

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

REQUEST FOR PROPOSAL (RFP)
FOR ELEVATOR MAINTENANCE AND SERVICE

PROPOSAL NO. 2024-25/29-07



BID DUE DATE & TIME:

Date: May 20, 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
<https://www.ips.k12.ny.us/>

TITLE: ELEVATOR MAINTENANCE AND SERVICE

DATE OF OPENING: May 20, 2024

TIME: 11:00 a.m.

To All Contractors:

The Island Park Union Free School District (IPUFSD) is requesting proposals from qualified individuals and entities interested in providing Elevator Service and Maintenance to the District. The contract period will be for one year (July 1, 2024 – June 30, 2025), with the option to renew for an additional four years. Renewal periods are by mutual agreement and not automatic.

Proposals received after the stated date and time will not be considered. Proposals must be submitted in a sealed envelope plainly marked on the outside “Request for Proposal – For “ELEVATOR MAINTENANCE AND SERVICE .”

Proposals shall be irrevocable for a minimum period of forty-five (45 days) from the date of proposal opening. Alterations to said proposals must be submitted in writing. Consideration shall be given only to those alterations which may be caused by unforeseen circumstances beyond the control of the firm submitting said proposal. The School Business Administrator or his designee shall make such determination.

The Island Park UFSD reserves the right to reject any or all proposals that it considers not to be in the best interest of the school district. All clarifications or supplemental information will be provided to all individuals and entities that have received a copy of this RFP from the District. All clarifications and supplemental information will be provided to all individuals and entities in writing and any clarifications or supplemental information provided in any other manner will not be binding. The District reserves the right to amend this RFP for any reason or based upon questions and issues raised and/or received in writing during the proposal process.

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

NAME OF BUSINESS _____

ADDRESS _____

TELEPHONE NUMBER _____

AUTHORIZED REPRESENTATIVE (PRINTED) _____

SIGNATURE OF REPRESENTATIVE _____

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

REQUEST FOR PROPOSAL – FOR ELEVATOR MAINTENANCE AND SERVICE
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I. PROCEDURES FOR RESPONDING TO RFP

All completed proposals must be received by Mr. Sal Carambia, School Business Administrator, Island Park School District, no later than 11:00 a.m. May 20, 2024.

The address for submission is:

Mr. Sal Carambia, School Business Administrator
Island Park School District
99 Radcliffe Road
Island Park, NY 11558

The Island Park School District (District) will accept proposals for all services and/or services in one or more specific areas of expertise. The Contractor, or Service Provider, shall provide all labor, material, repair parts, emergency repair and preventive maintenance required to maintain the elevators described herein and their respective equipment components in accordance with the original manufacturer's design specifications, operational efficiencies, and capacities.

Please be certain that the name of your firm is identified on each page of your proposal.

Each proposal should list all rates, fees and charges on a separate page(s), which may be separated from the rest of the proposal.

At the sole discretion of the Board, selected Elevator Service Contractor(s) responding to this RFP **may** be interviewed by a committee selected by the Board of Education.

The District reserves the right to award all services to one elevator service provider or to award certain services or groups of services to different Elevator Service Contractors based on the proposal or proposals that best meet the needs of the District. The decision will be based on all available information, and the contractor(s) selected will not necessarily be the lowest bidder(s). The District also reserves the right to reject all of the proposals submitted in response to this RFP and/or to hire an elevator service provider(s) not responding to this RFP.

If there are any questions regarding this RFP, please contact Mr. Sal Carambia, School Business Administrator at 516-434-2600.

II. OVERVIEW OF DISTRICT

The District operates one elementary and one middle school (approximately 720 students in PreK-8). One vertical hydraulic lift elementary is located in the middle school that goes to/from floor 1 to floor 2.

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

III. GENERAL DESCRIPTION OF SCOPE OF ELEVATOR SERVICE TO BE RENDERED

- A) The District is seeking Elevator Service from Elevator Service Contractor that will provide us with excellent and effective service requests, testing and emergency call services.

The Contractor shall furnish all labor, supervision, materials, tools, equipment, supplies, including emergency telephone monitoring to 911 dispatch, to provide routine examinations, lubrications, cleaning, adjustment, replacement of parts, and performance of code-required safety tests on traction elevators or annual relief pressure tests on hydraulic elevators and any other service, repair, and maintenance sufficient to ensure the safe operation of the elevators in accordance with NYS Education Regulations and the Elevator Safety Code for Elevators and Escalators ASME A17.1 as amended and/or the latest edition and all other applicable regulatory standards and codes.

