



**Request for Proposals
For Relocation of Portable Classrooms
Town of Salem, NH
January 2018
RFP (2018-004)**

**Purchasing Agent
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Chris Dillon, Town Manager

Prepared for and in coordination with the
Salem NH Police Department
Robert R. Morin, Jr.
Deputy Chief of police
603-890-2316
rmorin@salempd.com

REQUEST FOR PROPOSALS (RFP)
Relocation of Portable Classrooms
2018-004
January 2018

The Town of Salem, NH seeks quotes for the relocation of two portable classrooms from Salem High School to the Salem Police Department.

The Contractor must be a qualified firm, licensed to practice in the State of New Hampshire, with the ability to provide sufficient documentation and references as to their abilities to execute the desired work in the time frames indicated.

Copies of the RFP may be obtained from the Town's purchasing website
(<http://www.townofsalemnh.org/purchasing/pages/current-bids-proposals-and-awards>)

Christine Wholley
Purchasing Agent
Town of Salem
33 Geremonty Drive
Salem NH 03079
Tel. 603-890-2090
Email: cawholley@salemnh.gov

Submission Deadline - CONTRACTOR Proposal and Cost Proposal must be received at the office of the Purchasing Agent, at the address indicated in this RFP no later than **11:00 AM on Friday February 16, 2018**. Late proposals will not be considered.

Optional Pre-bid Walk Through: Prospective Contractors are invited to attend a pre-bid walk through of the portable classrooms and the police station site. Pre-Bid Walk through will begin at the school property on Geremonty Drive on **February 7th at 4pm**.

CONTRACTORS requiring additional information or clarification relative to the contents of the RFP may direct inquiries to Robert R. Morin, Jr. Deputy Chief of Police (603)890-2316
rmorin@salempd.com

The Town reserves the right to reject any or all proposals and/or waive any portion of the requirements of the RFP and/or to reduce the scope of work to an amount proportionate to available funds and/or to otherwise limit the work as may be deemed in the best interest of the Town.

Section 1: Submission of Proposal

Responses to this Request for Proposals (RFP) shall consist of ***Contractors Proposal AND Cost Proposal***. Proposals shall be in the format outlined below. One (1) original and two (2) copies of each document shall be provided in a sealed package labeled "Relocation of Portable Classrooms". No unbound or loose papers shall be included.

Submission Deadline - CONTRACTOR Proposal and Cost Proposal must be received at the office of the Purchasing Agent, at the address indicated in this RFP no later than **11:00 AM on Friday February 16, 2018**. Late proposals will not be considered.

Section 2: Scope of Services

Below is a general description of the services to be provided by the successful Contractor. This outline is not meant to be all-inclusive, and bidders are invited to include in their proposal any and all tasks and services deemed necessary to complete the work successfully. It should be stated if some services or personnel cannot be provided for as specifically required in the proposal. Any missing items from the Contractor's proposal shall be considered incidental to the project.

All work shall be conducted under a single contract. It is the intent of the Town to retain the Contractor for all phases of this project.

The Contractor performing the work must be licensed in the State of New Hampshire. They must have a good ethical and professional standing.

The following parameters must be met in order for the quote to be considered:

- Project **start date** shall be on or about **June 1, 2018**
- Project **end date** shall be **August 15, 2018**
- Portable classroom units shall be removed from Salem High School property after:
June 30, 2018, but no later than July 13, 2018
 - All preliminary work for classroom removal shall not begin prior to the end of the school year.
- The proposal will include dismantling, transporting and reassembling the portable classrooms on the Salem Police Department property.
- The proposal will also include all costs associated with clean-up and trash removal.

