

ISLAND PARK UNION FREE SCHOOL DISTRICT
99 Radcliffe Road
Island Park, NY 11558

REQUEST FOR PROPOSAL FOR ELECTRICAL CONTRACT
PROPOSAL NO. 2024-25/29-05

ELECTRICAL SERVICES



BID DUE DATE & TIME:

Date: May 13, 2024

Time: 11:00 a.m.

By order of: Board of Education
Island Park Union Free School District
Town of Hempstead, Nassau County, New York
Cindy Pastore, District Clerk

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INFORMATION FOR PROPOSALS

GENERAL STATEMENT:

This “Information for Proposals” describes the conditions and specifications that must be met by any person or firm receiving a contract as a result of the proposal. All proposals must be prepared to comply with all instructions, conditions, stipulations, specifications and regulations in the Range and Scope, Form of Proposal and all addenda issued prior to the bid opening.

PROPOSALS:

All proposals must be submitted in sealed envelopes, bearing on the outside the name and address of the vendor.

All prices and information required must be legible. Illegible or vague proposals may be rejected. **Prices MUST be inserted with TYPEWRITER OR INK. Entries with WHITE-OUT, CROSS-OUTS OR LIFT-OFF TAPE MUST BE INITIALED or that entry will be disqualified.**

All signatures must be written Facsimile, printed or typewritten signatures are not acceptable.

All proposals shall be signed in ink, in longhand (by the principal officer, if a corporation; or if an individual owner, by that person). Proposals that are incomplete, conditional, vague or unclear may be rejected as not being formal proposals.

No oral or telephone proposals will be considered.

Proposals shall be viable for a period of sixty (60) days from the date of opening.

All sealed proposals on the proposal form and in envelopes marked as instructed above are to be in the hands of Sal Carambia, Island Park Schools Business Administrator, 99 Radcliffe Road, Island Park, NY 11558, no later than 11:00 A.M. on May 13, 2024 at which time they will be publicly opened. It is understood that upon award, all prices, bid terms and conditions are represented in the Public Sealed Proposal and all addenda thereto shall become a part and parcel of the awarded contract.

To be considered for award, a proposal must comply in all material respects with all terms, conditions, and provisions as listed in the proposal plus all attachments and amendments. In order to arrive to an equitable evaluation of proposals received, all vendors must stand on equal footing. Vendors who choose to enter qualifying statements or paragraphs contrary to the terms of this bid or Island Park School District (ISLAND PARK UFSD) policy are cautioned that their proposal might be rejected as non-responsive.

ELECTRICAL SERVICES

SITE VISITS:

All visitors must meet with Mr. Frank Santillo, Supervisor of Facilities and Operations, by prior appointment. He may be reached at (516) 434-2644.

It is imperative that inspections be made so that the Contractor will be familiar with the buildings.

RANGE AND SCOPE:

The Island Park School District proposes to award to the responsible contractor submitting a qualified acceptable proposal (the District reserves the right to reject any proposal not up to all District standards), a service contract for furnishing all labor, materials and special equipment necessary to provide Electrical services as per the specifications included herein.

PERIOD COVERED:

Shall be for a period of one year from the date of award and may be extended by mutual agreement for four additional one-year periods (2025-2026, 2026-2027, 2027-2028, 2028-2029) or until such time as a re-bid and re-awarded.

LOCATIONS:

Sites to be serviced are listed herein. The Contractor receiving this award shall be required to be prepared to service all locations listed.

LICENSE:

The Contractor must be a licensed Electrician. A copy of the license must be attached to the bid proposal. Qualified respondents shall be Licensed Contractors in the State of New York, and who meet the District's insurance and bonding requirements, and have experience with all work defined in the scope of work.

CONTRACTOR REQUIREMENTS:

1. Contractor shall have adequate personnel and equipment and furnish all labor, equipment, vehicles and materials necessary for the satisfactory completion of the required service.
2. Work shall be performed by qualified and experienced personnel. The Contractor shall guarantee unconditionally that all labor performed under any contract established as a result of this bid shall be of the highest quality standards prevailing in this industry and in accordance with all state, county and local codes.

