

## NOTICE TO BIDDERS

### BID NO. SC-1510

In accordance with Title §14-22-101 of the Arkansas Code, notice is hereby given that the Sebastian County Judge will receive sealed proposals at the Purchasing Department, 35 South 6th Street, Room 106, Fort Smith, Arkansas 72901, until 2 p.m. on the 20th day of August, 2015, at which time proposals will be publicly opened and read at the Purchasing Department. Proposals will be taken for an Integrated Security System for Sebastian County. Specifications will be presented during the mandatory Pre-Bid Meeting, scheduled at 2 p.m. on the 13th day of August, 2015, at the Purchasing Department, 35 South 6<sup>th</sup> Street, Room 106, Fort Smith, Arkansas 72901. Additional information can be obtained by contacting the Sebastian County Purchasing Department via email at [purchasing@co.sebastian.ar.us](mailto:purchasing@co.sebastian.ar.us), by mail at Purchasing Department, 35 South 6<sup>th</sup> Street, Room 106, Fort Smith, Arkansas 72901, or by visiting the County website at [www.sebastiancountyar.gov](http://www.sebastiancountyar.gov). Proposals must, in all matters, comply with the laws of the State of Arkansas. Small businesses, as well as minority or women's businesses, are encouraged to participate in this process. The County Judge reserves the right to reject any or all proposals, waive any formalities, or to accept any proposal deemed most advantageous to the County.

Charity Gregory  
Purchasing/Facilities Administrator  
Sebastian County, Arkansas

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For the Times Record:  
Legal notice. Publish on August 2, 2015 and August 9, 2015

Return proof with statement no later than August 31, 2015

To:  
David Hudson, County Judge  
Purchasing Department  
35 South 6th Street, Room 106  
Fort Smith, Arkansas 72901

# SEBASTIAN COUNTY JUDGE

**Purchasing Department**  
35 South 6<sup>th</sup> Street, Room 106  
Fort Smith, Arkansas 72901  
(479) 784-1502 Fax (479) 784-1550

July 21, 2015

**NOTICE TO:** Qualified Bidders

**SUBJECT:** Request for Proposal, Bid Number SC - 1510

Sebastian County is interested in receiving sealed written proposals for furnishing the products/services specified in the attached Request for Proposal (RFP). Complete details, regarding the products and/or services required by the County, and instructions for participating in the bid process are included in the attached bid package.

Bids must be received by the time and date indicated in the RFP. Bids received after the time and date set for opening will not be considered.

Bidders who do not wish to submit bids must submit a "No Bid" to continue to be eligible for retention on the Bid List. The Bid List is periodically reviewed and bidders who have not responded to proposal requests are deleted.

If you are interested in submitting a bid, please be sure that the requirements of the RFP are adhered to, since failure to meet the requirements could cause your bid to be rejected.

Any questions regarding the Bid Invitation should be directed to the Purchasing Department in writing via email [purchasing@co.sebastian.ar.us](mailto:purchasing@co.sebastian.ar.us) or mail 35 S 6<sup>th</sup> Street Room 106, Fort Smith, AR 72901.

Charity Gregory  
Purchasing/Facilities Administrator  
Sebastian County

Attachment: RFP

# REQUEST FOR PROPOSAL

Sebastian County, Arkansas

COVER SHEET

SECTION I

**Bid Number:** SC-1510

**Title:** Integrated Security System

**Pre-Bid Meeting:** Date: August 13, 2015  
(Mandatory) Time: 2:00 p.m.  
Place: Purchasing Department  
35 South 6<sup>th</sup> Street, Room 106  
Fort Smith, Arkansas

**Opening:** DATE: August 20, 2015  
TIME: 2:00 p.m.  
PLACE: Purchasing Department  
35 South 6<sup>th</sup> Street, Room 106  
Fort Smith, Arkansas

**Mail Sealed Proposals to:** Sebastian County Purchasing Department  
35 South 6<sup>th</sup> Street, Room 106  
Fort Smith, Arkansas 72901

