



**Request for Bids
Emergency Generators Maintenance and Repairs
RFB (2022-008)
Town of Salem NH**

SALEM PURCHASING

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Prepared for and in coordination with

SALEM MUNICIPAL SERVICES

ENGINEERING ♦ PUBLIC WORKS ♦ UTILITIES

GENERAL TERMS AND CONDITIONS

PREPARATIONS OF BIDS/PROPOSALS: Proposals shall be submitted on the forms provided and must be signed by the Bidder or his authorized representative. The person signing the proposal shall initial any corrections to entries made on the attached forms.

Vendors 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. Alternative bids will be considered, unless otherwise stated, only if the alternate is described completely, including, but not limited to, sample, if requested and specifications sufficient so that a comparison to the request can be made.

Any questions or inquiries must be submitted in writing, and must be received by the Purchasing Department no later than seven (7) calendar days before the Request for Proposal due date to be considered. Any changes to the Request for Proposal will be provided to all bidders of record.

The name of manufacturer, trade name, or catalog number mentioned in this request for bid description is for the purpose of designating a minimum standard of quality and type. Such references are not intended to be restrictive, although specified color, type of material and specified measurements may be mandatory.

Proposals will be considered for any brand that meets or exceeds the quality of the specifications listed. On all such proposals, the bidder shall specify the product they are proposing and shall supply sufficient data to enable a comparison to be made with the particular brand or manufacturer specified. Failure to submit the above may be sufficient grounds for rejection of the proposal.

SUBMITTED BIDS/PROPOSALS: Proposals must be submitted as directed in the Notice to Qualified Firms, 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WITHDRAWING BIDS/PROPOSALS: Proposals may be withdrawn prior to the opening date and time upon written request of the Proposer. Negligence on the part of the Proposer in preparing his/her proposal shall not constitute a right to withdraw a proposal subsequent to the proposal opening.

PROPOSAL EVALUATION:

The Town reserves the right to reject any and all proposals received for the following reasons including but not limited to:

- Fails to adhere to one or more of the provisions established in the proposal.
- Fails to submit its proposal at the time or in the format specified herein or to supply the minimum information requested herein.
- Fails to meet the minimum evaluation criteria specified in this proposal.
- Fails to submit its proposal to the required address on or before the deadline date established by the Town.
- Misrepresents its services, experience and personnel by providing demonstrably false information in its proposal or fails to provide material information.
- Fails to submit its cost on the enclosed bid form.
- Refuses a reasonable request for an interview.
- Refuses to provide clarification requested by the Town.

RECEIPT AND OPENING OF PROPOSALS:

Proposals shall be submitted prior to the time fixed in the Request for Sealed Bids/RFP. Proposals received after the time so indicated shall be returned unopened.

PROPOSAL RESULTS:

All sealed bids received will be considered confidential and not available for public review until after the bid opening is conducted. Bid and RFP openings will be scheduled and opened accordingly. Results will not be given over the phone. Please send your request in writing or send an email to gfaccadio@salemhnh.gov to receive sealed bid results after the public opening. All Bids, RFP's, and RFQ's will remain unofficial and if applicable confidential until the award has been posted on the Town website.

KNOWLEDGE AND EXPERIENCE: If and as requested per document, provide a description of the firm's knowledge and experience in the industry. Highlight your company's experience to provide the highest quality and effective product and reliable service and support.

REFERENCES: If and as requested per document, projects 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:

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

The contract will be awarded to the most responsive & responsible bidders based on the cost, qualifications, and experience, including, 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. The lowest bidder will always be utilized first however should any scheduling conflicts occur the Town, at its discretion, reserves the right to use the second bidder as applicable to immediate and scheduled operations.

EXECUTION OF AGREEMENT:

The successful proposer 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.

APPROVAL OF AGREEMENT:

Upon receipt of the agreement that has been fully executed by the proposer, the owner will complete the execution of the agreement and return the agreement to the contractor. The Agreement accompanied by a Town issued purchase order will be delivered to the contractor and will constitute a mutual approval and agreement by both parties to abide by the terms and conditions of the agreement.

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 Proposer 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.

RIGHT TO REJECT BIDS: The Town reserves the right to reject any and all sealed bids, should the Town deem it to be in the best interest of the public.

