



# **Janitorial Services Sealed Bid 2021-015 Town of Salem**

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**June 2021**

**SALEM PURCHASING**

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Prepared for and in coordination with  
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**TOWN OF SALEM NH, INVITATION TO BID  
BID 2021-014  
JANITORIAL SERVICES**

You are cordially invited to submit a bid to provide the town with Janitorial Services for the Department of Public Works Building and Water Treatment Plant the following time period: October 1, 2021-December 31, 2021 and the calendar years January 1<sup>st</sup> 2022 – December 31<sup>st</sup> 2024 (3Years) in accordance with Bid 2021-015 specifications, terms, and conditions by **July 22<sup>nd</sup> at 11:00am**. Prospective respondents are advised to read this information over carefully prior to submitting a bid. You may download of copy of Bid 2021-015 on the Town website: [www.townofsaalemnh.org](http://www.townofsaalemnh.org) under purchasing and current bids and proposals. **Two (2) copies of the bid must be submitted in a sealed envelope, plainly marked:**

**Bid 2021-015 – Janitorial Services**

**Town of Salem  
Purchasing Office  
ATTN: Nicole McGee  
33 Geremonty Drive  
Salem NH 03079**

**Town Hall Hours:**

**Monday – Friday 8:30am-5:00pm**

**UPS and Fed-Ex are accepted in the building Monday-Friday 8:30am-5:00pm**

All sealed bids received will be considered confidential and not available for public review until after the bid opening on July 22<sup>nd</sup> at 11:15am. Due to COVID-19, the bid opening will be held virtually using teleconferencing software. Credentials for *Zoom Video Meeting* will be posted before the submission deadline. **Faxed and emailed bids will NOT be accepted**

Please note the Town of Salem requires background checks for any and all individuals that will provide these services.

The Town reserves the right to reject any or all bids/proposals or any part thereof, to waive any informality or information in the bids/proposals, and to accept the bid/proposal considered to be in the best interest of the Town. The Town also reserves the right to conduct reasonable negotiations with low bidders and sole bidders. The Town reserves the right to contact references provided to assist in the determination of a winning bid. Failure to submit all information may declare a bid/proposal as non-responsive subject for disqualification. **DO NOT FAX BIDS THEY WILL NOT BE ACCEPTED.**

## INTRODUCTION

The Town of Salem NH is seeking a qualified contractor for Janitorial Services at the Department of Public Works (DPW) Building and Water Treatment Plant. The DPW building is located at 21 Cross St and the Water Treatment Plant is located at 161 North Policy St both in Salem, NH 03079. See below for the specifications/scope of work at each location.

### Other Considerations

- The Town of Salem, NH requires background checks on any person that will perform the services.
- **A Pre-bid walk through will take place July 13, 2021 and July 15, 2021, the following times are:**

Water Treatment Plant – 1:00pm

DPW – 1:30pm

**You will only need to choose (1) day to visit all buildings these times/locations are the same for both days**

To schedule a date and time please contact James Pacheco at 603-234-0110 or [jpacheco@salemnh.gov](mailto:jpacheco@salemnh.gov).

- The successful vendor will supply cleaning products and equipment.
- The Town of Salem, NH will provide the paper products, trash bags, hand soap and similar supplies needed.
- The successful vendor, at their expense, will conduct thorough criminal background checks on any employee and provide a copy of the checks to the Salem Police Department. The Salem reserves the right to reject any person with a criminal record.
- Note: All daily cleaning schedules are subject to change. Note: please bid appropriately according to the schedule below.

### Specifications/Scope of work:

## WATER TREATMENT PLANT

Mondays, Wednesdays, and Fridays between 7am and 1pm (3 days a week)

### Daily

1. Empty all waste baskets and recycle bins. All trash and recycling to be transported to the designated area.
2. Dust mop hard floors and vacuum carpeted floors in office areas.
3. Spot clean and damp mop all floors as needed.
4. Clean, sanitize, and polish all fixtures, toilet bowls, urinals, sinks, mirrors, door handles and countertops.

