

Greetings,

Included in this vendor packet you will find the following documents.

- Payment Methods
- W9
- Certificate of Exemption for State Sales/Use Tax Only
- Insurance Requirements
- Supplemental General Conditions

Colorado Mesa University offers vendors the following methods of payments: ACH and Paper Check. To receive payment from CMU, please determine which payment method works best for your business and fill out the appropriate information below.

The payment methods, along with the payment terms are listed below:

ACH – Net 30 days from completion of service or delivery of goods.

Paper Check – Net 30 days from completion of service or delivery of goods

CMU is kindly requesting that you choose one of the following payment methods and return this letter to our Procurement and Payment Services department at purchasing@coloradomesa.edu. If no selection is made, the default payment method will be paper check.

☐ **ACH**

Company Name:	
Remittance Address:	
City:	
State:	
Zip Code:	
Contact Name:	
Contact Title:	
Contact Phone:	
Purchase Order Email:	
Remittance Email(s)*:	
Bank Name:	
Bank Routing Number:	
Bank Account Number:	

***Please attach a letter/document from the above financial institution with the routing and account number.**

☐ **Paper Check**

Company Name:	
Remittance Address:	
City:	
State:	
Zip Code:	
Contact Name:	
Contact Title:	
Contact Phone:	
Purchase Order Email:	
Remittance Email(s)*:	

*This is either a Receivable Department email or designated person.

If you have any questions regarding any of these payment methods, or if you wish to make a change to the payment method, please contact Purchasing at purchasing@coloradomesa.edu or by phone at 970-248-1337.

Thank you,

CMU Procurement and Payment Services Team

Request for Taxpayer Identification Number and Certification

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

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	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)	

Part I 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 TIN*, later.

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

Social security number										
				-				-		
or										
Employer identification number										
				-						

Part II Certification

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 your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

March 17, 2025

CREDIT INFORMATION FOR COLORADO MESA UNIVERSITY

Colorado Mesa University is a public institution of higher education of the State of Colorado, a part of State government, and, as such, does not complete credit reports or applications.

The University maintains high cash balances with the Colorado State Treasurer, Timberline Bank, and CSAFE, all of which must conform with C.R.S., 11-10.5-101, The Public Deposit Protection Act. In addition, Moody's Credit Rating agency has issued a credit rating of "A2" for all Colorado Mesa University debt. The University's audited financial statements can be found at:

<https://leg.colorado.gov/audits/colorado-mesa-university-fiscal-years-ended-june-30-2024-and-2023>

Vendors may be assured of prompt payment of any authorized billing referencing a University purchase order number that is sent to the Accounts Payable department at the University. The address of Accounts Payable is:

Colorado Mesa University
Attn: Accounts Payable
1100 North Avenue
Grand Junction, CO 81501
AccountsPayable@coloradomesa.edu

For questions, please contact Colorado Mesa University Purchasing Department at (970) 248-1337.

Sincerely,



Bill Raimèr
Controller

CERTIFICATE OF EXEMPTION FOR STATE SALES/USE TAX ONLY

THIS LICENSE IS
NOT TRANSFERABLE

USE ACCOUNT NUMBER for all references	LIABILITY INFORMATION	ISSUE DATE
09802385	N 100179	Nov 04 2011

1100 North Avenue
Grand Junction CO 81501



COLORADO MESA UNIVERSITY
1100 NORTH AVE
GRAND JCT CO 81501-3122



Executive Director
Department of Revenue



Colorado Department of Revenue
Tax Forms, Information, and E-Services

Colorado Online Sales Tax Filing is available at www.Colorado.gov/salestax

Additional E-Services for Businesses

The following online services are centrally accessible at www.TaxColorado.com
on the left side of the page under **Online Services** > e-File > Business Taxes.

- Retailer's Use Tax ZeroFile
- Sales Tax ZeroFile
- Withholding Tax ZeroFile
- Sales Tax Rates by City/County
- Local Taxes by Address
- Retailer's Sales Tax Rates
- Sales Tax Account History
- Sales Tax License Verification
- Sales Tax Rate Charts

Attend our free sales tax classes! To sign up, visit:
www.TaxSeminars.state.co.us