INSURANCE CERTIFICATES:

Prior to award of this contract, the Contractor shall submit insurance certificates indicating coverage for all vehicles, public liability and property damage 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

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:

Invoices must be physically mailed and/or submitted (emailed invoices unacceptable) to Accounts Payable at:

Town of Salem
c/o Accounts Payable
33 Geremonty Drive
Salem NH 03079.

The invoice must include an itemization of all items, supplies, repairs, labor furnished, including unit list pricing, and net pricing, as identified in the bid award. The total amount due shall be clear and apparent on the invoice for proper payment. Payment terms are net thirty (30) days from the date of the invoice. General terms as allowable: Invoices received before the twentieth of each month should get processed for said month with payment available through said month check disbursement.

TAX:

The Town is exempt from all sales and federal excise taxes. Our exemption number is 026000817
Please Invoice less 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.

POLICE DETAILS: Police Details shall be scheduled as required for safety, by and as required by Town, and will be paid by the Municipal Services Department. The Contractor shall coordinate and confirm work schedule with the Municipal Services Department, or the designee, discuss Police Detail, if approved, and if applicable, provide detail slips back to Municipal Services.

**REQUEST FOR BIDS
EMERGENCY GENERATORS
MAINTENANCE AND REPAIRS**

You are cordially invited to submit a proposal for Emergency Generators Maintenance and Repairs in accordance with the attached specifications, terms, and conditions listed in RFB 2022-008 Emergency Generators Maintenance and Repairs which can be obtained at <https://www.townofsalemnh.org/purchasing>. The Town of Salem NH is requesting qualifications from a Contractor for professional services to provide maintenance and repair of emergency generators town wide. There are currently 25 emergency generators located throughout the town. The Contractor must be a qualified company, with and including certified technicians, and licensed electricians with the ability to provide sufficient documentation and references as to their abilities to execute the desired work including installation, service, maintenance, repair, and retrofitting as indicated. This will be a three (3) year contract, 2022 – 2024. **All proposals/bids must be received by February 21, 2022, at 10:30 AM EST. Two (2) copies of the BID package must be submitted in a sealed envelope, plainly marked:**

**RFB 2022-008
Emergency Generators Maintenance and Repairs
Town of Salem
Purchasing Office
33 Geremonty Drive
Salem NH 03079**

INTRODUCTION

The Town through the Municipal Services Department is soliciting proposals for bids to provide scheduled preventative maintenance, repairs, related services, and emergency repairs to the Town's emergency stand-by generators. The Contractor must be able to respond to emergency repairs within 24 hours and within 48 hours for non-emergency repairs. The work includes, but is not limited to, all labor and equipment to maintain, repair, replace, retrofit, adjust, inspect, and test generators and related mechanical systems as well as emergency response including mobile units if needed.

The Town operates and maintains a total of twenty five (25) emergency generators listed in Appendix A.

SCOPE OF WORK

The intent of this Contract is to maintain and sustain service life to the Town's emergency generators and related facilities utilizing materials and methods as herein specified. The work includes the furnishing of all materials, labor, equipment, fuel, tools, transportation, and services for the successful maintenance, rehabilitation, and repair of emergency generators including emergency repair services. The general work and requirements for this Contract include, but not

limited to, the following:

A. Emergency Generator Annual Maintenance

Comprehensive preventative maintenance (major/minor) at the Town's Twenty five (25) emergency generators and related facilities as needed including troubleshooting/work on multiple types of Emergency Generators. Contractor must be able to respond accordingly once applicable: emergency repairs within 24 hours and within 48 hours for non-emergency repairs. Tasks/Requirements listed in Appendix B.

B. Contractor Service Responsibilities

The Contractor shall provide all labor, tools, equipment and all incidentals required and/or implied for the complete and satisfactory performance of the maintenance, and repair of Town generators. The Contractor will report and document each service visit to be included in a maintenance logbook. A representative of the Town will be made aware and may preside over said work. Maintenance work performed will be billed as such and any additional recommended work must be authorized before work is scheduled. Emergency repairs/work will be handled accordingly.