The Contractor shall provide a preventive maintenance program to deliver service tailored to the schools' specific needs. Equipment type, component life, equipment usage, and building environment will be taken into account when planning routine short- and long-term maintenance schedules and records for one elevator. All equipment, materials and installation shall conform to: ANSI, A17.1 The American National Standard Safety Code for Elevators, ANSI, A17.2 American Standard Practice for the Inspection of Elevators, Inspectors Manual, and National Fire Protection Association (NFPA) code.

The Contractor will use trained, licensed personnel directly employed and supervised by them. They will be qualified to keep the equipment properly adjusted, and they will use all reasonable care to maintain the hydraulic elevator equipment in proper and safe operating condition.

1. The Contractor will regularly and systematically examine, adjust, lubricate as required, and if conditions warrant, repair or replace:

- a. Pumps, pump motors, operating valves, valve motors, motor windings, leveling valves, plunger, plunger packing, exposed piping and hydraulic fluid tanks.
- b. Controller, leveling devices and cams, all relays, magnet frames, solid state components, resistors, condensers, transformers, contacts, leads, timing devices, resistance for operating and motor circuits, operating circuit rectifiers.
- c. Door interlocks, hangers, bottom door guides, auxiliary door closing devices and switches.
- d. Automatic power operated door operator, car door hanger, car door contract, door protective device, car frame, car ventilation system platform, wood platform flooring, in the elevator car, car guide rails, car guide shoes, gibs or rollers.
- e. Filters, mufflers, and muffler components.

The Contractor will also:

- f. Regularly examine all safety devices and conduct pressure tests and other tests required by ANSI A17.1 or other applicable codes.
- g. Repair or replace conductor cables, elevator wiring and machine room elevator wiring.

- h. Furnish lubricants and hydraulic fluid compounded to the manufacturer's rigid specifications. The contractor will furnish the DISTRICT copies of the M.S.D.S. for all materials stored on-site.
- i. In Accordance with the manufacturer's specifications, conduct an analysis hydraulic fluid to detect contaminants and assure proper viscosity and make necessary corrections and replace fluid as required. A copy of the findings shall be furnished to the District within thirty (30) calendar days of the analysis.
- j. Clean excessive fluid leakage from pump pans, cylinder heads, machine room and pit floors. The Contractor shall also maintain, and if conditions warrant, repair, or replace the following auxiliary equipment with the DISTRICT'S prior approval:
- k. Emergency lighting, bulbs, batteries, trickle charger and all related wiring and components.
- l. Elevator Management Systems, Consoles, CRTs keyboards, wiring and components and all other devices associated with these systems. (Only those systems and devices directly related to Elevator Communication.)
- m. Fire Emergency Operation and elevator operating devices (Only those systems and devices directly related to the Elevator System).
- n. Emergency Power Operation and elevator operating devices (Only those systems and devices directly related to the Elevator System).
- o. All handicap devices that are part of the elevator system.
- p. All elevator related earthquake devices.

2. The Contractor shall make all repairs necessary due to normal wear and tear. The District shall pay for repairs due to abuse or misuse and shall retain the right to obtain competitive prices for repairs of this nature. The Contractor shall notify the DISTRICT in advance of such needed repairs and shall provide a written estimate of cost.

3. The Contractor shall notify DISTRICT in advance of any suggested and/or required upgrades and shall provide a written estimate of cost. The District shall retain the right to obtain competitive prices for items of this nature.

B) Tests and Reports

1. Yearly inspection and report: Contractor shall conduct, annually a non-load, low speed test of elevator car and counterweight safeties, a test of buffers and safety device tests and a hydraulic elevator pressure relief valve test as required by ANSI A 17 code. Every fifth year, the contractor shall conduct a rated load, rated speed safety test and a test of governor's safeties and buffers. The result of each test shall be delivered to the DISTRICT in writing within fourteen (14) days of the date of test.

2. Annual performance evaluation and report: Contractor warrants that it shall conduct annual evaluations of equipment performance, including car speed, door operations, riding quality, car leveling, floor to floor time and system operation, including traffic handling response time and step indexing. The result of the evaluation and report shall be delivered to the DISTRICT in writing within thirty (30) days of the test.