- The **CONTRACTOR** will be responsible for securing any and all permits associated with transportation, reassembly, site work, utilities, installation and occupancy.
- The CONTRACTOR will be responsible for hiring police details, if needed, for traffic control during transportation. Police details, if used, shall be paid by the Contractor and reimbursed by the Town.
- The **dismantling** shall include all necessary work to prepare the building components for transport. This task shall include, disconnecting and capping any existing electrical, plumbing and gas hook-ups, ramps and stairs to be removed, siding to be removed, skirts to be removed, gutters to be removed, disassembly, removal of the support members and any/all internal prep work. Salvaging any of the above materials is preferred. Where salvage of existing material is not possible, it shall be properly disposed. Disposal is incidental to the Contract.
- Any and all materials necessary for **transport**, such as support frames, blocking, bracing, hitches, tires and axles shall be itemized and included in this quote.
- **Reassembly** of the portable classrooms at the Police Department shall include all work necessary to have an operational structure. General work items include trenching, patching, plumbing and electrical hook-ups/tie- ins, gas hook up, reconstruction of any needed stairs, re-installation of gutters and re-seaming of existing roof.
 - a. **Size to suit:** Each building section is comprised of 6 modular trailers (12 total). The Contractor is invited to provide input regarding positioning of the modular units such that all 12 units can fit in a larger foot print. Based on the attached site plan (See Appendix B) it is expected that two (2) modular trailers (inclusive of all attached mechanicals) in each section (4 total) will become the property of the Contractor. It is understood that the modular trailers have residual value. The Contractor shall note any credits, if any, on his proposal for each modular trailer.
- The proposal will also include the **removal of the existing triple wide trailer** on the Police Department property. The structure shall become the property of the Contractor. It is understood that the existing structure has residual value and the Contractor shall show applicable credit in his bid, if any. All work associated with removal and disconnect from utilities shall be included in this item.
- The proposal will also include construction of an 8'x10' connector (similar to one shown in existing structure pictures) with access door.
- The quote will also include the **construction of a walk through** connector adjoining the existing structure to the portable units. This structure is intended to be weather tight inclusive of floor, siding and roofing. The existing concrete walkway shall serve as the foundation. No heat, electrical, ceiling, insulation or finish work is intended for the walk through. The walk through is 32-feet long by 6-feet wide based on intended structure positioning. The walk through will also enclose the steps to the building access. It is

expected that the contractor will provide a simple structure plan schematic as part of his Proposal. A more detailed plan may/will be needed once the project has been awarded. Plan development is incidental to the Contract.

- **Site work:** shall include all necessary exterior work and material to have an operational site. General description of work includes:
 - a. **Utilities:** Sewer, water and gas trenching and patching, Sewer tie-in and invert construction, water main tapping.
 - b. **Building Demo:** Demolition and removal of small garage and impound area
 - c. **Access drive:** supplemental gravel and excavation necessary to provide a fire access drive around the back of the portable classrooms. Existing gravel from the impound area and garage subgrade is considered suitable and will only need grading.
 - d. **Relocate Sheds:** Relocate (3) small sheds to a location on lot determined by the Town.
- **Communications Tower:** Impact the existing communication tower is not planned. If relocation/removal becomes necessary the Town will negotiate additional services as needed.

APPROXIMATE DIMENSIONS AND PICTURES OF PORTABLE CLASSROOMS:



Geremonty Drive view



School Parking lot view



View from new High School Entrance



Back View

Section 3: Format & Content of Proposal

To enable the Town to perform a fair comparative analysis and evaluation of proposals, CONTRACTORS shall structure and compose their proposals in the format and order outlined below.

Proposers **shall not** include any promotional materials with their proposal submission.

Contractors Proposal

1. **Letter of Interest:** Each Contractor Proposal must include a Letter of Interest, identifying the CONTRACTOR, their place of business, name and telephone number of the person to contact about the proposal, and the project under consideration. Each contractor shall make reference to the total proposed cost for services in scope plus any allowances. The Letter of Interest shall be signed by a representative of the CONTRACTOR that is authorized to enter into contracts.
2. **CONTRACTORS Knowledge and Experience:** Include a statement of qualifications that includes a summary of experience that pertains to the disciplines described in the Scope of Services (Section 2). Contractor shall provide necessary information to prove they are a company in good standing performing this type of work for not less than 5 years. The firm shall provide summaries of at least two (2) examples, but not more than five (5) of similar recent projects noted with the location and scope that show experience.
3. **CONTRACTORS Tasking:** The Contractor shall identify all tasks necessary to complete all work in accordance to Section 2 – Scope of Services. Items described in Section 2 provide a general description of work to be completed. The Contractor shall detail any and all additional tasks necessary to complete the Project. Omitted items shall be considered incidental to the Project. The Contractor shall provide any exclusions to services being provided.
4. **CONTRACTORS Schedule:** Provide a project schedule outlining timeframes for completion. In general, the project schedule should be such that it provides completion of tasks for each part of the scope of work. The project schedule shall be submitted in the form of a Gant Chart, with any accompanying narrative included as footnotes, and should demonstrate the ability of the CONTRACTOR to meet the timelines indicated herein, or otherwise explain why the Town timeline is not achievable.
5. **Overall Project Team:** Identify key members of the CONTRACTOR'S project team, including subcontractors who would likely be working with Town staff such as principal, project manager, job superintendent, and key foreman, if any. The job superintendent shall have at least (5) five years of experience with this type of work.
6. **Financial and Insurance Resources:** The CONTRACTOR shall submit information that would clearly document the financial ability to execute this project and/or indicate that they have the ability to obtain such resources. Proper insurance for employees, subcontractors, and subcontractors shall be required of the selected CONTRACTOR, as will the ability to provide Professional Liability Insurance to the Town in accordance to Section 6- General Conditions of this RFP.

