secured)

Month	Start	End	Per Ton Price at Delivery	Available for Delivery	Month	Start	End	Per Ton Price at Delivery	Available for Delivery
February	2/17/08	2/23/08	\$ 40	X	July	7/6/08	7/12/08	\$	
	2/24/08	3/1/08	\$ 40	X		7/13/08	7/19/08	\$	
March	3/2/08	3/8/08	\$ 40	X		7/20/08	7/26/08	\$	
	3/9/08	3/15/08	\$ 40	X		7/27/08	8/2/08	\$	
	3/16/08	3/22/08	\$ 40	X	August	8/3/08	8/9/08	\$	
	3/23/08	3/29/08	\$ 40	X		8/10/08	8/16/08	\$	
	3/30/08	4/5/08	\$ 60	X		8/17/08	8/23/08	\$	
April	4/6/08	4/12/08	\$ 60	X		8/24/08	8/30/08	\$	
	4/13/08	4/19/08	\$			8/31/08	9/6/08	\$	
	4/20/08	4/26/08	\$		September	9/7/08	9/13/08	\$	
	4/27/08	5/3/08	\$			9/14/08	9/20/08	\$	
May	5/4/08	5/10/08	\$			9/21/08	9/27/08	\$	
	5/11/08	5/17/08	\$			9/28/08	10/4/08	\$	
	5/18/08	5/24/08	\$		October	10/5/08	10/11/08	\$	
	5/25/08	5/30/08	\$			10/12/08	10/18/08	\$	
June	6/1/08	6/7/08	\$			10/19/08	10/25/08	\$	
	6/8/08	6/14/08	\$			10/26/08	11/1/08	\$	
	6/15/08	6/21/08	\$		November	11/2/08	11/8/08	\$	
	6/22/08	6/28/08	\$			11/9/08	11/15/08	\$	
	6/29/08	7/5/08	\$			11/16/08	11/22/08	\$	

If the UMM needs additional biomass, how many additional tons can you provide with less than two weeks notice? 200 tons at \$ 70 per ton

Additional Charges

Please list any additional charges that could be billed to the University of Minnesota, Morris and when/why these charges could be added to the cost of biomass purchased. The University of Minnesota, Morris will not pay for items not included in this list.

List additional charges here.

Complete & Return

Biomass Contract for UMM Must be in Purchasing Services n Minneapolis on or before October 09, 2008 at 3:00PM

Background: The University of Minnesota Morris (UMM) is interested in contracting with several people to provide and deliver biomass for fuel, such as corn stover, native grasses, soybean straw, and hybrid poplar (not roadside cuttings or “ditch hay”) to UMM between December 1, 2008, and November 30, 2009 (the “Contract Term”). We will need approximately 5,000 tons of biomass, delivered on a schedule accepted by UMM.

The contracts will be “requirements” contracts so the UMM will be obligated to take only the amount of biomass it needs. Generally, Contractors will be scheduled to deliver product in the order of bid price, with the lowest-priced biomass purchased first. To obtain a broad base of supply, however, UMM anticipates purchasing no more than 800 tons from any one contractor. This project is experimental so UMM may change its requirements or specifications as the project is developed.

Details:

- All costs, including delivery and storage, must be included in the per ton cost.
- UMM will schedule deliveries as set out in the Terms and Conditions.
- Delivery is FOB UMM-designated dock not more than 5 miles from UMM. (Supplier is responsible for biomass until UMM or its 3rd party storage/delivery company receives it.)
- What form will the biomass be delivered in? (*circle one*):
Large Round Bales Large Square Bales Bulk
- Large-round or large-square (not small-square) bales. Net-wrap is the preferred method for securing bales. However, twine bales will be accepted if they are tightly packed and securely fastened. Biomass will be reasonably dry and free of debris. Biomass that does not meet these specifications may be rejected.
- Bids are non-confidential and non-proprietary. The successful bidder(s) will be those whose proposal(s) is/are the most advantageous to the UMM. The UMM is not bound to accept the lowest priced proposal if that proposal is not in the best interests of the UMM as determined by the UMM in its sole discretion. The UMM may enter into multiple contracts with respondents, and may negotiate terms and conditions with respondents, if the UMM deems that in its best interests.