**On Outside of Proposal Show:** (1) Return Address  
(2) Bid Opening Date  
(3) Bid Number and Title

**Bidder must complete the following information:**

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Instructions:**

- (1) Unit prices and extensions are required on proposal form
- (2) Return **three** copies of **entire** Request for Proposal
- (3) Proposals must be signed to be accepted
- (4) Any trade discounts should be deducted and net prices shown
- (5) Bidder must guarantee product(s) offered will meet or exceed specifications contained in this Request for Proposal
- (6) Bidding procedures will be in compliance with Arkansas Laws
- (7) **Quote:** F.O.B. destination
- (8) **Terms:** Net 30 days

# PROPOSAL FORM

**BID NO. SC-1510**

**SECTION II**

We, the undersigned, agree to furnish the products and/or services indicated below in accordance with the specifications and conditions contained herein, at the bid price shown.

It is expressly agreed and understood by and between the parties hereto, and is made a condition precedent to the entering into of any purchase agreement resulting from this invitation to bid, that the Sebastian County Judge shall determine any and all questions or disputes which may arise concerning conformity to the specifications, conditions, and proposals; the quantity, suitability, and acceptability of all items to be furnished hereunder; and his decision as to such matters shall be final, binding, and conclusive upon the parties hereto.

That this Request for Proposal and proposals submitted hereunder shall be governed by the laws of the State of Arkansas.

We, the undersigned, affirm that this proposal is made on behalf of the undersigned, and is made without collusion on the part of any person, firm, or corporation; and that the conditions and other provisions have been carefully examined and are agreed to.

Description	Total Price
Integrated Security System	\$ _____
Written Amount: \$ _____	

Warranty: \_\_\_\_\_ Installation Date: \_\_\_\_\_

**Amounts shall be in both written form and figures. In case of a discrepancy between the written amount and the figures, the written amount will govern.**

Exceptions to specifications: NO \_\_\_\_\_ YES \_\_\_\_\_ (Attach itemized list)

From: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_

**General Conditions**

1. Bids must be received no later than the date and time set for bid opening. **Bids must be sealed.** Bids may be withdrawn, modified or corrected by the bidder after it has been submitted, provided a written request to do so is filed with the County Judge prior to the time set for opening the bid. Telegrams or letters received prior to the time set for opening the bids will be accepted and attached to the unopened bid, and the bid will be considered withdrawn, modified, corrected, or otherwise changed accordingly. **No bid may be withdrawn, modified, corrected, or otherwise changed after the time set for opening the bids.**
2. Specifications are designed to describe the type and quality of the product/services desired by the County. They are not intended to restrict bidding on any like product/service of equal or higher quality. Any exceptions to the specifications must be noted on a separate sheet by reference to the item number in the specifications where the exception is taken. If no exceptions are submitted with the Proposal, and accepted by the County, bidders will be expected to comply with the specifications. Products and/or services will be inspected for compliance prior to acceptance.
3. Prices quoted will be considered net prices, unless otherwise stated by the bidder in the proposal. Bid prices must remain firm for 60 days, unless otherwise stated in the specifications.
4. It shall be understood and agreed that any material or product purchased under this bid shall be new and in first class condition unless otherwise stated in or required by the bid invitation.
5. Bid bonds are not required, unless specifically required by law or specified in the bid invitation.
6. **Bids must be signed to be accepted.** Signature must be that of the individual authorized to obligate the bidder whom is submitting the bid or proposal.
7. The County is exempt from Federal Excise Taxes and such taxes shall not be included in the bid price. An exemption certificate will be furnished where required.
8. State and Local Sales Taxes shall be stated as a separate item and shall not be included in the bid price of the product/services being proposed. If no taxes are so stated, the County will assume that any taxes due have been included in the price quoted and no additional taxes will subsequently be added to the bid price. The County is Sales Tax Exempt on motor vehicle purchases.
9. **Bids will be evaluated based upon compliance with the specifications, bid price, applicability, and suitability of the product/services being offered. Product and vendor reliability, warranty, delivery time, and such other factors deemed appropriate will be considered to assure the County receives a quality product most advantageous vendor to the county.** Assignment of any part or all of payments accruing under contracts or purchase agreements resulting from this Invitation to Bid will not be authorized. Payment shall only be made to the Contractor or vendor with whom the order is placed.
10. All questions or requests for clarification shall be submitted in writing via email at [purchasing@co.sebastian.ar.us](mailto:purchasing@co.sebastian.ar.us) or mail at 35 South 6<sup>th</sup> Street Room 106, Fort Smith, AR 72901, ATTN: Purchasing Department.
11. The County reserves the right to accept part or all of any specific bid or bids and to accept any bid or bids with or without trade-in, whichever is most advantageous to the County.
12. The Sebastian County Judge reserves the right to reject any or all bids/proposals, to accept any deemed most advantageous to the County, and to waive any formalities.