Colorado Mesa University Standard Insurance Requirements

- A. The contractor shall obtain, and maintain at all times during the term of this contract, insurance in the following kinds and amounts:
- 1) Workers' Compensation Insurance as required by state statute, and Employer's Liability Insurance covering all of contractor's employees acting within the course and scope of their employment.
 - 2) Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:
 - a. \$1,000,000 each occurrence;
 - b. \$2,000,000 general aggregate;
 - c. \$2,000,000 products and completed operations aggregate; and
 - d. \$50,000 any one fire.
 - 3) Automobile Liability Insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit as follows: \$1,000,000 each accident combined single limit.
- B. Colorado Mesa University shall be named as additional insured on the Commercial General Liability and Automobile Liability Insurance policies (leases and construction contracts will require the additional insured coverage for completed operations on endorsements CG 2010 11/85, CG 2037, or equivalent). Coverage required of the purchase order or contract will be primary over any insurance or self-insurance program carried by the University.
- C. The Insurance shall include provisions preventing cancellation or non-renewal without at least 30 days prior notice to the University.
- D. The contractor will require all insurance policies in any way related to the contract and secured and maintained by the contractor to include clauses stating that each carrier will waive all rights of recovery, under subrogation or otherwise, against the University, its organizations, officers, agents, employees and volunteers.
- E. All policies evidencing the insurance coverages required hereunder shall be issued by insurance companies satisfactory to the University.
- F. The contractor shall provide certificates showing insurance coverage required by this contract to the University within 7 business days of the effective date of the contract, but in no event later than the commencement of the services or delivery of the goods under the

contract. No later than 15 days prior to the expiration date of any such coverage, the contractor shall deliver the State certificates of insurance evidencing renewals thereof. At any time during the term of this contract, the University may request in writing, and the contractor shall thereupon within 10 days supply to the University, evidence satisfactory to the University of compliance with the provisions of this section.

- G. Notwithstanding subsection A of this section, if the contractor is a “public entity” within the meaning of the Colorado Governmental Immunity Act CRS 24-10-101, et seq., as amended (“Act”), the contractor shall at all times during the term of this contract maintain only such liability insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the Act. Upon request by the University, the contractor shall show proof of such insurance satisfactory to the University.

SUPPLEMENTAL GENERAL CONDITIONS

These Supplemental General Conditions are acknowledged by both the State and the Contractor as being a part of the State Contract to which it is attached as though fully set forth therein.

Article 1. ROYALTIES AND PATENTS:

The Contractor shall pay all royalties and license fees. Contractor shall defend all suits or claims for infringement of any patent rights and shall save the State harmless from loss and account thereof.

Article 2. PERMITS, LICENSES AND REGULATIONS:

Permits and licenses required for prosecution of the work shall be procured and paid for by the Contractor.

Article 3. PROTECTION OF WORK AND PROPERTY:

The Contractor shall continuously maintain, at its expense, adequate protection of the work and the State's property, and shall take all practicable precautions in the interest of safety.

Article 4. INSPECTION OF THE WORK:

The State or authorized representative of the State shall at all times have access to the site of the work for purpose of inspection. The Contractor shall provide safe, convenient and proper facilities for such access and inspection.

Article 5. SUPERINTENDENCE OF THE WORK:

The Contractor shall keep a competent and reliable superintendent on the job at all times that labor is being performed. Any authoritative directions given to the superintendent shall be as binding as if given to the Contractor.

Article 6. CHANGES IN THE WORK:

The State, without invalidating the State Contract, may order extra work, or make any other reasonably related changes by altering, adding to or deducting from the work; the contract price and time for completion of the work being adjusted accordingly by mutual agreement. § 24-105-301 thru § 24-106-101, CRS, as amended are incorporated and made a part herein by reference as if fully set forth herein.

Article 7. DEDUCTION FOR UNCORRECTED WORK:

If the State deems inexpedient the correction of damaged work or of work not performed in accordance with the State Contract, equitable reduction of the contract price shall be made therefore.

Article 8. USE OF THE PREMISES:

The Contractor shall confine its apparatus, storage of materials and operations of its workmen to such places and within such limits as to cause least inconvenience to the users of the site.

Article 9. CLEANING UP:

The Contractor shall at all times observe good housekeeping practices and on completion of the work remove all tools, scaffolding and surplus materials from the premises and leave the area of its operations "broomclean".

Article 10. GENERAL:

- (1) The signatories hereto aver that they are familiar with § 18-8-301, et seq. (Bribery and Corrupt influences) and § 18-8-401, et seq. (Abuse of Public Office), C.R.S., as amended, and that no violation of such provisions are present.

- (2) The signatories aver that to their knowledge, no State employee has any personal or beneficial interest whatsoever in the service or property described herein.

Article 11. LABOR, MATERIALS AND WAGES:

§ 8-17-101, C.R.S., as amended, is applicable to the State Contract and reads, "Colorado labor shall be employed to perform at least eighty percent of the work." 'Colorado labor,' as used in this article, means any person who is a resident of the State of Colorado, at the time of the public works project, without discrimination as to race, color, creed, sex, sexual orientation, marital status, national origin, ancestry, age, or religion except when sex or age is a bona fide occupational qualification.