PRINTED NAME: _____

I have read and understood this Biomass Contract for UMM and agree as follows:

1. I will supply biomass as set out on the attached Biomass Bid Price and Availability Bid Sheet.
2. This agreement and all resulting sales will be governed solely by the UMM’s Terms and Conditions. **UMM objects to and rejects all other or additional terms.**
3. This is a firm, fixed offer. If the UMM accepts it, it will be a binding contract.

Signed: _____ Date: _____

Address: _____

For Research Information Only: Location(s) biomass was obtained from (County, township, section, quarter): _____

Complete & Return

UMM Biomass Bid Price and Availability Bid Sheet

Must be in Purchasing Services in Minneapolis on or before October 9th, 2008 at 3:00PM

Name: _____ Biomass Type: _____

Total Biomass Committed to This Contract: _____ Tons

Please select a period in which you can deliver your allotted quantity and fill in your price in the table below.

Are you flexible on selected periods? ___yes ___no . If "yes," please mark an X under available periods.

Method securing bales: _____ Netwrap (Preferred) _____ Twine (Tightly packed & secured)

Month	Start	End	Per Ton Price at Delivery	Available for Delivery	Month	Start	End	Per Ton Price at Delivery	Available for Delivery
January	1/4/2009	1/10/2009	\$			5/23/2009	5/29/2009	\$	
	1/11/2009	1/17/2009	\$			5/30/2009	6/5/2009	\$	
	1/18/2009	1/24/2009	\$		June	6/6/2009	6/12/2009	\$	
	1/25/2009	1/31/2009	\$			6/13/2009	6/19/2009	\$	
Feb	2/1/2009	2/7/2009	\$			6/20/2009	6/26/2009	\$	
	2/8/2009	2/14/2009	\$			6/27/2009	7/3/2009	\$	
	2/15/2009	2/21/2009	\$		July	7/4/2009	7/10/2009	\$	
	2/22/2009	2/28/2009	\$			7/11/2009	7/17/2009	\$	
March	3/1/2009	3/6/2009	\$			7/18/2009	7/24/2009	\$	
	3/8/2009	3/13/2009	\$			7/25/2009	7/31/2009	\$	
	3/15/2009	3/20/2009	\$		August	8/1/2009	8/7/2009	\$	
	3/22/2009	3/27/2009	\$			8/8/2009	8/14/2009	\$	
	3/29/2009	4/3/2009	\$			8/15/2009	8/21/2009	\$	
April	4/5/2009	4/10/2009	\$			8/22/2009	8/28/2009	\$	
	4/12/2009	4/17/2009	\$			8/29/2009	9/4/2009	\$	
	4/19/2009	4/24/2009	\$		September	9/5/2009	9/11/2009	\$	
	4/26/2009	5/1/2009	\$			9/12/2009	9/18/2009	\$	
May	5/3/2009	5/8/2009	\$			9/19/2009	9/25/2009	\$	
	5/10/2009	5/15/2009	\$			9/26/2009	10/2/2009	\$	
	5/17/2009	5/22/2009	\$		October	10/3/2009	10/9/2009	\$	

If the UMM needs additional biomass, how many additional tons can you provide with less than two weeks notice? _____ tons at \$ _____ per ton

Additional Charges: Please list any additional charges that could be billed to the University of Minnesota, Morris and when/why these charges could be added to the cost of biomass purchased. The University of Minnesota, Morris will not pay for items not included in this list.

List additional charges here.

