

Information Form



THIS SECTION FOR EPE USE ONLY:
EPE Supplier #: _____
Entered By: _____
Date Received: _____

El Paso Electric
Cash Management
Loc: 151
P.O. Box 982
El Paso, TX 79960
Phone: (915) 543-4362
Fax: (915) 543-2204
www.epelectric.com

El Paso Electric generates and distributes electricity through an interconnected system to approximately 363,000 customers in the Rio Grande Valley in west Texas and southern New Mexico. Our mission is to be a premier electric and energy services company which anticipates and meets the electric energy needs of our customers by creating extraordinary value for our customers, shareholders, employees, and communities.

* Required Fields

*Please provide the name of the El Paso Electric representative that sent you this form: _____

General Information

*Date: _____

*Are you currently a supplier for El Paso Electric or any of its affiliates? [] Yes [] No

*Supplier Name: _____ Web site address: _____

*Address: _____

*City: _____ *State: _____ *Zip: _____

*Contact person: _____ *Title: _____

*Phone: _____ *Fax: _____ Cell: _____

*Email: _____

*Remittance address (if different from above):

*City: _____ *State: _____ *Zip: _____

Contact person: _____ Title: _____

Phone: _____ Fax: _____ Cell: _____

*Email: _____

*Taxpayer Identification Number (submit IRS Form W-9): _____ *Year established: _____

*Duns & Bradstreet number: _____

*If registered to do business in New Mexico, please provide CRS Identification Number: _____

* Business Classifications

Per government regulations, EPE is required to identify the classifications and business size of our suppliers. It is the supplier's responsibility to determine your classifications. (If you are not sure of whether your business is classified as Large or Small, contact the U.S. Small Business Administration or Go to:

www.sba.gov/services/contractingopportunities/sizestandardtopics.

- [] Corporation [] Foreign Corporation
[] Government Agency [] Foreign Government Agency
[] Sole Proprietorship (Individual) [] Foreign Sole Proprietorship (Individual)
[] Partnership [] Foreign Partnership
[] Non-Profit Organization

*U.S. Small Business Administration Size Classification: [] Large [] Small

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***Terms of payment:**

Net 30 1/10 Net 30 2/10 Net 30 5/10 Net 30 Other (Specify) _____

***Please check all categories below that are appropriate:**

EPE encourages eligible suppliers to obtain U. S. SBA Certification as an SDB and/or as a HUBZone business. To find your local SBA office, go to www.sba.gov.

- Woman-Owned
- Veteran-Owned (copy of DD-214 required)
- SBA HUBZone (copy of certificate required)
- Texas HUB (copy of certificate required)
- Service Disabled Veteran
- Non-Profit Organization

Please select the appropriate category if applicable:

- African American Asian American Hispanic American Native American Other: _____
- Small Disadvantaged Business (SDB) Additional information is available at <http://www.sba.gov/aboutsba/sbaprograms/sdb/index.html>

FAR Clause 52.219-1, Small Business Program Representations: Under 15 U.S.C. 645 (d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provisions of Federal law that specifically references section 8(d) for a definition of program eligibility, shall - (i) Be punished by imposition of fine, imprisonment, or both; (ii) Be subject to administrative remedies, including suspension and debarment; and (iii) Be ineligible for participation in programs conducted under the authority of the Act.

***Statement**

I understand that El Paso Electric will rely upon the data presented here for purposes of making its mandatory filings with local, state, and federal government agencies. I declare that the above information is current, complete and accurate as of this date.

Name (please print): _____ Title: _____

Signature: _____

Date: _____

Fill in and return pages 1 through 4 of this form to include the IRS Form W-9 by one of the methods shown below:

- By Email: palvarez@epelectric.com
- By U.S. Postal Service:
 - El Paso Electric
 - Cash Management – Loc 151
 - P.O. Box 982
 - El Paso, TX 79960
- By Fax: (915) 543-2204