Article 12. SALES TAX EXEMPTION ON CONSTRUCTION OR BUILDING MATERIALS:

TAXES: REFUND OF SALES AND USE TAXES. The Contractor shall pay all local sales tax required to be paid, shall maintain such records in respect to its work, which shall be separate and distinct from all other records maintained by the Contractor. The Contractor shall furnish such data as may be necessary to enable the State to obtain any refunds of such taxes which may be available under the laws, ordinances, rules or regulations applicable to such taxes.

The Contractor shall require each of its subcontractors to pay all local sales taxes required to be paid and to maintain such records and furnish the Contractor with such data as may be necessary to obtain refunds of the taxes paid by such subcontractors. No State Sales and Use Taxes are to be paid on material to be used in this project. On application by the State or Contractor, the Department of Revenue shall issue to a contractor or subcontractor, a certificate or certificates of exemption per § 39-26-701, et seq., CRS, as amended.

FEDERAL TAXES. The Contractor shall exclude the amount of any applicable federal excise or manufacturers' taxes from its proposal. The State will furnish the Contractor, on its request, the necessary exemption certificates to aid the Contractor in the recovery of any such federal taxes paid by the Contractor for materials and equipment built into the structures of this project, or to support the Contractor's failure to pay such taxes, as the case may be.

Article 13. PERIODIC PARTIAL PAYMENTS:

The Contractor may requisition and receive monthly progress payments in the amount of ninety-five percent of the value of the work completed to date less the total of such previous payments, if the Contractor is satisfactorily performing the State Contract.

Article 14. STATE'S RIGHT TO TAKE OVER THE WORK:

If the Contractor should fail to prosecute the work properly and diligently, or default in performance of any provision of the State Contract and its Contract Documents, the State after five days written notice to the Contractor and its surety (if there be such) may, without prejudice to any other remedy the State may have, dismiss the Contractor and complete the work and may deduct the cost of so doing from any unpaid balance of the contract price due or to become due the Contractor. If such cost of completion of the work be in excess of the unpaid balance of the contract price, the Contractor shall reimburse the State such excess or the State shall have cause of action at law for the amount of, such excess and all costs of prosecution of such action. This provision is subject to the terms of the State Contract pertaining to notice and cure period – Section 14.

Article 15. STATE'S RIGHT TO SUSPEND CONTRACTOR'S PERFORMANCE OF THE WORK:

For good and sufficient cause, such as (a) unsuitable weather, (b) faulty workmanship, (c) improper superintendence, (d) Contractor's failure to carry out any reasonable order or to perform any provision of the State Contract and its Contract Documents, or (e) any other circumstance unfavorable for prosecution of the work, the State shall have the right to suspend the Contractor's performance of the work. Notice of such suspension shall be in writing. The Contractor shall resume performance of the work promptly when so notified in writing.

Article 16. LIENS:

No mechanic's lien lies against a publicly owned building in the State of Colorado.

Article 17. ACCEPTANCE AND FINAL PAYMENT:

Within ten days after the Contractor's declaration of completion of the work, the State will make a final inspection thereof to determine whether the work has been completed in accordance with the State Contract and its Contract Documents. If any punch-list results of such final inspection, the Contractor shall promptly rectify all items appearing thereon.

When the State indicates acceptance of the work through a notice of acceptance, the Contractor may requisition final payment, including retainage, on account of the contract price.

Article 18. GUARANTY AND WARRANTIES:

The Contractor shall furnish the State with a written guaranty for one year covering all labor, materials and workmanship incorporated in the work. The Contractor, in instances of work performed or material or equipment furnished for which warranties are required by the specifications, shall procure such warranties and deliver them to the State on completion of the work. Such warranties shall not relieve the Contractor of its responsibilities under the State Contract and its Contract Documents. Whenever warranties or guaranties are required by the specifications for a period longer than one year, such longer period shall govern.

Article 19. POST-COMPLETION INSPECTIONS:

Final payment made to the Contractor on account of the work shall not operate to relieve the Contractor of responsibility for faulty material or workmanship, and, unless otherwise provided, the Contractor shall remedy any defect due thereto and pay for any damages resultant there from which shall appear within one year from the date of final acceptance of the work, which date will be that of the State's notice of acceptance of the work.

Six and eleven months after acceptance of the work, the Contractor and the State shall jointly make guaranty inspections of the work.