C. Personnel Requirement

Personnel used for the performance of this work shall be properly trained, licensed, and qualified to perform mechanical and if applicable electrical (must be licensed) work on the variety of generators and complexity of the related systems thereof. The Town reserves the right to refuse to accept and authorize payment for services from any personnel deemed by the Town to be unqualified, disorderly, or otherwise unable to perform assigned work. The Contractor shall provide and keep up to date a list of all personnel performing work under this contract with classifications denoted, as well as written evidence of the personnel's qualifications for those classifications.

D. Project Cost Estimates

Estimates of individual extra/additional work requests shall be provided in writing to the Town via email, fax, or mail with adequate plans and specifications or written directions. The estimate should include all labor, equipment, parts and/or materials required to perform the work specified under this contract. This, or any work under this contract, shall only be performed with the Town's consent. Upon authorization, actual work shall not exceed the Contractor's estimate without the Town's approval.

E. Quality of Work

1. All maintenance work shall be neat - quality work, performed according to the standards of the industry and to the complete satisfaction of the Town. All parts used for repair and in reassembly shall be the manufacturer's authorized parts or specifically approved by the Town prior to installation.
2. Unsatisfactory work shall be immediately corrected by the Contractor at no additional cost to the Town.

3. All repair/replacement work shall be performed in accordance with the plans, drawings or instructions provided by the Town for each project or work assignment. Any discrepancies or previously unknown field conditions shall be brought to the attention of the Town and resolved before continuing the work.
4. All work shall be performed in accordance with Town code.

F. Provide All Work Tools & Equipment

The Contractor shall provide each crew and personnel all of the hand tools, power tools, truck, and equipment necessary for the performance of the work.

G. Removing and Returning Completed Repaired Equipment and Parts

Contractor shall provide service to load and pick-up any related equipment for repairs within a reasonable amount of time agreed by Town. Spare parts used for repair shall be based off a percent (%) discount manufacturer's price list of vendors in house price list, to be supplied and held firm for a year. Increases are allowed on replacement parts at the commencement of the next year contract extension and must be accompanied by an updated manufacturer's or vendor's in house price list. The percent (%) discount shall stay the same.

H. Rental Generator

A rental generator shall be provided by the Contractor if the Contractor is unable to fix the facility generator to a fully functional operational capacity within 8 hours. If the facility generator is still not operable within 8 hours, the Contractor shall supply a rental generator within 10 hours of initial notification if requested by the Town. Rental generator shall be compatible to current size and accommodation as existing with sound attenuation for noise reduction. The rental generator shall remain on-site at a negotiated rate until the facility generator is fully functioning and fixed. Generator rental rates shall be negotiated at the time of need at a fixed rate until the facility generator is fully functional or the Town requests the rental be removed. Rates shall not include any sales tax for added supplies/parts purchased; there shall be no additional fees for downtime, cleaning, stand-by, operations/technical rate, lodging, travel, or mileage; and the Contractor shall be responsible for supplying qualified personnel to make sure the rental generator is properly hooked-up including by licensed electrician, tested, and operating correctly. In addition the rental shall be properly serviced during the rental period and fully functioning at all times. It is the responsibility of the Contractor to drop off and pick-up rental generators upon request.

I. Capital Improvement Replacement Generator

If one or more of the Emergency Generators has a fatal failure and needs to be replaced, the Contractor will have first right of refusal for said work, but must clearly demonstrate proposals thereof under the following conditions:

- Contractor is willing to provide a pro-rated rental and/or discounts for gap time of replacement of generator offsetting costs.
- Contractor will not mark up costs of supplies by any amount of the items needed by more than ten percent. The Contractor will need to provide specific cost back-up.

- Contractor is willing to provide and/or negotiate annual maintenance fees for said generator through the first two years of the installation.
- If applicable and needed, Contractor will complete a new design for a minimal charge
- Contractor can guarantee timely delivery of services and products.

BID PROPOSAL – Six (6) page(s) packet:

A. Cover Letter

Describe your company's interest and commitment in providing repair and maintenance services for the Town. An officer of the company who is authorized to contractually bind the firm and to negotiate a contract with the Town shall sign the letter. Provide name, title, address, email, and telephone number of this officer.

B. Knowledge and Experience

Includes a summary of experience that pertains to the disciplines described in the Scope of Services - as listed in Appendix B. Provide summaries of the location and scope of similar recent projects that show experience in any of the tasks.