3. Sub-contractors can be used provided they carry the same insurances as the primary contractor (naming the district as co-insured), they do not reduce or in any way limit the liability of the contractor for the responsibility of performing required services under the bid, and by this the district gives permission for the use of said sub-contractor prior to the initiation of service. The use of a sub-contractor should be considered unusual and there should be a clear and unmistakable need for the same before being recommended. In no instance should the widespread use of sub-contractors be entertained for the purpose of expanding the primary bidder's potential volume of business under this bid
4. The Contractor must have experience with schools. References are required.
5. Contractor shall clean up and remove all debris and rubbish resulting from his work from time to time, as required or directed. Upon completion of the work, the premises shall be left in a neat, unobstructed condition, the buildings broom-clean, and everything in satisfactory repair and order.
6. Equipment supplies and materials shall be stored at the site only upon the approval of the agency and at the contractor's risk. In general, such on-site storage should be avoided to prevent possible damage or loss of material.
7. Contractor shall perform work so as to cause the least inconvenience to the District and with proper consideration for the right of others. The contractor shall keep in touch with the entire operation and install his equipment promptly.
8. Contractors shall acquaint themselves with conditions to be found at the site and shall assume all responsibility for placing and installing the equipment in the locations required.
9. All materials used in installation shall be of the highest quality and shall be free from all defects which would mar the appearance of the equipment or render it structurally unsound.
10. Contractor shall furnish adequate protection from damage for all work and shall repair damages of any kind for which he or his workmen are responsible.
11. The Contractor must be available to provide emergency service 24 hours' daily/7 days each week at no additional charge.
12. The contractor will provide an emergency number.

INSURANCE AND WORKER'S COMPENSATION:

1. The Contractor shall obtain from an insurance company licensed to do business in the State of New York, and keep in force during the term of this contract, a policy of comprehensive and general liability insurance on which the CONTRACTOR AND ISLAND PARK UFSD ARE EACH NAMED INSUREDS, including but not limited to the torts and negligence of the Contractor's personnel, with a combined/single limit of \$3,000,000/\$1,000,000 for bodily injury and property damage for any one occurrence, at the Contractor's sole cost and expense.
2. The Contractor shall comply with all provisions of the Worker's Compensation Law and shall furnish a certificate showing evidence of current coverage.
 - A. Thirty (30) days notice of cancellation, non-renewal or reduction of coverage is required. The insurance company shall not be released of liability or obligation for its failure to notify ISLAND PARK UFSD.
 - B. The interest of ISLAND PARK UFSD as an Additional Insured with no responsibility for payment of premium shall be added to all policies other than Worker's Compensation. Evidence of this extension shall be a signed endorsement to the policy, such endorsement to be submitted to ISLAND PARK UFSD with the applicable Certificate of Insurance. Mere recitation of the also insured interest on the certificate is not acceptable.
 - C. Excess Liability limits over and above the preceding are recommended.
 - D. ISLAND PARK UFSD shall be the sole judge in determining the acceptability of Insurance requirements.

AUTOMOBILE & TRUCK INSURANCE:

The Contractor shall obtain from an insurance company licensed to do business in the State of New York, a policy of automobile and truck insurance covering the contractor's owned vehicles, with limits of liability of not less than \$500,000 per person and \$1,000,000 per occurrence and \$500,000 covering property damage in any one accident during the contract period.

BILLING:

Billing shall be made from invoice to the ISLAND PARK UFSD Business Office, 99 Radcliffe Road, Island Park, NY 11558 upon completion of work against applicable service requests. All invoices shall contain the following information:

1. Name of vendor
2. Date(s) of service/Facilities serviced
3. Work performed
4. Number of hours, material costs – using current wholesale rates
5. Total amount of billing

DISPUTES:

1. Except as otherwise provided in this document, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Superintendent of the ISLAND PARK UFSD. The decision of the Superintendent shall be final and conclusive, and in conformation with standard business practice as defined by the uniform commercial code of the State of New York.
2. ISLAND PARK UFSD reserves the right to cancel the contract, at the vendor's expense, for failure to meet proposal specifications.