3. Contractor reports – Operation problems: Contractor shall immediately communicate verbally and in writing within two (2) days to the DISTRICT the discovery, cause and correction of all potential operational problems of an unusual or potentially hazardous nature that the contractor becomes aware of. A letter is to be sent to the Facilities Department Supervisor, Mr. Frank Santillo, stating causes and corrective action.

4. Contractor operation records: Contractor shall maintain schedules, operations logbooks, inventory lists, equipment specifications and drawings which describe the elevator installations covered by these specifications and the services performed. These documents shall be made available to the DISTRICT upon request. Contractor records must be furnished in paper form.

C. **Personnel Qualifications**

1. Effective January 1, 2022, new legislation mandates that businesses and professionals involved in elevator and conveyance work must be licensed by the New York State Department of Labor. Therefore, only trained and licensed service technicians shall be used to perform repairs and maintenance services stipulated in this contract. Service Technicians assigned by the contractor must be fully qualified in all aspects of maintenance to be performed, including repairs that may become necessary during the term(s) of this contract.

2. The Contractor shall have and maintain backup technicians who are qualified in all respects of equipment repair and services requirements to assume the responsibilities for the maintenance of the included elevator systems.

3. During the performance of maintenance services, all employees of the Contractor shall display a Company issued picture ID badge and the assigned technicians shall wear approved uniforms to be provided by the Contractor.

IV. **ELEMENTS OF PROPOSALS**

• **A. Contents of Proposal**

The proposal should include the following:

1. **Title Page.** Title Page showing the request for proposal subject; the proposer's name; the name, address and telephone number of the contact person; and the date of the proposal.
2. **Table of Contents**
3. **Transmittal Letter.** A signed letter of transmittal briefly stating the proposer's understanding of the work to be done; the commitment to perform the work within the time period; a statement why the firm believes itself to be best qualified to perform the engagement; and a statement that the proposal is a firm and irrevocable offer for services rendered.

4. **Detailed Proposal.** The detailed proposal should follow the order set forth in this Request for Proposals.

- a) The proposer should provide an affirmative statement that it is independent of the Island Park UFSD and its agents.
- b) The proposer should acknowledge that the services to be provided and set forth in its agreement with the Island Park UFSD will be that of an independent contractor.
- c) The proposer should also list and describe the proposer's personal or professional relationships involving the Island Park UFSD or agents thereof for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed services.
- d) In addition, the proposer should give the Island Park UFSD written notice of any professional relationships entered into during the period of this agreement.

• **B. Professional Credentials & Experience**

1. Only trained and Licensed service technicians shall be used to perform repairs and maintenance services stipulated in this contract. Service Technicians assigned by the contractor must be fully qualified in all aspects of maintenance to be performed, including repairs that may become necessary during the term(s) of this contract.

2. The Contractor shall have and maintain backup technicians who are qualified in all respects of equipment repair and services requirements to assume the responsibilities for the maintenance of the included elevator systems.

3. During the performance of maintenance services, all employees of the Contractor shall display a Company issued picture ID badge.

• **C. Supervision And Administration**

1. The Contractor agrees to maintain complete accurate records of ALL maintenance services performed, repairs made, and replacement parts used and billed for during the period of this contract. Maximum use shall be made of the preventive maintenance program to identify and forecast routine elevator and elevator equipment maintenance requirements. All equipment defects and deviations from normal operating characteristic and specifications shall be recorded on the preventive maintenance services.

2. The Contractor agrees to furnish the Facilities Department Supervisor, a copy of each work order and that work order shall be annotated with the name of the persons authorizing the work, the scope of the work, and the nature of the original complaint and/or problem with the recommended corrective actions to be taken by the contractor.

- **D. Working Hours And Response Time**

1. All routine work shall be performed while students are not present during regular working hours. Regular working hours are 7:00 a.m. to 10:00 p.m., Monday through Friday, holidays excluded. The Contractor shall respond to requests for services within two (2) hours of notification of an emergency during regular working hours. The Contractor shall respond within three (3) hours during other than regular working hours and days. Response, as defined herein, shall mean that a serviceman shall be on the job site and prepared to work within the indicated time frame after being notified by District.

2. This contract includes 24-hour call back service to be furnished on request of District, to take care of minor and/or major elevator malfunction detected between scheduled maintenance examinations. Callback response times shall be as indicated in paragraph "1" above. Overtime shall require prior approval from the School District.