C. Key Personnel Background

Name, position, summary of qualifications, resumes, training, licenses, certifications, and related experience and responsibilities of key personnel assigned to this work.

D. Facilities Description

Provide a detailed summary describing your repair shop and/or headquarters, storage facilities, any or additional facility locations, facility size, a list of activities that will take place at the facilities, support equipment/services i.e., inventory of emergency generator rentals, etc.

E. References

Provide at least three (3) references including: Project Name/Description, Company/Agency Name, Key Contact Name, Address, Email, and Telephone Number). **Note:** References from public agencies preferred.

F. Proposal Rate Sheet

1. Provide a comprehensive **Rate Sheet** with Unit Rates which shall include: labor, equipment, and any related costs to complete work in strict compliance with the specifications, terms, and conditions set forth in Appendix B.
2. Provide an **Active Account/Contract** maintenance agreement with major/minor PM costs per unit type.
3. Include both **Straight Time** and **Overtime** rates per hour.
4. **Emergency Rates** and **Minimums** if applicable
5. Include a **Materials Markup Percentage** (Actual Cost Plus).

BID DELIVERABLES EXPECTED

- A. BID Proposal Packet: Six pages or less specific to request in BID PROPOSAL listed in previous section.
- B. Acknowledgement Forms from Appendix C completed and signed accordingly.
- C. All proposals/bids must be received by February 21, 2022, at 10:30 AM EST.

Two (2) copies of the BID package must be submitted in a sealed envelope, plainly marked:

RFB 2022-008
Emergency Generators
Maintenance and Repairs
Town of Salem
Purchasing Office
33 Geremonty Drive
Salem NH 03079

APPENDIX A - Generator List

DESCRIPTION	MAKE
SEWER LIFT STATIONS	
Brookdale Road	Generac
Commercial Drive	Kohler
Copper Beach	Onan
Freedom Drive	Kohler
Haigh Avenue	Onan
Keeywadin Drive	Kohler
South Policy Street	Generac
Stiles Road	Kohler
Twinbrook Avenue	Onan
Butler Street	Kohler
WATER STATIONS	
Canobie Lake Treatment Plant	Katolight
Arlington Pond	Kohler
Northland Road PRV (in Windham)	Generac
FIRE PUMPS	
Commercial Drive	Kohler
Manor Parkway	Detroit
Nirvana Road	National
FACILITIES	
Town Hall	Kohler
Public Works	Onan
Police Department	Onan
Senior Center	Kohler
Fire - Central	Onan
Fire - North	Kohler
Fire - South	Kohler
WATER TANKS	
Howard Street	Kohler
Lawrence Road	Generac

APPENDIX B - PM REQUIREMENTS

Emergency Generator Annual Maintenance

Comprehensive preventative maintenance (major/minor) at the TOWN's Twenty five (25) emergency generators and related facilities as needed including troubleshooting/work on multiple types of units/makes to include, but not limited to:

GENERAL INSPECTION OF SITE	Inspect site for any debris or obstructions, which could cause a potential Problem or may be hazardous to the operation or surrounding area. Report any problems to the Town's Contact Person
IGNITION	Change all spark plugs Change points Change condenser Check distributor cap and rotor and change. If necessary Check all ignition wires and replace, if necessary Check start solenoid terminals Check and adjust choke, when applicable

ENGINE	<ul style="list-style-type: none"> Change lube oil Change lube off filter Tighten valve covers Fill governor sump with lube oil, when applicable Lubricate governor linkage Service oil bath air cleaner, when applicable Check entire unit for noticeable oil leaks Take oil sample for analysis
COOLING SYSTEM	<ul style="list-style-type: none"> Test coolant protection Test coolant alkalinity Check water hoses - both upper and lower Check bypass hoses Check fan belts Check engine block heater for operation, when applicable Check louver operation Check water filters Check flexible section for cracks or leaks Drain condensation trap, when applicable
EXHAUST SYSTEM	<ul style="list-style-type: none"> Check exhaust flange gaskets Check exhausts muffler and drain, when applicable Visually inspect entire exhaust system for leaks
FUEL SYSTEM	<ul style="list-style-type: none"> Change primary and secondary fuel filter diesel only Check injector fuel lines diesel only Check flex fuel sections Check fuel pump Check fuel connections and tighten Check fuel solenoid Check day tank float Check regulator (Gas)
BATTERY	<ul style="list-style-type: none"> Load test battery Check specific gravity of battery Check battery voltage Clean battery cables and replace, if necessary Clean battery terminal on cables Clean battery posts and coat same Check fluid level and fill, if required Recharge and /or replace, if required