BREACH OF CONTRACT:

Should it be determined that there exists a potential for a breach, ISLAND PARK UFSD shall provide written notification to the party suspected of breaching the contract allowing an opportunity to cure the breach. At the sole discretion of the ISLAND PARK UFSD, a guarantee of continued performance may be requested of the vendor (See section below entitled: CONTINUED PERFORMANCE GUARANTEE). A time period of ten (10) business days shall be then permitted for the posting of this guarantee and to cure the problem, or else ISLAND PARK UFSD will declare a breach in contract. In the event a vendor is found in default, ISLAND PARK UFSD will issue a Notice of Breach of Contract to the vendor, the vendor's contract(s) shall be canceled; the vendor found in default may be excluded from any future awards from bids conducted by ISLAND PARK UFSD.

CONTINUED PERFORMANCE GUARANTEE:

At the sole discretion of ISLAND PARK UFSD and in the event of a suspected Breach of Contract, an awarded vendor will be required to provide ISLAND PARK UFSD, as outlined above, with a performance guarantee in the amount of \$500.00 to ensure negotiation in good faith of the suspected breach and continued execution of the purchasing contract. Failure to provide this performance guarantee will be grounds for Breach of Contract and Termination for Default. Once posted, the guarantee will be held by the ISLAND PARK UFSD until the end of the contract term. The form of guarantee is to be a certified check, or a money order made out to ISLAND PARK UFSD. ISLAND PARK UFSD shall not be required to pay interest on the performance guarantee and it will become forfeit in the event of a Breach of Contract as provided by the terms of this proposal or in accordance with the Uniform Commercial Code of the State of New York, whichever is in the best interest of ISLAND PARK UFSD.

TERMINATION FOR DEFAULT:

In the event successful vendor fails to provide work as ordered, or within the time specified, or fails to abide by any of the other provisions of the contract; and does not cure such failure within a period of 10 days (or such longer period of ISLAND PARK UFSD may authorize in writing) ISLAND PARK UFSD reserves the right to terminate said contract for default. In order to protect the continuity of the ISLAND PARK UFSD operations, the required supplies or services

may be procured from the apparent responsible second low bidder, or other sources, upon the mutual consent of both parties.

In the event default action is carried out, the delinquent contractor agrees to reimburse ISLAND PARK UFSD promptly for excess costs occasioned by such expenditures.

TERMINATION FOR CONVENIENCE:

The Superintendent of Schools, with 30 days written notice, may terminate this contract, in whole or in part, when it is in the best interest of ISLAND PARK UFSD. If this contract is so terminated, ISLAND PARK UFSD shall be liable only for payment in accordance with the payment provisions of this contract for services rendered prior to the effective date of termination.

ADDITIONAL PROPOSALS:

ISLAND PARK UFSD reserves the right, for unanticipated additional requirements, to call for new proposals whenever, in the opinion of ISLAND PARK UFSD, it is in the best interest of ISLAND PARK UFSD to do so.

FINANCIAL INFORMATION:

ISLAND PARK UFSD reserves the right to require additional financial information from any vender quoting on this proposal within ten (10) days after the opening of the proposal. Such information shall include, but not be limited to, a current Profit and Loss Statement, a current balance sheet or a certified financial report.

PROPOSAL OPENING:

At the time of opening, the names of vendors, unit prices and other pertinent information will be read. Detailed information regarding each proposal will be made available during normal business hours to interested parties at the ISLAND PARK UFSD Business Office.

PRODUCT SAFETY

MATERIAL SAFETY DATA SHEETS:

Per OSHA's latest safety and health standard entitled "Hazardous Communication" (29CFR 1910.1200) the successful vendor shall provide information (Material Safety Data Sheets, MSDS) within two weeks after notice of award, on all items which contain any ingredients which are listed in the latest printed edition of the National Institute for the Occupational Safety and Health Registry of Toxic Effects of Chemical Substances, or which has shown definite evidence of acute or chronic health hazards in human, animal or other biological testing. Said information shall be sent within two (2) weeks of receipt of notice of award to the ISLAND PARK UFSD Business Office, 99 Radcliffe Road, Island Park, NY 11558, and shall be in the conformance with the New York State Law.