7. **Non- Collusion and Indemnification Statements:** Prospective Contractors shall execute the Indemnification and Non-Collusion statements included in Appendix A of this RFP.
8. **Cost and Manpower:** The Contractor shall provide a cost breakdown by Task. Credits, Allowances and Exclusion costs shall also be defined. Sub-contractor fees shall also be itemized and included in the total project cost.
 - a **Additional Work:** The Town may elect to add additional work to the Scope. Scope and fee will be negotiated at that time.
9. **References:** Provide a minimum of two (2) references for which you have performed work of a similar nature. Include names of contact persons, with address and telephone numbers, so that the Town may contact them.

Section 4: Proposal Evaluation

This section shall serve as general information to prospective Contractors which describes the process and format the winner Contractor will be selected. The project is Qualification **and** Price based. The low bidder will not necessarily be awarded the Contract. In preparing a proposal the Town strongly recommends that the CONTRACTOR address the criteria clearly in their proposal and demonstrate the ability to meet each criterion.

1. **Experience** of the CONTRACTOR with projects similar to that contemplated by this RFP has been adequately provided.
2. A clear and well defined **project scope** has been provided to complete the Project. All provisions and exclusions are clearly stated.
3. A clear and concise **project schedule** has been provided in the form requested. The schedule identifies significant project tasks, key project benchmarks, and provides sufficient specificity to clearly show the critical path towards completion of the project, and also relates the non-critical path tasks into the overall project. The schedule clearly demonstrates that the CONTRACTOR will meet the timelines.
4. The CONTRACTOR has demonstrated **suitable financial and insurance resources**, or the ability to obtain same, for this project.
5. The CONTRACTOR has executed and provided **Non-Collusion and Indemnification** statements.
6. The CONTRACTOR has received **positive references** from all clients contacted by the Town.
7. The Town reserves the right to reject any and all proposals received in response to the RFP.

Section 5: Responsibilities of the CONTRACTOR

1. Prior to final selection, CONTRACTOR may be asked to submit any additional information, which the Town may deem necessary to determine the CONTRACTOR'S qualifications.

2. The successful CONTRACTOR will be required to complete the W-9 tax Form (Request of Taxpayer Identification Number and Certification) included in the RFP as Appendix C.
3. The successful CONTRACTOR will be considered to be the prime contractor and will be required to assume total responsibility for the services offered in this proposal whether or not the firm is the firm delivering all of the services. The Town will consider the successful CONTRACTOR to be the sole point of contact with regard to all contractual matters, including performance or service unless otherwise stated.
4. The CONTRACTOR shall provide the manpower, equipment and resources to complete all Work. Key personnel shall remain in place for the duration of the contract.
5. The CONTRACTOR shall complete the scope of work and shall commit staff and resources to professionally and expeditiously complete such scope. The CONTRACTOR by virtue of their prior professional experience shall understand and endeavor to determine the possible obstacles that could interfere with the completion of the scope. The CONTRACTOR shall make such obstacles known to the Town and provide the Town with solutions to overcome such obstacles.
6. Non-Discrimination in Employment and Affirmative Action. The CONTRACTOR shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion, or physical/mental handicap. The CONTRACTOR agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment.
7. Upon evaluation of the RFP responses received, the Town will seek to enter into a contract with the selected CONTRACTOR. In the event that the CONTRACTOR fails, neglects or refuses to execute the contract within seven (7) days after notification that they have been selected by the Town, the Town may at its option terminate and cancel its action and commence contractual discussions with another CONTRACTOR.