**NOTICE TO THOSE RESPONDING
TO THIS BIOMASS REQUEST:**

This outlines the required pages that must be included in your response to this request for biomass:

- 1) Biomass Contract (Signature) page,**
- 2) UMM Biomass Bid Price and Availability Bid Sheet,**
- 3) Attached “Vendor Authorization Form & Substitute W-9” form**

The above items should be faxed (612-624-5796) or mailed to the address below so it arrives at Purchasing Services in Minneapolis, MN, on or before: October 09, 2008 at 3:00PM.

**University of Minnesota
Purchasing Services
Attn: Dennis Moore
319 15th Avenue S E, Suite 400
Minneapolis, MN 55455**

Biomass Contract UMM Terms and Conditions

- 1. Deliveries.** UMM will schedule delivery dates and quantities by notice to Supplier the week prior to the requested date. UMM will not be responsible for biomass delivered at times or in quantities other than as scheduled.
- 2. Payment.** UMM shall pay undisputed invoices within thirty (30) days after receipt.
- 3. Warranties.** Supplier owns all biomass provided under this Contract and has the right to sell it to UMM. The biomass is of the type described, meets the Specifications, is fit for the UMM's needs, and is grown, harvested and delivered in compliance with applicable laws. Supplier will correct any warranty breach at its expense, pay direct damages, and defend and indemnify UMM, its regents, faculty members, students, employees, and agents from any resulting claim.
- 4. Hazardous Substance.** "Hazardous Substance" is any pollutant, contaminant, hazardous or toxic substance or waste, solid waste, petroleum or any byproduct thereof, or any other chemical, substance or material regulated by any state or federal law. No Hazardous Substance will be brought upon UMM's property, and Supplier shall immediately notify UMM in writing if any biomass is found to contain Hazardous Substance.
- 5. Inspections and Improper Delivery.** The UMM shall have a reasonable time after receipt to inspect any biomass and reject any that is, in the UMM's sole judgment, nonconforming or in excess of quantities ordered. Rejected biomass may be returned to Supplier at Supplier's expense. The UMM reserves the right to refuse any biomass and to cancel all or any part of this Contract if Supplier fails to deliver all or any part of the biomass in accordance with this Contract.
- 6. Assignment.** Neither party may assign any part of this Contract without the other's prior written consent.
- 7. Taxes.** The UMM is exempt from paying Minnesota sales and use taxes. Except as provided in Minnesota Statute, Section 297A.70, Subd. 2, Supplier shall not charge UMM for such taxes.
- 8. Use of UMM Name or Logo.** Supplier will not use the name, logo, or any other marks, colors or music owned by or associated with the UMM in any form of publicity, without written permission of the UMM's Office of General Counsel and Office of Institutional Relations.
- 9. Delay and Termination.** Neither party shall be responsible for any delays or failure to perform under this Agreement due to acts of God, mechanical failure, strikes, war, insurrection, embargoes, acts of government, or any other cause beyond the control of such party. UMM may terminate this Contract in whole or in part for its sole Convenience. Upon notice of termination, Supplier shall immediately stop all work under this Contract.
- 10. Independent Contractor.** The relationship of the parties is solely that of supplier and purchaser, not employees, agents, partners, or joint ventures of any kind.
- 11. Non-Waiver.** No waiver by any party of any default or nonperformance shall be deemed a waiver of any subsequent default or nonperformance.
- 12. Limitation of Liability.** IN NO EVENT SHALL A PARTY BE LIABLE FOR ANY INDIRECT, CONSEQUENTIAL, INCIDENTAL, LOST PROFITS OR LIKE EXPECTANCY DAMAGES ARISING OUT OF THIS CONTRACT. The UMM's total obligation under this Contract shall be the price of the biomass accepted by the UMM under this contract.

13. Changes. UMM may at any time by a written notice change time and place of delivery and/or amount of biomass to be provided under this Contract. Promptly upon receipt of notice of such change, Supplier shall furnish a statement of any necessary changes in the time or price of delivery. Failure to so advise the UMM shall constitute Supplier's consent to the change without increase price or time of delivery.