5. Refill all dispensers.
6. Empty ashtray outside the front of the building.
7. Clean front entrance windows & sweep front entrance way.
8. Wipe clean all tables and countertops in break areas.
9. Clean outside of all appliances in break room.

#### Monthly

Spray and buff hard floors. Remove scuff and heel marks. Refinish to maintain protective coating and gloss.

#### As needed

1. All hard floors to be stripped of wax build-up

#### Two (2) Times per Year

1. Clean and wash inside of refrigerator. We ask for advance notice so that we can ensure that refrigerators are emptied ahead of time.
2. Shampoo carpets in spring and fall.
3. All hard floors to be stripped, cleaned, and refinished (April & October).
4. All windows to be cleaned inside and out.

## **PUBLIC WORKS DEPARTMENT**

#### TIME FRAME

Mon-Fri (5 Days)

##### Daily

1. Clean and sanitize all bathroom fixtures, floors, and mirrors in both men and women's restrooms.
2. Restock all paper products (to be supplied by DPW).
3. Empty trash and recycling and remove to designated area. Reline as necessary.
4. Vacuum carpeted areas, runners, and men's locker room floor until clean.
5. Wash all tiled floors nightly with appropriate detergents, disinfectants, soap, sanitizing products, etc.
6. Clean cafeteria tables, chairs, counters, sink, coffee area with appropriate detergents, disinfectants, soap, sanitizing products, etc.

##### Weekly

1. Wash and clean chairs (with appropriate detergents, disinfectants, soap, sanitizing products, etc.)
2. Wash and dust all baseboards
3. Mop boarding in hallways, break room, and locker room.

Semi-Annually (2 times per year) to be scheduled with Facilities Foreman.

1. Strip and recoat (3 coats finish) tile floors.
2. Wash, shampoo, and clean carpet and carpet runners.
3. Wash windows in office and break room areas only inside and out.
4. Dust all office areas, copy room, hallway and lobby. This includes desk tops, tables, chairs, phones, monitors shelves, moldings, cabinets, etc.
5. Wash face of all lockers in men's and ladies room.



### **Form for General Bid**

In compliance with all specifications enclosed the bidder hereby proposes to furnish all products and perform all services in strict accordance with the contract documents provided. The Services/Scope of Work (pages 2-4) must be completed at the prices stated below.

### **LOCATIONS**

Please provide a cost for each building below. Please  
For the period of:

#### **October 1, 2021 – December 31, 2021**

\$ \_\_\_\_\_ Water Treatment Plant – 161 North Policy

\$ \_\_\_\_\_ Public Works Building - 21 Cross Street

#### **January 1, 2022 – December 31, 2022**

\$ \_\_\_\_\_ Water Treatment Plant – 161 North Policy

\$ \_\_\_\_\_ Public Works Building - 21 Cross Street

#### **January 1, 2023 – December 31, 2023**

\$ \_\_\_\_\_ Water Treatment Plant – 161 North Policy

\$ \_\_\_\_\_ Public Works Building - 21 Cross Street

#### **January 1, 2024 – December 31, 2024**

\$ \_\_\_\_\_ Water Treatment Plant – 161 North Policy

\$ \_\_\_\_\_ Public Works Building - 21 Cross Street

\*\*\*\* The Town has the right to award each building separately or all buildings as a package deal.

- Please provide a list of three references with sealed bid. The Town reserves the rights to call references.
- Please provide a list of any municipal clients the company has worked with in the past with dates with sealed bid.

### **Bidder Information**

- Proposal Submitted by (Business Name) \_\_\_\_\_
- Business Address \_\_\_\_\_
- Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_
- Business Type \_\_\_\_\_ (Individual, Partnership, Corporation, etc)
- Name of person authorized to sign proposals \_\_\_\_\_
- Title of person authorized to sign proposals \_\_\_\_\_
- Signature of person authorized to sign proposals \_\_\_\_\_
- Email of person authorized to sign proposals \_\_\_\_\_



**Town of Salem, New Hampshire**

**Finance Department  
33 Geremonty Drive  
Salem, New Hampshire 03079**

**Specifications Exception Form**

In the interest of fairness and sound business practice, it is mandatory that you state any exceptions taken by you to our specifications.