**Bid Specifications**

1. Sebastian County (referred to as the “County”) requests bids from qualified, experienced vendors (referred to as the “Company”) for an integrated security system.
2. The required services are to commence not later than a date to be agreed upon by and between Sebastian County and the Company.
3. The responding Company shall perform according to the terms and conditions as stated herein, and according to the highest standards and professional practices. Instances of poor performance by the Company will be documented and submitted to the Company for immediate review and corrective action. Continued poor performance will be deemed a breach of the specifications of the RFP and shall be grounds for immediate termination of the contract. A review meeting will be called between the Company and the County when documented instances of poor performance occur. A plan for corrective action, agreeable to both parties, will be drafted and implemented. Sebastian County retains the absolute right to assess whether and when performance is subsequently acceptable.
4. The contract awarded in response to the RFP (the “Contract”) may be terminated without cause by Sebastian County, by giving the other party not less than 30 days written notice of intent to terminate as of the date specified. The Contract will not be assignable without prior written consent of both parties. Any attempted assignment without such consent shall be void and of no effect.
5. Specifications will be presented during the mandatory Pre-Bid Meeting, scheduled at 2 p.m. on the 13th day of August, 2015, at the Purchasing Department, 35 South 6<sup>th</sup> Street, Room 106, Fort Smith, Arkansas 72901. All companies interested in placing a bid must be in attendance.
6. Inquiries related to the RFP should be directed to the attention of Charity Gregory, Sebastian County Purchasing. Any requests or clarifications shall be submitted in writing via email at cgregory@co.sebastian.ar.us, by mail at 35 South 6<sup>th</sup> Street Room 106, Fort Smith, AR 72901, or by fax at (479) 784-1550. All clarifications given to a prospective bidder will be furnished in writing to all prospective bidders as an amendment, if such information modifies these specifications or is deemed to be necessary in responding to this RFP.
7. Sealed, written, competitive proposals will be accepted until 2:00 p.m. on August 20, 2015, in the Sebastian County Purchasing Department, Attn: Charity Gregory, 35 South 6<sup>th</sup>, Room 106, Fort Smith, AR 72901. Proposals shall be in a sealed envelope clearly marked with the RFP Number (SC-1510) on the outside or it will not be considered. All proposals must be signed by an authorized officer of the Company and must be held firm for acceptance for a minimum period of 60 days after the opening date.
8. The Company should submit a base proposal in the specified manner, but may also propose other financial options to the County either as additions or alternates to the base proposal. Such additional offerings should be clearly identified. The county prefers that the Company’s response to the RFP be submitted in same item (paragraph) sequence as proposal – using the same item (paragraph) numbers for reference. Companies must submit one (1) original and three (3) copies of their proposals in order to be considered.
9. Proposals shall be submitted on 8 ½ x 11 inch paper, which shall be attached to this form. The proposal should follow the format laid out under Section 8. Submissions should be limited to a maximum of 15 pages, all required attachments included. Binders, brochures, and materials in this RFP are neither requested nor desired. Please do not submit these with your proposal. If additional information is required, the County will request it after review of the proposals.