14. Insurance. Supplier will adequately insure and safely operate, maintain, and repair facilities, supplies, materials, and equipment necessary to performance of this Contract, and will furnish proof of such insurance to the UMM upon request.

15. Indemnification. Supplier will release, defend, indemnify and hold harmless the UMM, its regents, faculty members, students, employees, and agents from all liability, injuries, claims, damages (including claims of bodily injury, property damage, or negligence), or loss, including costs, expenses and attorneys' fees, which arise in connection with, in relation to, or as a result of (i) the negligent acts and omissions of Supplier, (ii) the breach by Supplier of any of its obligations under this Contract, and (iii) the presence of any Hazardous Substance (as defined in Section 3) supplied by or introduced onto UMM property by Supplier, knowingly or unknowingly. For purposes of this Section, Supplier shall include the Supplier, its employees, officers and agents, and sub-contractors. The foregoing shall not apply to the extent such liability, injuries, claims, damages, or loss was caused by the intentional, willful, or wanton acts of the UMM.

16. Compliance with laws. Supplier will comply with all applicable laws in performance of this Contract, including without limitation, the Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276(c)) as supplemented by Department of Labor regulations (29 CFR part 3, "*Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States*"); and Supplier represents that it is not currently debarred or suspended or listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with Executive Orders 12549 and 12689, "*Department and Suspension*". Supplier shall notify UMM if it becomes debarred or suspended during the term of this Contract.

17. Contract. This Contract consists of the Biomass Contract for UMM, UMM Biomass Bid Price and Availability Bid Sheet, and Biomass Contract for UMM Terms and Conditions, and shall be construed under Minnesota law (without regard for choice of law considerations) and the policies and procedures of the University, as amended from time to time. Any action arising out of this Contract shall be heard by a state court in Minnesota, and Seller specifically consents to such jurisdiction. No amendments to this Purchase Order shall be effective unless in writing and signed by both parties.

18. Severability. If any provision of this Contract shall be invalid or unenforceable, the remainder of the provisions, or the application of such provision to persons other than those as to which it is held invalid or unenforceable, shall not be affected and each provision of the remainder of the provisions shall be valid and be enforceable to the fullest extent permitted by law.

19. Survivability. All of the terms and conditions of this Contract shall survive the delivery of goods, the provision of services, and the expiration or termination of this Contract.

Biomass PURCHASE Contract Term Changes 2008-2009

Moisture and Dry Weight Calculation

Failure of the supplier to supply biomass at an acceptable percentage moisture will result in rejection of the shipment or if only slightly over, dockage of purchase price (see the table below). The supplier is responsible for removing biomass from the University's designated delivery site should they choose not to accept the penalty or should the load be rejected. The percentage moisture criteria for acceptance are:

<u>Percent Moisture</u>	<u>Dockage</u>
20 % or less	Full purchase price
20.1% to 30%	15% per ton penalty
30.1% and above	Shipment rejected

All fuel will be purchased on dry weight [bone dry tons]. An estimated percentage of moisture will be determined. Final determination of moisture and acceptance will be done on a per load basis using a microwave drying technique.

Calculation of Dry Weight

Dry Weight = Total Weight of Material – (Total Weight * Percentage Moisture)

Example Payment Calculations

dry tons = wet tons - (weight of water in biomass)
 water weight = wet tons * percent moisture
 predockage price = dry tons * contract price
 price paid = predockage price - moisture penalty

Example 1: Suitable Biomass

Wet Tons	% Moisture	Dry Tons	Contract rate	Pre dock Price	Percent Penalty	Price Paid
100	18	82	\$ 50	\$ 4,100	0	\$ 4,100

Example 2: High Moisture

100	Tons					
22	Moisture					
Wet Tons	% Moisture	Dry Tons	Contract rate	Pre dock Price	Percent Penalty	Price Paid
100	25	75	\$ 50	\$ 3,750	15	\$ 3,188

Example 3: Unacceptable Moisture

100	Tons					
30	Moisture					
Wet Tons	% Moisture	Dry Tons	Contract rate	Pre dock Price	Percent Penalty	Price Paid
100	32	68	\$ 50	\$ 3,400	REFUSED	REFUSED

Biomass Contract Size for New Contracts

Contracts size will be increased to 800 tons per contract.