If your bid/proposal does not meet all our specifications you must state it in the space provided below.

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Bids/proposals on equipment, vehicles, computers, supplies, services and materials not meeting specifications may be considered by the Town, however, all deviations must be listed above.

If your bid does not meet our specifications, and your exceptions are not listed above or in space provided, the Town of Salem may claim forfeiture on your bid, if submitted.

Signed \_\_\_\_\_  
I DO meet specifications

Signed \_\_\_\_\_  
I DO NOT meet specifications as listed in this bid, exceptions are in space provided.

Failure to submit this form with your Bid/Proposal response may result in your Bid/Proposal being rejected as unresponsive.



### **Insurance Requirements**

A current insurance certificate must be provided prior to commencing any work on this project, in the following amounts:

Comprehensive General Liability	\$ 1,000,000/\$ 3,000,000
Auto Liability: Property Damage	\$ 1,000,000/\$ 1,000,000
Personal Injury	\$ 1,000,000/\$ 3,000,000
Workmen's Compensation	as required by the State of New Hampshire

The bidder shall procure and maintain for the duration of this project Workmen's Compensation Insurance as required by state law for all of his employees that are engaging in any work at the site of the project whether direct employees or subcontracting associates.

### **Non-Collusion Statement**

The Undersigned certifies under penalties of perjury that this bid in all respects is bonafide, fair and made without collusion or fraud with any other person. As used in this paragraph, the "PERSON" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

Title \_\_\_\_\_

Signature \_\_\_\_\_

Company \_\_\_\_\_

### **Bid/Proposal Award**

If during the contract period the successful vendor fails to supply the Town of Salem, New Hampshire with the products/service(s). The Town of Salem, will purchase this product/service(s) on the open market and the vendor will compensate the Town of Salem, New Hampshire with the difference between the bid price and the price incurred on the open market. If at any time the vendor fails to provide proper services /materials(s) during the contract period, the Town of Salem, NH will have the option to terminate the contract at any time with or without notice.

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 \_\_\_\_\_
- Taxpayer Identification Number \_\_\_\_\_
- Authorized Signature \_\_\_\_\_
- Contact Phone \_\_\_\_\_
- Address \_\_\_\_\_
- Date \_\_\_\_\_

## **GENERAL TERMS AND CONDITIONS**

### **PREPARATIONS OF BIDS/PROPOSALS:**

Bids/Proposals shall be submitted on the form provided and must be signed by the bidder or his/her authorized representative. The person signing the proposal shall initial any corrections to entries made on the attached forms.

Bidders must provide pricing on all items appearing on the bid forms unless specific directions in the advertisement, on the bid form, or in the special provisions allowed for partial bids. Failure to provide pricing on all items may disqualify the bid.

Any questions or inquiries must be submitted in writing, and must be received by the Finance Director at [nmcgee@salemnh.gov](mailto:nmcgee@salemnh.gov) no later than seven (7) calendar days before the Bid/Request for Proposal due date in order to be considered.

Any changes and responses to any questions submitted to the Bid/Request for Proposal will be provided to all bidders of record.

### **SUBMITTED BIDS/PROPOSALS:**

Proposals must be submitted as directed in the Invitation to Bid (page 1), and on the forms provided unless otherwise specified. Proposals must be typewritten or printed in ink. Proposals must be mailed or delivered in person. Proposals that are faxed or emailed will not be accepted.

### **WITHDRAWING BIDS/PROPOSALS:**

Proposals may be withdrawn prior to the opening date and time upon written request of the bidder. Negligence on the part of the bidder in preparing his/her proposal shall not constitute a right to withdraw a proposal subsequent to the proposal opening.

### **LIMITATIONS:**

This Invitation to Bid does not commit the Town to award a contract, to pay any costs incurred in the preparation of a response to this invitation, or to procure or contract for services or supplies. The Town reserves the right to accept or reject any or all proposals received as a result of this invitation to bid, or to cancel in part or in its entirety this RFP/Bid, if it is in the best interest of the Town to do so.