Information to be included in the MSDS:

1. The name or names of the toxic or hazardous substance including the generic or chemical name.
2. The trade name of the chemical and any other commonly used name, if known.
3. The level at the exposure to the substance is determined to be hazardous, if known.
4. The acute and chronic effects of exposure at hazardous levels.
5. The symptoms of such effects.
6. The potential for flammability, explosion and reactivity of such substance.
7. Appropriate emergency treatment.
8. Proper conditions for safe use and exposure to such toxic or hazardous substances.
9. Procedures for clean-up of leaks and spills of such toxic or hazardous substances.
10. An MSDS must be provided for all foreign manufactured chemicals in the same manner as required of domestic chemical manufacturers.

Failure to provide the required MSDS form within the two-week time period stated above or subsequent switching of product will be deemed a serious Breach of Contract. (See Disputes, Defaults & Additional Conditions.

BUILDINGS TO BE SERVICED:

Administration Offices – 99 Radcliffe Road, Island Park, NY 11558

FX Hegarty Elementary School – 100 Radcliffe Road, Island Park, NY 11558

Lincoln Orens Middle School – 150 Trafalgar Blvd, Island Park, NY 11558

EVALUATION OF PROPOSALS/CRITERIA:

All proposals will be reviewed and evaluated to determine compliance with requirements as specified in the RFP. The evaluation of each response will be based on its overall competence, compliance, format, organization, taking into consideration the evaluation criteria below:

	Criteria Maximum Score	Score
1. Staffing qualifications (staff prior experience, licenses, professional achievements), and specialized experience (experience in public or private school districts)	15	
2. Experience with energy management- Building Automation Systems (BAS), Energy rebate program for schools and government entities.	20	
3. Proposed strategy/plan (vendor capacity, shared commitment, business integrity and reputation in the industry)	25	
4. Proposed Fees (cost effectiveness/efficiency)	40	
Total	100	

ATTACHMENTS

VENDOR'S AFFIDAVIT

ELECTRICAL SERVICES ISLAND PARK SCHOOL UFSD

TO THE ISLAND PARK UFSD:

Pursuant to and in compliance with our advertisement for Proposals and the instructions to Vendors relating thereto, the undersigned hereby proposes to furnish all labor, equipment, materials and supplies necessary or proper for, or incidental to, the above Contract, as required by and in strict accordance with the specifications, for the amount named in the proposal hereinafter described.

In making this proposal the Vendors hereby declares that the Addenda which has been issued by the Island Park School District and has been received by him, that all provisions thereof have been complied with in preparing his proposals.

Name of Vendor: _____

Vendor's Address: _____

Federal EIN / Tax Identification Number: _____

Nassau County License # _____

Telephone: _____ Fax: _____ Date: _____

NOTE: IF VENDOR IS A FIRM, FILL IN THE FOLLOWING BLANKS;

Name of Partners

Residence of Partners

NOTE: IF VENDOR IS A COPORATION, FILL IN THE FOLLOWING BLANKS:

Organized under the laws of the State of: _____

Name of President: _____

President's Address: _____

Name of Secretary: _____

Name of Treasurer: _____

Treasurer's Address: _____

NOTE: This proposal shall be sworn to by the person signing them, in one of the following forms:

ELECTRICAL SERVICES

Affidavit 1

(Form of affidavit where Vendor is a corporation)

[illegible]

_____ being duly sworn deposes and says:

That he/she resides at _____ of the corporation described in and which executed the foregoing instrument; that he/she knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal and was affixed by order of the Board of Directors of said corporation; that he/she signed his/her name thereto by like order; and that he has knowledge of the several matters therein stated and they are in all respects true.

Subscribed and sworn to before me
This _____ day of _____, 20____.