***What business sector does your company belong in? (Check only one)**

2007 NAICS (North American Industry Classification System) United States Structure:

- 211 **Mining:** Crude Petroleum and Natural Gas Extraction, Natural Gas Liquid Extraction
- 212 **Mining:** Mining (except Oil and Gas), Metals, Stone, Coal, Quarrying
- 221 **Utilities:** electric power, natural gas, steam supply, water supply, and sewage removal
- 236 **Construction:** construction of buildings (commercial, residential, industrial)
- 237 **Construction:** Heavy and Civil Engineering Construction, Utility System Construction, Land Subdivision, Water & Sewer Lines, Oil & Gas Pipelines
- 238 **Construction:** Other Building Equipment Contractors
- 312 **Beverage and Tobacco Product Manufacturing:** soft drink, tobacco, breweries, bottled water
- 315 **Clothing:** Apparel Contractors, Apparel Manufacturing
- 316 **Clothing:** Footwear manufacturing (leather, plastic, or rubber), Other Leather Product Manufacturing
- 321 **Manufacturing:** Wood Product Manufacturing (all wood type products)
- 323 **Printing and Related Support Activities:** Commercial Printing, Digital Printing
- 324 **Manufacturing:** Petroleum, Coal, Asphalt Paving, Roofing Products Manufacturing
- 325 **Manufacturing - Chemical:** Petrochemical, Basic Chemical, All Other Chemical Product Manufacturing
- 326 **Manufacturing:** Packaging Materials, Polystyrene Foam, Urethane, Rubber, and Plastics Hoses & Belting
- 327 **Manufacturing:** Cement and Concrete Product Manufacturing
- 332 **Manufacturing:** Fabricated Metal Product, Boiler, Tank, Hardware, Fabricated Wire Product
- 333 **Manufacturing:** Machinery (making machinery designed for particular applications)
- 334 **Manufacturing:** Other – Computer, Electronics, Communications, Magnetic, Optical.
- 335 **Manufacturing:** Electrical Equipment, Appliance, Component, Motor & Generator Manufacturing
- 423 **Wholesale Trade:** Merchant Wholesalers, Durable Goods, Motor Vehicle & Vehicle Parts, Construction Material, Furniture, Commercial Equipment, Coal & Minerals, Electrical Equip.
- 424 **Wholesale Trade:** Merchant Wholesalers, Nondurable Goods, Paper Products, Office Supplies, Clothing, Petroleum Products, Newspapers & reading material, Food
- 425 **Wholesale Trade:** Wholesale Electronic Markets and Agents and Brokers
- 441 **Retail Trade:** New & Used Car Dealers, Automotive Parts & Accessories, Other Motor Vehicle Dealers
- 443 **Retail Trade:** Electronics and Appliances (includes computers, peripherals, and software)
- 444 **Retail Trade:** Hardware Stores, Outdoor Power Equipment, Building Material & Supplies Dealers
- 445 **Retail Trade:** Supermarket, convenience stores, & other specialty stores.
- 453 **Retail Trade:** Dept Stores, Office Supplies, Gift Stores, Florists, Warehouse Clubs, and Supercenters
- 454 **Retail Trade:** Non-store Retailers, Fuel Dealers, Liquefied Petroleum Gas (Bottled Gas) Dealers.
- 481 **Transportation:** Air Transportation (passenger & freight)
- 482 **Transportation:** Rail Transportation
- 484 **Transportation:** General Freight Trucking, Specialized Freight Trucking
- 485 **Transportation:** Passenger Transportation (includes – urban transportation, taxi, charter bus)
- 491 **Postal Services:** all types of postal service
- 493 **Warehousing:** Warehousing and Storage (includes – general & refrigerated warehousing)
- 511 **Publishing Industries:** Newspaper, Magazine, Periodical, Directories, Software
- 512 **Information:** Motion Picture & Sound Recording, Other Sound Recording Industries
- 515 **Information:** Radio and Television Broadcasting, Cable and Other Subscription Programming

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- 517 **Telecommunications:** Wired, Wireless, & Satellite telecommunications carriers & resellers.
- 518 **Telecommunications:** Data Processing, Hosting and Related Services
- 519 **Telecommunications:** Internet Publishing and Broadcasting and Web Search Portals
- 522 **Finance:** Commercial Banking, Financial Transactions Processing, Reserve, and Clearinghouse Activities, Other Activities Related to Credit Intermediation
- 523 **Investment:** Investment Banking and Securities Dealing, Securities and Commodity Exchanges
- 524 **Insurance:** Insurance Agencies and Brokerages, Third Party Administration of Insurance and Pension Funds, Claims Adjusting
- 525 **Insurance (Other):** Insurance and Employee Benefit Funds, Trusts, Estates, and Agency Accounts
- 531 **Real Estate:** Lessors of Real Estate, Residential Buildings & Dwellings, Nonresidential, Offices of Real Estate Agents and Brokers
- 532 **Rental and Leasing Services:** Commercial and Industrial Machinery and Equipment Rental and Leasing.
- 541 **Professional & Legal Services:** Professional & Legal Services: Professional, Scientific, and Technical Services (includes – lawyers, notaries, accountants, engineering, computer systems, surveying, building inspection, consulting, and design services).
- 551 **Management of Companies and Enterprises:** Offices of Bank Holding Companies, Corporate, Subsidiary, and Regional Managing Offices.
- 561 **Administrative & Support Services:** Office Administration, Hiring and Placing of Personnel, Document Preparation, Clerical Services, Collection, Security, Janitorial, Travel Agency, & Pest Control.
- 562 **Waste Management:** Waste Collection, Hazardous Waste Collection, Other Waste Collection
- 611 **Educational Services:** Instruction and Training
- 621 **Health:** Dental, Physicians, Mental Health, Outpatient Care, Ambulance, Therapy, etc.
- 622 **Health:** Hospitals, Specialty Hospitals (except Psychiatric and Substance Abuse)
- 623 **Health:** Nursing Care, Community Care Facilities
- 624 **Health:** Social Assistance Services
- 711 **Arts, Entertainment, and Recreation:** Theater & Dance Companies, Sports Teams & Clubs, Dinner Theaters, Spectator Sports, Managers & Agents for such groups.
- 712 **Museums, Historical Sites, and Similar Institutions:** Zoos, Historical Sites, Nature Parks, etc.
- 713 **Amusement, Gambling, and Recreation Industries:** Amusement & Theme Parks
- 721 **Travel Accommodation:** Hotels, Rooming & Boarding Houses, All Other Traveler Accommodation
- 722 **Food Services and Drinking Places:** Restaurants, Catering, Drinking Places (alcoholic beverages)
- 811 **Services:** Automotive Maintenance and Repair, Electronic & Precision Equipment Repair, Computer & Office Machine Repair, Commercial / Industrial Machinery & Equipment Maintenance & Repair
- 812 **Services:** Photofinishing, Parking Lots & Garages, Linen & Uniform Supply, Photofinishing
- 813 **Services:** Organizations (Civic, Social, Business, Professional, Labor, Political, & Similar Organizations)
- 921 **Public Administration:** Executive, Legislative, and Other General Government Support
- 922 **Public Administration:** Justice, Public Order, and Safety Activities (Police, Fire, Courts)
- 923 **Public Administration:** Administration of Human Resource Programs, Public Health, Veteran's Affairs, Environmental, Housing
- 924 **Public Administration:** Admin. of Air and Water Resource and Solid Waste Management Programs
- 926 **Public Administration:** Regulation and Administration of Communications, Electric, Gas, and Other Utilities