## **PROPOSAL RESULTS:**

All sealed bids received will be considered confidential and not available for public review until after the bid opening is conducted. Results will not be given over the phone. Please send your request in writing or send an email to [nmcgee@salemnh.gov](mailto:nmcgee@salemnh.gov) to receive sealed bid results after the public opening.

## **REFERENCES:**

Projects /contracts within the past ten years best illustrating current qualifications for this project:

## **AWARD OF CONTRACT:**

It is the policy of the Town of Salem, NH that contracts are awarded only to responsible bidders. In order to qualify as responsible, a prospective vendor must meet the following standards as they relate to this request:

- A. Have adequate financial resources for performance or have the ability to obtain such resources as required during performance.
- B. Have the necessary experience, organization, technical and professional qualifications, skills and facilities.
- C. Be able to comply with the proposed or required time of completion or performance schedule;
- D. Have a demonstrated satisfactory record of performance.
- E. Adhere to the specifications of this bid and provide all documentation required of this bid.

The contract will be awarded to a responsive and responsible bidder based on the qualifications and experience of the bidder, the quality of the equipment/product /materials/services to be provided and the support that the bidder offers during the duration of the contract terms.

## **MODIFICATIONS AFTER AWARD:**

The Town reserves the right to incorporate minor changes/modifications, which may be required after an award has been made. The vendor will incorporate these changes at no additional cost, but may protest such action and not be bound by any such request if it can prove the timing or extent of the modifications implies major effort on its part. Modifications will be requested based on improvements to services that might be needed after the award of this IFB with reasonable accommodations being made with approval from both the Town and the vendor.

## **CANCELLATION OF AWARD:**

The Town reserves the right to cancel the award without liability to the proposer at any time before a contract has been fully executed by all parties and is approved by the Town.

### **CONTRACT:**

Any contract between the Town and the vendor shall consist of (1) the Request for Proposal (RFP) and any amendments thereto and (2) the Vendor's proposal in response to the RFP. In the event of a conflict in language between documents (1) and (2) referenced above, the provisions and requirements set forth and referenced in the RFP shall govern. The Town also reserves the right to clarify any contractual relationship in writing with the concurrence of the Vendor and such written clarification shall govern in case of conflict with the applicable requirements contained in the RFP and the Vendor's proposal.

In all other matters not affected by written clarification, if any the RFP shall govern. The Vendor is cautioned that this proposal shall be subject to acceptance without further clarification.

### **EXECUTION OF AGREEMENT:**

The successful bidder shall sign (execute) the necessary agreements for entering into the contract and return such signed agreements to the town within ten (10) calendar days from the date mailed or otherwise delivered to the successful proposer.

### **FAILURE TO EXECUTE AGREEMENT:**

Failure of the successful proposer to execute the agreement at the date and time agreed upon by the Town and the successful bidder shall be just cause for cancellation of the award and forfeiture of all deposits.

### **CONTRACT TERMINATION:**

If at any time the proposer fails to provide proper services during the contract period, the Town of Salem, NH will have the option to terminate the contract at any time without notice. In such an event, all finished and unfinished work, services, plans, data programs and reports prepared by the Vendor under this contract shall become the Town's property and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed. However, the Vendor shall not be relieved of liability to the Town for damages sustained by the Town by virtue of any breach of any contract. The Town may hold payments until such time as the exact amount of damages due the Town is determined.

### **FAILURE TO SUPPLY GOODS OR SERVICES:**

If during the contract period the successful vendor fails to supply the Town of Salem, New Hampshire with the equipment/service(s). The Town of Salem, will purchase this product/service(s) on the open market and the vendor will compensate the Town of Salem, New Hampshire with the difference between the bid price and the price incurred on the open market.

### **OWNERSHIP OF REPORTS:**

All data, materials, plans, reports, and documentation prepared pursuant to any contract between the Town of Salem, NH and the successful vendor shall belong exclusively to the Town.

