



**The City of Toledo is excited to announce a new streamlined approach to collecting paperwork from bidders in 2026!**

Beginning with bids advertised on or after March 13, 2026 the following documents will only need to be submitted once for your company for the duration of all contracts with the City. If any information changes, it is the company's responsibility to notify the city and update the applicable documentation.

City Paperwork

- Vendor Registration Form, if your company is new to doing business with the city
- Business Tax Registration Form, if your company is new to doing business with the city
- Child Support Affidavit, notarized
- Vendor Utility

Beginning with bids advertised on or after March 13, 2026 the following documents will only need to be submitted once for all bids your company submits in 2026. If any information changes, it is the company's responsibility to notify the City and update the applicable paperwork.

Annual Paperwork

- W-9
- *Certificate of Insurance, through expiration and then annually*
- *Workers' Compensation Certificate, through expiration and then annually*
- EEO Compliance
- Debarment Certification
- Living Wage Affidavit, updated no later than February 1<sup>st</sup>

Beginning with bids advertised on or after March 13, 2026, the following documents must be submitted with each bid your company submits in 2026.

Project Paperwork

- Primary/Subcontractor Agreement Certificate
- Acknowledgement & Acceptance of Terms & Conditions
- Living Wage Contract Addendum
- Best Bid Criteria, if applicable

Example for 2026:

If a company submits its first bid in March 13, 2026, it will be required to include City Paperwork, Annual Paperwork, and Project Paperwork. For any subsequent bids submitted after the initial bid, the company will only need to submit the required Project Paperwork.

For questions regarding the submission of paperwork, please email [pursupplies@toledo.oh.gov](mailto:pursupplies@toledo.oh.gov)