Section 6: Negotiation & Informalities

1. The Town reserves the right to negotiate with the selected CONTRACTOR regarding variation to the original RFP, Contract, Scope, and moreover Cost to be in the best interest of the Town to do so.
2. The Town reserves the right to waive any item, which in the opinion of the Town is an informality. The Town has the right to accept or reject any or all proposals in whole or in part if it is deemed to be in the Town's interest to do so.

Section 7: General Conditions

Irregular Proposals: Proposals will be considered irregular and may be rejected for any of the following reasons; however the Town retains the right to waive informalities and irregularities at its sole discretion:

- If the proposal does not include all information listed in this RFP.
- If there are unauthorized additions, conditional or alternate proposals, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
- Excessive exclusions such that reasonable completion of the work is not possible without unnecessary change orders.
- If the proposer adds any provisions reserving the right to accept or reject an award.

Delivery of Proposals, Withdrawal, Opening, and Disqualification: All proposals shall be filed prior to the time and at the place specified in in this RFP. Proposals received after the time for opening of the proposals may be returned to the proposer, unopened, at the Town's discretion. Faxed or emailed proposals are not acceptable, although an electronic copy can be submitted in addition to the printed one. The Town is not responsible for delayed mail that misses the deadline.

A proposer will be permitted to withdraw his proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals. Either of the following reasons may be considered as being sufficient for the disqualification of a proposer and the rejection of his proposal:

- Evidence of collusion among proposers.
- Failure to supply complete information as requested by the proposal specifications.

The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in its sole judgment it is in the best interest of the Town of Salem.

Award: If a contract is to be awarded, the award will be made to the proposer that displays the best mix of qualifications, experience, and availability as it pertains to the type of services in Section 2 above, as soon as practical after the review process.

Cancellation: The Town reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability to the Town.

Laws: The Contractor shall comply with all State and Local laws, ordinances, regulations and requirements applicable to work hereunder.

Contractor and Subcontractor Insurance: The Contractor shall deliver at the time of execution of a contract; certificates of all insurance required hereunder and shall be reviewed prior to approval by the Town of Salem. The certificates of insurance shall state that the companies issuing insurance will endeavor to mail to the Town of Salem ten (10) days-notice of cancellation, alteration or material change of any listed policies. The Contractor shall keep in force the insurance required herein for the period of the Contract. At the request of the Town of Salem, the Contractor shall promptly make available a copy of any and all listed insurance policies.

The Town of Salem, NH shall be listed as an additional insured on a primary and non-contributory basis in General Liability, Auto Liability and Umbrella Liability policies required for the contract. The Contractor

shall require each Subcontractor employed on the Project to maintain the coverage listed below unless the Contractor's insurance covers activities of the Subcontractor on the Project.

No operations under this Contract shall commence until certificates of insurance attesting to the below listed requirements have been filed with and approved by the Town, required accounting information (W9, etc.) and the Contract approved by the Town.

Insurance Coverage: The CONTRACTOR shall demonstrate that its staff is protected by Workers Compensation and Employers' Liability insurance in compliance with statutory limits and that the CONTRACTOR has coverage under professional liability, public liability and property damage insurance policies. Certificates for such policies will be provided to Client upon request. Minimum coverages shall be as follows:

- Comprehensive General Liability \$1,000,000 per occurrence / \$1,000,000 aggregate
 (including Products Completed,
 Contractual Property, and
 Personal Injury coverage):
- Automobile Liability (Property Damage): \$1,000,000 per occurrence
- Professional Liability: \$1,000,000 per claim and in the aggregate
- Personal Injury \$1,000,000/\$ 3,000,000
- Workmen's Compensation as required by the State of New Hampshire

Payments: Progress payments shall be made monthly based on work tasks completed. Pay requisitions are due no later than the 1st Friday of each month. Payment advance (or 'up-front') billing to begin work shall not be authorized.

Police Details: Police details shall be scheduled and paid by the Contractor. The Town shall reimburse the Contractor for police detail time utilized. Prior to start of Work the Contractor shall define, as part of the Traffic Maintenance intent, use of police details. Number of details requested, placement of details, and any special instructions as may be necessary shall all be defined in the Traffic Maintenance intent and shall be reviewed by the Town.

When/if work is cancelled, the Contractor shall be responsible for cancelling police details in accordance with the Salem Police Department protocol. Cancellation of police details not in accordance with Salem Police Department protocol will result in the Contractor being charged for that time without reimbursement by the Town.