**INSURANCE CERTIFICATES:**

The proposer must supply a current insurance certificate before any work commences. See: Insurance requirements (page 8).

**WORKERS COMPENSATION:**

All proposers and subcontractors at every tier under the proposer will conform to the requirements of RSA 281-A: 2 with close attention to sections VI (a), VI(c) and VII (a) as well as Section 281-A: 4.

**PRICING:**

Unless otherwise specified all prices listed are firm for the term of the contract. All prices should include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this contract will only hold up payment if they are added to the submitted invoice.

**INVOICING:**

Unless otherwise specified, invoices will be submitted to Accounts Payable at 33 Geremonty Drive, Salem NH. The invoice must include an itemization of all items, supplies, repairs and labor furnished, including unit list pricing, net pricing and total amount due.

**PAYMENT:**

Unless otherwise specified or agreed upon, payment will be made within thirty (30) days after the receipt of the invoice that's approved by the Town or the completion of services.

**TAX:**

The Town is exempt from all sales and federal excise taxes. Our exemption number is 026000817  
Please submit invoices without these taxes.

**DELIVERY:**

Deliveries are to be made only to the department or division indicated on the order and in accordance with accepted commercial practices, without extra charge for packing or containers.

**GUARANTEES AND WARRANTIES:**

All parts and labor related to agreements must be guaranteed and include a warranty. If any work is unable to be guaranteed, the contractor must inform the Town, in writing, prior to the delivery of an item or any work being performed.

**FORCE MAJEURE:** Neither party shall be liable for any inability to perform its' obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or any other act of God.

**NOTIFICATION:**

Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal Service or delivered in hand to the parties as stated in the contract.

**SEVERABILITY:**

If any of the GENERAL TERMS AND CONDITIONS is held to be invalid or unenforceable, it will be construed to have the broadest interpretation which would make it valid and enforceable under such holding. Invalidity or unenforceability of a term or condition will not affect any of the other GENERAL TERMS AND CONDITIONS.

**PROVISION REQUIRED BY LAW DEEM INSERTED:**

Each and every provision and clause required by law to be inserted in this invitation for bids and any subsequent contract shall be deemed to be inserted herein and this invitation for bids and contract shall be read and enforced as though it were included herein and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the invitation for bids and contract shall forthwith be physically amended to make such insertion or correction.

**DISADVANTAGED BUSINESS ENTERPRISES:**

The Town hereby notifies all vendors that it will affirmatively ensure that in any contract entered into pursuant to this invitation for bids, disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this request and will not be discriminated against on the grounds of race, color, national origin, religion, sex, age, or disability in consideration for an award.

**NON-DISCRIMINATION:**

Contracts from work resulting from this invitation for bids shall obligate the Vendor/Contractor and Subcontractors not to discriminate in employment practices on the grounds of race, color, national origin, religion, sex, age, or disability. Statements as to nondiscriminatory practices may be requested from the successful Vendor(s)/Contractor(s).

**DEFINITIONS:**

Proposal shall also mean quotation, bid, offer qualification/experience statement and services. Proposers shall also mean vendors, offerors, bidders, contractors or any person or firm responding to an invitation for bids.

**GOVERNING LAW:**

The Laws of the State of New Hampshire shall govern all contracts entered into by the Town of Salem, NH. Any disputes, disagreements or contract issues, which cannot be settled between the Town of Salem, NH and the Vendor/Contractor, shall be resolved within the venue of the State of New Hampshire.

**PROPOSAL ADVERTISEMENT:**

All proposals are required to be advertised as legal notices in three local newspapers. Proposals can also be viewed at the Town's website, as detailed below.

**Request for Taxpayer  
Identification Number and Certification**

► Go to [www.irs.gov/FormW9](http://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) ► _____	
	<b>Note:</b> 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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>		
5 Address (number, street, and apt. or suite no.) See instructions.		
6 City, state, and ZIP code		
7 List account number(s) here (optional)		
Requestor's name and address (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:

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.

<b>Sign Here</b>	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](http://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.