Weighing

Shipments must be weighed within 10 miles of Morris, MN at a certified scale agreed upon by University Staff.

Method of Securing Bales

Netwrap is the preferred method for securing bales. However, twine bales will be accepted if they are tightly packed and securely fastened. Please indicate on Bid Price and Availability Sheet whether plastic twine or net-wrap is being used to secure the bales.

Information Required

Vendor Authorization Form and Substitute W9 (This is Page 1 with 4 pages to follow)

As of July 2008, the University of Minnesota has converted to a new financial system. To take full advantage of the additional functionality, we need to obtain the most current information for your organization regarding purchases, payments and tax information. To continue doing business with the University, and not experience a delay in payment, all vendors are required to submit an updated Vendor Authorization and Substitute W9 form.

Please complete **and sign** the attached form and return **all** pages. Responses should be returned to the department contact listed on the top of the form. If your company does business with the University under multiple Tax ID's please complete a separate form for each Tax ID.

Thank you for your prompt attention to this request. If you have any questions about completing this form, please contact the department listed on the top of the form or email your questions to disbsvcs@umn.edu.

<input type="checkbox"/> New Vendor	<input type="checkbox"/> Vendor Change	Vendor #	
-------------------------------------	--	----------	--

Department Instructions: Please have the vendor complete/ sign the authorization form and return the form to you for review.
 Fax the completed/signed form to Disbursement Services at 612-624-9562. Allow 3-5 days for notification of vendor number.

Return form to University Department:		Return with your RFP response.	
		Date	
Department Requester's Name	Dennis Moore	Department Name	FM Purchasing
DeptID		Email Address	Moore791@umn.edu
Phone #	612-626-2870	Fax #	
Department Street Address	319 15 th Avenue S E, Minneapolis, MN 55455		

Addresses				
Purchase Order Mailing Address (Required)				
Vendor Name				
Address Line 1				
Address Line 2				
City		State		ZIP
Purchase Order Primary Contact		Phone #		
Fax #		Email		
Purchase Order Dispatch Method <i>(The University of Minnesota preferred dispatch method for Purchase Orders is Email)</i>				
<input type="checkbox"/> Email to		<input type="checkbox"/> Fax to		

Remit To (address to send payment) <input type="checkbox"/> Same as Purchase Order Address				
Vendor Name (if different from above)				
Address Line 1				
Address Line 2				
City		State		ZIP
Remit to Primary Contact		Phone #		
Remit to Fax #		Email		

1099 Reporting (address to send 1099) <input type="checkbox"/> Same as Purchase Order Address				
<input type="checkbox"/> Same as Remit Address				
Vendor name (if different from above)				
Address Line 1				
Address Line 2				
City		State		ZIP

Certified Target Group Business Section (For WMDBE Businesses Only)

The University tracks expenditures with businesses owned and operated by women, minority and disabled persons (Targeted Businesses). Business that are CERTIFIED as women, minority or disabled owned business should complete this section to ensure accurate record keeping. To meet the University's definition of Targeted Businesses, a vendor must be CERTIFIED by at least one of the following 5 University-recognized Targeted Business Certification Agencies listed below. For additional information regarding this section or to register with the University visit http://www.ced.umn.edu/Vendor_Prof_Req.html