Indemnification: The Client and CONTRACTOR shall at all times indemnify and save harmless each other and their officers, and employees on account of any claims, damages, losses, litigation, expenses, counsel fees, and compensation arising out of any claims, damages, personal injuries and/or property losses sustained by any person or entity, to the extent caused by the negligent acts, errors or omissions of the indemnifying party, its employees, or subcontractors in connection with work completed under the contract.

Accident Protections: It is a condition of this RFP, and shall be made a condition of the Contract, each subcontract entered into pursuant to the Contract, that a Contractor and any Subcontractors shall not require

any laborer or mechanic employed in the performance of the Contract to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to health or safety, as determined by construction safety and health standards of the Occupational Safety and Health Administration, United States Department of Labor, which standards include, by reference, the established Federal Safety and Health regulations for Construction. These standards and regulations comprise Part 1910 and Part 1926 respectively of Title 29 of the Code of Federal Regulations and are set forth in the Federal Register. In the event any revisions in the Code of Federal Regulations are published, such revisions will be deemed to supersede the appropriate Part 1910 and Part 1926, and be effective as of the date set forth in the revised regulation.

Subcontracts: The Contractor shall be as fully responsible to the Town of Salem for the acts and omissions of Subcontractors and of persons employed by him, as he is responsible for the acts and omissions of persons directly employed by him.

Extras: Except as otherwise herein provided, no charge for any extra work or material will be allowed unless the Town has ordered the same, in writing.

Default and Termination of Contract: If the Contractor does not proceed in accordance with the Contract, then the Town of Salem will have full power and authority without violating the Contract to take the prosecution of the work out of the hands of the Contractor. The Town of Salem may enter into an agreement for the completion of said Contract according to the terms and conditions thereof, or use such other methods as in his opinion will be required for the completion of said Contract in an acceptable manner.

All extra costs and charges incurred by the Town of Salem as a result of such delay, neglect or default, together with the cost of completing the work under the Contract will be deducted from any monies due or which may become due to said Contractor. If such expenses exceed the sum which would have been payable under the contract, then the Contractor shall be liable and shall pay to the Town of Salem the amount of such excess.

Reasons for termination include, but are not limited to:

- Contractor fails to begin work under Contract within the time specified in the notice to proceed;
- Fails to perform the work with sufficient workmen and equipment, or with sufficient materials to assume prompt completion of said work;
- Performs the work unsuitably or neglects or refuses to remove materials or to perform a new such work as may be rejected as unacceptable and unsuitable;
- Discontinues the prosecution of the work;
- Fails to resume work, which has been discontinued, within a reasonable time after notice to do so;
- Becomes insolvent or has declared bankruptcy, or commits any act of bankruptcy or insolvency;
- Makes an assignment for the benefit of creditors;

The Town of Salem will give notice, in writing, to the Contractor for such delays, neglect, and default. Contractor shall respond within 14 days to such notice with corrective action, to the Town's satisfaction, or be subject to Contract termination.

APPENDIX A

NON-COLLUSION STATEMENT

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Title _____

Signature _____

Company _____

INDEMNIFICATION AGREEMENT

The successful vendor agrees to indemnify, investigate, protect, defend and save harmless the Town of Salem, NH, it's officials, officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials, equipment or supplies in connection with the performance of this contract and from any and all claims and losses accruing or resulting to any person, firm or corporation which may be injured or damaged by the vendor in the performance of this contract. In any case, the forgoing provisions concerning indemnification shall not be construed to indemnify the Town for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Town or its employees. This indemnification shall survive the expiration or early termination of this contract.

- Company _____
- Authorized Signature _____
- Contact Phone _____
- Address _____
- Date _____

APPENDIX C

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	<h3 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h3>	Give Form to the requester. Do not send to the IRS.																																																		
Print or type See Specific instructions on page 2.	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; 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) ▶ _____ <i>Note.</i> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member 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.)	Requester's name and address (optional) Town of Salem, NH 33 Geremonty Drive Salem, NH 03079																																																		
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 Part I instructions on page 3. 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> on page 3. <i>Note.</i> If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.																																																				
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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 on page 3.																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Sign Here</td> <td style="width: 60%;">Signature of U.S. person ▶ _____</td> <td style="width: 25%;">Date ▶ _____</td> </tr> </table>			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. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9 . 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 <i>What is backup withholding?</i> on page 2. By signing the filled-out form, you: 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), 2. Certify that you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See <i>What is FATCA reporting?</i> on page 2 for further information.																																																				