



City of Malibu

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Request for Proposals

Printing and Mailing of the Quarterly Recreation Guide and City Newsletter

Addendum No. 1

We would like to know what a W-9 form is, and what are the license(s) is required to operate in California. Being an international vendor, are the licenses and W-9 form applicable to us, if so how can we obtain the relevant information and documents to proceed as we are interested in bidding.

- Form W-9 is used by the United States Internal Revenue Service (IRS) to request a tax payer identification number and certification from a third party. The information is used by the City of Malibu to file information returns with the IRS.
- The City would accept a foreign tax form provided it follows the IRS filing requirements. It is the responsibility of international vendor to provide the documents to the City when submitting the proposal.

Are we allowed to provide an increase on the prices for year 2 and year 3 based on the Consumer Price Index? The price of paper has been going up all year and if it continues, we would need to slightly increase our prices for years 2 and 3 of the agreement.

- The City will accept proposals with an increase in price for year 2 and year 3; however, the quarterly and annual costs for year 2 and year 3 must be clearly defined in the proposal.