3. Any conditions that impede the normal flow of traffic or can potentially negatively impact the health, safety and welfare of the public or District employees will be considered as an emergency. Calls for emergency service must be responded to in person within two (2) hours. Service will be required twenty-four (24) hours a day, seven (7) days a week, holidays included. When a person is stuck in an elevator, the response time shall be no longer than forty-five (45) minutes.

4. TOLL-FREE TELEPHONE The contractor shall provide to the District, if necessary, a toll-free telephone number for contacting the contractor's office during normal and non-duty hours and during non-duty and holidays, twenty-four (24) hours per day, seven (7) days per week.

- **E. Insurance**

The Contractor shall insure and carry the following insurance, shall require each of its subcontractors to carry the following insurance, and agrees that the following insurance shall survive the expiration or termination of the Contract:

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the contractor hereby agrees to effectuate the naming of the district as an unrestricted additional insured on their insurance policies, with the exception of Worker's Compensation and Professional Liability. If the policy is written on a claims-made basis, the retroactive date must precede the date of the contract.
2. The policy naming the district as an additional insured shall:
 - a. Be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer.
 - b. State that the organization's coverage shall be primary coverage for the District, its Board, employees, and volunteers.

3. The District shall be listed as an additional insured by using endorsement CG 20 10 11 85 or equivalent. The certificate must state that this endorsement is being fused. If another endorsement is used, a copy shall be included with the certificate of insurance.
4. Insurance policy shall state 30 days' notice prior to any material change, cancellation or non-renewal of the responsible insurance. Certificates must be delivered to the Island Park UFSD prior to the commencement of work. In addition, the contractors agree to indemnify the district for any applicable deductibles.

Required Insurance

- **Commercial General Liability Insurance:** \$1,000,000 per occurrence/\$2,000,000 aggregate
- **Automobile Liability:** \$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles
- **Workers' Compensation and NYS Disability**
Statutory Workers' Compensation, Employers' Liability and NYS Disability Benefits Insurance for all employees
- **Professional Errors and Omissions Insurance** of at least \$2,000,000 per occurrence/\$2,000,000 aggregate for the professional acts of the attorneys performed under the contract for the District. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for two years following the completion of work.
 - Professional Liability Insurance is required if the Contractor is providing any type of design work in a limit of not less than two million dollars (\$2,000,000.00) and with tail coverage for two (2) years.
- **Umbrella/Excess Insurance:** On a "Follow-Form" basis, with limits of \$3,000,000 each occurrence and aggregate.
- Certificates of Insurance for all aforementioned coverages shall be provided to Island Park UFSD (IPUFSD) prior to the commencement of Services under the Contract and bear notations evidencing a minimum of 10-day cancellation notice to IPUFSD.

- **F. References**

Please provide the names, business addresses and telephone numbers of the Board President, Superintendent of Schools /District Superintendent and/or other persons connected with three (3) school districts and/or BOCES your firm has represented for at least five (5) years.

- **G. Costs/Fees**

As part of this submission the Bidder is responsible for a completed and signed Cost Proposal.

- **H. Terms of Engagement**

A one-year contract is contemplated, with renewal annually for an additional 4 years by resolution of the Board of Education at the Annual Reorganization Meeting.

- **I. Subcontracting**

No subcontracting will be allowed without the express prior written consent of the Board of Education of the Island Park School District.

- **J. Termination of Contract**

This contract is subject to termination by either party with thirty (30) days written notice.

- **K. Supplemental Information**

Any requests for additional information should be addressed to:

Mr. Sal Carambia

School Business Administrator

Phone: 516-434-2600

Fax: 516-431-7550

E-mail: scarambia@islandparkschools.org

District Policies and Regulations may be viewed on the website: www.ips.k12.ny.us

V. REFERENCE FORM

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 Public Schools 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.

1) Reference Name: _____

Address: _____

Telephone: _____ Contact Person: _____

Contract Date: _____

2) Reference Name: _____

Address: _____

Telephone: _____ Contact Person: _____

Contract Date: _____

3) Reference Name: _____

Address: _____

Telephone: _____ Contact Person: _____

Contract Date: _____

Proposer's Name: _____

VI. NON-COLLUSIVE BIDDING CERTIFICATION

I. General Bid Certification

The proposer certifies that he will furnish the prices hereby quoted for the services as proposed in this RFP.