Notary

SEAL

Affidavit 2

(Form of affidavit where Vendor is a firm)

[illegible]

_____ being duly sworn deposes and says:

That he/she is a member of _____, the firm described in and which executed the foregoing proposal; that he/she duly subscribe the name of the firm thereunto on behalf of the firm; and that the several matters therein stated are in all respects true.

Subscribed and sworn to before me

This _____ day of _____, 20_____.

Notary

SEAL

ELECTRICAL SERVICES

Affidavit 3

(Form of affidavit where Vendor is an individual)

[illegible]

_____ being duly sworn deposes and says:
That he/she is the person described in and who executed the foregoing bid and that the several matters therein stated are in all respects true.

Subscribed and sworn to before me

This _____ day of _____, 20____.

Notary

SEAL

BID PROPOSAL CERTIFICATION

STATEMENT OF NON-COLLUSION ELECTRICAL SERVICES

Your proposal is subject to the following Non-Collusion Statement of Section 103-D of the General Municipal Law which reads as follows:

“103-D. Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation or local law, for work or services performed, to be performed, or goods sold or to be sold, shall contain the following statement subscribed by the vendor and affirmed by such vendor as true under the penalties of perjury:

Non-collusive bidding certification.

(A) By submission of this proposal, each vendor and each person signing on behalf of any vendor certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the vendor and will not knowingly be disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor; and
3. No attempt has been made or will be made by the vendor to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

(B) A proposal shall not be considered for award nor shall any award be made where (A) (1), (2) and (3) above have not been complied with; provided, however, that if any case the vendor cannot make the foregoing certification, the vendor shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefore. Where (A) (1), (2) and (3) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the vendor (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (A).

Any proposal hereafter made to any subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local, and where such proposal contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the Board of Directors of the vendor, and such authorization shall be deemed to include the signing and submission of the proposal and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

COMPANY _____ SIGNED _____

ADDRESS _____ TITLE _____

IRANIAN ENERGY DIVESTMENT CERTIFICATION

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case-by-case business under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

Print or Type Firm Name

Authorized Signature

Print or Type Name

Print or Type Title

Date

PROPOSALS

PROPOSALS WILL BE OPENED

AT 11:00 A.M., MAY 13, 2024

AT

**ISLAND PARK UNION FREE SCHOOLS DISTRICT
BUSINESS OFFICE
99 Radcliffe Road
Island Park, New York 11558**

ELECTRICAL SERVICES

\$_____ Labor Rate/ per hour (for services during regular time Monday-Friday)

**\$_____ After Hours- Labor Rate/ per hour (for services provided after 10:00 P.M.,
Sundays & Holidays)**

\$_____ Emergency Labor Rate/ per hour (Response within 12 hours)

\$_____ Other (explain) _____

%_____ Materials Cost (+)

STATEMENT OF EXPERIENCE & REFERENCES

All bidders will be required to complete this form providing three (3) references of past performance. References should involve projects and/or service situations of similar size and scope to this bid. References must have had dealings with the Bidder within the last thirty-six (36) months. The Island Park UFSD reserves the right to contact any or all of the references supplied for an evaluation of past performance in order to establish the responsibility of the Bidder before the actual award of the bid and/or contract. Completion of the reference form is required.

Company Name:

Address:

Contact Person:

Telephone & email:

Dates of Contract(s)

Company Name:

Address:

Contact Person:

Telephone & email:

Dates of Contract(s)

Company Name:

Address:

Contact Person:

Telephone & email:

Dates of Contract(s)



ATTACHMENTS

_____ **Current Electrical Licenses**
_____ **Copies of all Insurance Coverage**
_____ **W9 Form Signed**

**Request for Taxpayer
Identification Number and Certification**

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

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

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.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC	Exempt payee code (if any) _____
	<input type="checkbox"/> C Corporation	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> S Corporation	(Applies to accounts maintained outside the U.S.)
	<input type="checkbox"/> Partnership	
<input type="checkbox"/> Trust/estate		
<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) ► _____		
5 Address (number, street, and apt. or suite no.) See instructions.		
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 <i>How to get a TIN</i> , later.
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.