- Minnesota Minority Supplier Development Council (MMSDC)
- National Minority Supplier Development Council (NMSDC)
- Small Business Administration (SBA) - Central Contract Registry (CCR)
- CERT Program (Only MBE and WBE certifications recognized)
- State of Minnesota Department of Administration

Check all that apply

Type of Minority (please check if applicable) <input type="checkbox"/> Not Applicable			
<input type="checkbox"/> African American/Black	<input type="checkbox"/> Asian American	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Minority Institution
<input type="checkbox"/> Alaskan Native	<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Educational Institution	<input type="checkbox"/> Native American Tribe
<input type="checkbox"/> American Indian/Native American	<input type="checkbox"/> Asian Pacific	<input type="checkbox"/> Historically Black College/University	<input type="checkbox"/> Other (list)

Applicable Certifications (please check if applicable) <input type="checkbox"/> Not Applicable			
<input type="checkbox"/> Woman Owned	<input type="checkbox"/> Disabled Owned	<input type="checkbox"/> HUBZone	<input type="checkbox"/> Service Disabled Owned (VOSB)
<input type="checkbox"/> Other Veteran Owned Small	<input type="checkbox"/> Federal (SBA) Small	<input type="checkbox"/> Minnesota State Small	<input type="checkbox"/> Minority Owned
<input type="checkbox"/> Small Disadvantaged Business	<input type="checkbox"/> 8(a) Small Business		

Business Size	
Businesses should refer to Small Business Administration (SBA) size definitions. The definition varies by industry and can be found at:	
http://www.sba.gov/services/contractingopportunities/sizestandardstopics/summarywhatis/index.html	
<input type="checkbox"/> Small Business and registered in CCR	<input type="checkbox"/> Large Business

Vendor Information and Tax Identification Number			
Vendor Name used by IRS			
Business Name if different from Above or DBA (Doing business As) Name			
Record tax identification number below in the appropriate box. The TIN provided must match the name used by the IRS for tax purposes to avoid backup withholding. For individuals this is your Social Security number (SSN). For other entities this is your Employer Identification Number (EIN). For Non-Resident Aliens enter your IRS Taxpayer Identification Number (ITIN). IF you have applied for a US Tin write "applied for" in the appropriate box.			
<input type="checkbox"/> TIN/EIN #		<input type="checkbox"/> SSN #	
<input type="checkbox"/> ITIN #		<input type="checkbox"/> No SS#/TIN#	

Type of business	
<input type="checkbox"/> Corporation	<input type="checkbox"/> Non Profit/501(c) Entity
<input type="checkbox"/> Partnership	<input type="checkbox"/> Government Entity
<input type="checkbox"/> Individual/Sole Proprietor	<input type="checkbox"/> US Agent of Foreign Person/Entity
<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Foreign Nonresident Individual
<input type="checkbox"/> Exempt from Backup withholding	<input type="checkbox"/> Foreign Entity (other than individual)

<i>Type of Purchase or Payment</i>			
<input type="checkbox"/> Goods	<input type="checkbox"/> Services	<input type="checkbox"/> Auditor	<input type="checkbox"/> Attorney
<input type="checkbox"/> Performer	<input type="checkbox"/> Speaker/Lecturer	<input type="checkbox"/> Consultant	<input type="checkbox"/> Royalties
Do you provide Medical Services		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other	Describe services		
Location where services will be provided			

Certification by Vendor	
<p>As a nonresident alien, I certify that all information provided in this document is correct.</p> <p style="text-align: center;">-----OR-----</p> <p>As a U.S. person or resident alien, I certify that all information provided in this document is correct. In addition, under penalties of perjury I certify that:</p> <ol style="list-style-type: none"> The number on this form in the Vendor Information and Tax Identification Number section above is the correct taxpayer identification number (or I am waiting for a number to be issued to me) and 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 I am a U.S. Person (including a U.S. resident alien) <p>You must cross out item 2 above if the IRS has notified you that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.</p>	
	<p>The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.</p>
Signature	Date