II. Non-Collusive Bidding Certification

By submission of this proposal, the proposer certifies that he is complying with Section 103-d of the General Municipal law of the State of New York as follows: "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 of services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the Bidder and affirmed by such Bidder as true under the penalties of perjury: Non-collusion bidding certification".

(a) By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this proposal 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 proposer 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 proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor;

(3) No attempts have been made or will be made by the proposer 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 in any case the proposer cannot make the foregoing certification, the proposer shall so state and shall furnish with the bid a signed statement which sets forth in details the reason 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 purchasing department, agency or official thereof to which the proposal is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a proposer(a) has published price lists, rates, or tariffs covering items being procures, (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 political subdivision of the state or any public department, agency or official thereof by a corporate proposer for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation or local law, 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 proposer, and such authorization shall be deemed to include the signing and submission of the proposal and the inclusion therein of the certificated as to non-collusion as the act and deed of the firm.

Sworn to before me on this

_____ day of _____ 2024.

Notary

Proposer's Name

Signature

Title

Date Signed

VII. CERTIFICATION - IRAN DIVESTMENT ACT OF 2012

(GENERAL MUNICIPAL LAW §103-g and STATE FINANCE LAW §165-a)

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under the 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 state finance law.

The undersigned (*print name*) _____ ,
make the foregoing certification, as the (*insert title*) _____ ,
of (*insert name of bidder or proposer*) _____ ,

knowing that the school district to which the accompanying bid or proposal is submitted will rely upon my certification.

(*Signature*)

Sworn to before me on this

_____ day of _____ 2024.

Notary

VIII. PROPOSAL PAGE				
SUMMARY OF RENEWAL		ELEVATOR COMP NAME: _____		
UNIT PRICE FOR PREVENTATIVE MAINTENANCE - All Labor, Materials, Equipment And Record Keeping Necessary Per Elevator/Lift On A Monthly Basis Unless Recommended Frequency Changes:		UNIT \$	EST. QTY.	EST. FREQUENCY PER YEAR
ELEVATOR - HYDRAULIC SUB-TOTAL		\$		\$
UNIT PRICE FOR PERIODIC INSPECTIONS AND TESTS - all labor, materials, equipment and record keeping necessary per elevator/lift at a frequency as required by the state of NY dept. Of licensing and regulation. This price shall include the unit price for monthly preventative maintenance:		UNIT \$	EST. QTY.	EST. FREQUENCY PER YEAR
ELEVATOR - HYDRAULIC SUB-TOTAL		\$		\$
UNIT PRICE FOR 5 YEAR FULL LOAD TESTS - all labor, materials, equipment and Record keeping necessary per elevator at a frequency as required by the state of NY dept. Of licensing and regulation.		UNIT \$	EST. QTY.	EST. FREQUENCY PER YEAR
ELEVATOR - HYDRAULIC SUB-TOTAL		\$		\$
UNIT PRICE FOR PERIODIC INSPECTIONS AND TESTS - all labor, materials, equipment and record keeping necessary per elevator/lift at a frequency as required by the state of NY dept. Of licensing and regulation. This price shall include the unit price for monthly preventative maintenance:		UNIT \$	EST. QTY.	EST. FREQUENCY PER YEAR
ELEVATOR - HYDRAULIC SUB-TOTAL		\$		\$

HOURLY RATE FOR EMERGENCY CALLBACK service on a 24 hour per day, seven days per week basis, inclusive of time and travel	HOURLY \$	UOM	EST. FREQUENCY PER YEAR	TOTAL \$
ELEVATOR – HYDRAULIC SUB-TOTAL	\$			\$
HOURLY RATE PER TECHNICIAN SKILL SET FOR ADDITIONAL SERVICES on a standard hour and premium hour basis (excluding emergency callback):	PER STANDARD HR \$	PER PREMIUM HR \$		
% MARK UP (ABOVE ACTUAL COST) for materials / parts needed for repairs:	%			
ESTIMATED YEARLY TOTAL:	\$			

Office of Company

Signature

Company Name

Date

Address

City, State, Zip

Telephone Number

Fax Number

Email Address

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. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <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) ► _____	
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) _____ (Applies to accounts maintained outside the U.S.)	
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional) ISLAND PARK SCHOOL DISTRICT 99 RADCLIFFE ROAD ISLAND PARK, NY 11558
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:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ►

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.