STARTING SYSTEM	<ul style="list-style-type: none"> Check starter motor solenoid terminal Check starter motor Check charge rat on alternator or internal charge circuit Check alternator belt Check wiring and terminals Check solid-state boards for connection
OPERATIONAL CHECKS	<ul style="list-style-type: none"> Start generator and conduct safety shutdown tests for the following: <ul style="list-style-type: none"> Low oil pressure High water temperature Over speed High air' temperature, air-cooled sets only Check voltage output Check frequency (Hz) Record hour meter reading, when applicable Check unit for vibration and any unusual noises Run unit full load minimum of 20 minutes
AUTOMATIC SWITCH	<ul style="list-style-type: none"> Inspect contractor assembly and connections Check exerciser clock and time setting Check time delays Check battery charger for proper output Check selector switch Check Voltage sensors for visual condition Start and stop generator from transfer switch
FINAL CHECK	<ul style="list-style-type: none"> Check field breaker is in the ON position Check that selector switch is in the automatic mode Start and stop generator using generator controls Start and stop generator using the switch controls Simulate power failure*

*Receive prior approval from supervisory personnel before performing this function.

Reset generator and leave set in the remote position

APPENDIX C: ACKNOWLEDGEMENT FORMS

SIGNATORY DECLARATION

I, the undersigned, acknowledge completion and receipt of the Authorized Signatory Declaration Form, and fully understand my responsibility as an Authorized Signatory on this document and all subsequent forms thereof requiring signature. In particular I understand rules regarding the referencing, checking, and verification as necessary for disclosure to award this bid or proposal as requested and defined within this document. The bid document as submitted has not been altered knowing all information must be filled out correctly for consideration. It is hereby understood that the Town of Salem reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; to award contracts, or to cancel this request, if it is in the Town's best interest to do so.

Written Name of Authorized Signatory: _____

Title: _____

Signature: _____

Date: _____

Company: _____

Address: _____

Phone: _____

Email: _____

NON-COLLUSION STATEMENT

By Submission of the Bid or Proposal, the Bidder Certifies that:

1. This bid or proposal has been independently arrived at without collusion with any other competitor or potential competitor;
2. This bid proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the opening of bids or proposals for this project, to any other bidder, competitor, or potential competitor;
3. No attempt has been made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
4. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf;
5. That attached hereto (if a corporate bidder) is a certified copy of a resolution authorizing the execution of the certificate by the signatory of this bid or proposal on behalf of the corporate bidder.

Signature: _____

Date: _____

INDEMNIFICATION AGREEMENT

The successful vendor agrees to indemnify, investigate, protect, defend, and save harmless the Town of Salem, NH, its 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.

Signature: _____

Date: _____

NO BID QUESTIONNAIRE

If you choose not to bid, please complete the questionnaire below and return it with your response by the bid opening date. Your assistance in helping us to analyze no bid rationale is very much appreciated.

A no bid is submitted in reply to the Town of Salem, NH invitation in reference to:

Given the following:

Item not supplied by our company
 Bid Specification (Provide reason)

Profit Margin too low
 Past experience with the Town of Salem (Provide reason)

Insufficient time allowed to prepare and respond to bid request
 Bid requirements (Provide reason)

Priority of other business opportunities limits time.
 Other reason(s): _____

Signature: _____

Date: _____

**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) ► <input type="checkbox"/> 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) <input type="checkbox"/> Exemption from FATCA reporting code (if any) <input type="checkbox"/> <small>(Applies to accounts maintained outside the U.S.)</small>					
5 Address (number, street, and apt. or suite no.) See instructions.			Requester's name and address (optional)		
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		
<input type="text"/>	<input type="text"/>	<input type="text"/>
- <input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>
- <input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>

or

Employer identification number									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- <input type="text"/>									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.