FOR YOUR INFORMATION ONLY – PLEASE DO NOT RETURN THIS PAGE

DEFINITIONS

1. Small Business Concern

As defined in FAR 19.001, "Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on government contracts, and qualified as a small business under the criteria and size standards in 13 CFR part 121 (see 19.102). Such a concern is "not dominant in its field of operation" when it does not exercise a controlling or major influence on a national basis in a kind of business activity in which a number of business concerns are primarily engaged. In determining whether dominance exists, consideration shall be given to all appropriate factors, including volume of business, number of employees, financial resources, competitive status or position, ownership or control of materials, processes, patents, license agreements, facilities, sales territory, and nature of business activity.

2. Small Disadvantaged Business Concern

As defined in FAR 52.219-23, "Small disadvantaged business concern" means an offeror that represents, as part of its offer, that it is a small business under the size standard applicable to this acquisition; and either—

(1) It has received certification by the Small Business Administration as a small disadvantaged business concern consistent with 13 CFR Part 124, subpart B; and

(i) No material change in disadvantaged ownership and control has occurred since its certification;

(ii) Where the concern is owned by one or more disadvantaged individuals, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and

(iii) It is identified, on the date of its representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net).

(2) It has submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR Part 124, subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted. In this case, in order to receive the benefit of a price evaluation adjustment, an offeror must receive certification as a small disadvantaged business concern by the Small Business Administration prior to contract award; or

(3) Is a joint venture as defined in 13 CFR 124.1002(f).

3. Women-Owned Small Business Concern

As defined in FAR 52.219-1, a small business concern that is at least 51% owned by one or more women; or, in the case of any publicly owned business, at least 51% of the stock of which is owned by one or more women, and whose management and daily business operations are controlled by one or more women.

4. Veteran-Owned Small Business Concern

As defined in FAR 52.219-1, a small business concern that is at least 51% owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans and whose management and daily business operations are controlled by one or more veterans.

5. Service-Disabled Veteran-Owned Small Business Concern

As defined in FAR 52.219-1, a small business concern that is at least 51 percent owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans and whose management and daily business operations are controlled by one or more service-disabled veterans or, in the case of a veteran with a permanent and severe disability, the spouse or permanent caregiver of such veteran. Service-disabled veteran is as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

6. HUBZone Small Business Concern

As defined in FAR 52.219-4, a small business concern that appears on the List of Qualified HUBZone Small Business Concerns maintained by the SBA.

7. Historically Black College or University or Minority Institution

As defined in FAR 52.219-23, an institution determined by the Secretary of Education to meet the requirements of 34 CFR 608.2 for DoD, NASA, and the Coast Guard; the term also includes any nonprofit research institution that was an integral part of such a college or university before November 14, 1986. Minority Institution means an institution of higher education meeting the requirements of Section 1046(3) of the Higher Education Act of 1965 (20 U.S.C. 1067k, including a Hispanic-serving institution of higher education as defined in Section 316(b)(1) of the Act (20 U.S.C. 1101a)."

8. Non-Profit Organization

An organization of the type described in section 501(c)(3) of the Internal Revenue Code of 1954 (26 U.S.C. 501(c)) and exempt from taxation under section 501(a) of the Internal Revenue Code (26 U.S.C. 501(a)), or any nonprofit scientific or educational organization qualified under a State nonprofit organization statute.

9. Foreign Owned Business Concern

A business concern organized or existing under the laws of a country other than the United States, its territories, or possessions.

10. Large Business Concern

A concern that does not qualify as a small business concern under the criteria and size standards in 13 CFR, Part 121.

CFR = Code of Federal Regulations SBA = Small Business Administration

FAR = Federal Acquisition Regulations USC = United States Code