10. Sebastian County reserves the right to reject any or all proposals, or any portion thereof, and re-advertise if deemed necessary. Award will be made to the Company whose proposal conforms to the RFP and, in the sole judgment of the County, will be most advantageous to Sebastian County.
11. The contents of the RFP will be incorporated into the final Contract documents. All terms and conditions stated herein shall constitute a complete and integrated document and the covenants contained herein shall not be altered or modified, unless such modifying term, conditions, or covenants are in writing and are signed by the Company and the agent of Sebastian County. Due to the anticipated complexities of this contract relationship, the County reserves the right to negotiate final terms and conditions with the Company(s) submitting proposals.
12. The County will not reimburse the Company's costs incurred in the preparation and submission of proposals. All proposals shall become the property of The County upon submission. The County reserves the right to negotiate commission rates from the selected qualified companies, subsequent to the submission of proposals, in accordance with the established contractual guidelines of Sebastian County, Arkansas.
13. Telegraphic of fax proposals sent directly to Sebastian County offices will not be considered.
14. The Company(s) must acknowledge receipt of amendments by letter, telegram, or fax within 48 hours of receipt. Failure to provide such acknowledgment may be grounds for disqualification.
15. Companies are cautioned that the County is not obligated to ask for or accept data that is essential for a complete and thorough evaluation of the proposal after the opening date. The County may award a contract based on initial submissions without any further discussion of such proposals. Accordingly, each proposal should be submitted on the most favorable and complete price and technical terms possible. Any ambiguity in any proposal, as the result of omission, error, lack of clarity or noncompliance by the Company with specification, instructions, and all conditions of the Request for Proposal, shall be construed in the light most favorable to the County.
16. After the award of the Contract, all proposals will be open for public inspection. Financial data, trade secrets, test data, and similar proprietary information will, to the extent permitted by law, remain confidential, provided such material is clearly marked by the Company prior to submission of the RFP; however, net cost information may not be confidential.
17. All proposals must contain a letter of intent from an insurance company authorized to do business in the State of Arkansas stating its willingness to insure the Company pursuant to the terms of any contract resulting from the RFP. The Company shall procure and maintain, at the Company's expense, the following insurance coverage for the period of the Contract. Certificates evidencing the effective dates and amounts of such insurance(s) must be provided to the County.
  - a. Workers Compensation, as required by the State of Arkansas.
  - b. Comprehensive General Liability (Broad Form) coverage in amounts specified under the contract for work at the facility prior to the signing of the contract.
  - c. Commercial Blanket Bond Coverage (theft/fraud by employees) in amounts specified under the contract for work at the facility prior to the signing of the contract.
  - d. Minimum shall be in the total amount of the contract.
18. The Company will be required to furnish, for the life of the Contract, a Performance Bond in a form satisfactory to the County and issued by a surety company authorized to do business in the State of Arkansas, in the amount of the contract. An original and one (1) copy of the bond must be furnished at the time of Contract execution.

19. The Company shall indemnify and hold harmless Sebastian County, its officers and employees, from all claims, suits, actions, damages and costs of every nature and description arising out of or resulting from the Contract or the provision of services under the Contract.
20. The Company agrees that Sebastian County or any of its duly authorized representatives shall, at any time during the term of this Contract, have access to and the right to audit and examine any pertinent records of the Company related to this Contract. Company shall keep such records for a period of not less than five (5) years from the date the records are made, unless the County authorizes their earlier disposition. Company agrees to refund to the County any underpayments or overcharges disclosed by any such audit, or to take other corrective action as may be required.
21. The Company will obtain and maintain at its expense, and in its name, all necessary licenses and permits required to perform the services described herein.
22. The Company will assume full responsibility for any damage to the County's equipment or premises caused by the negligent or intentional acts of omissions for the Company's employees, agents, or officers, exempt ordinary wear and tear.
23. The name, mailing address, and telephone number of the Company's authorized agent, with authority to bind the firm with respect to questions concerning the Company's proposal, must be clearly stated in the proposal. An authorized officer of the Company must sign the proposal and/or the letter, which transmits the proposal to the County.
24. The Company will be responsible for collection and payment of all required taxes (local, state, federal) relating to its operation. Sebastian County is prohibited by ordinance from awarding contracts to companies that are delinquent in paying Sebastian County property taxes. If the Company business address is within Sebastian County, proof of payment of real and personal property taxes due in 2014 must be submitted with the proposal or it can be disqualified.
25. The County is committed to Equal Opportunity. Therefore, the Company employment policies shall meet the requirements of the Fair Labor Standards Act and all other regulations required by Federal or State law. The Company must pledge to comply with Equal Opportunity Laws and that it will not discriminate against any employees or applicant for employment because of race, color, creed, religion, national origin, sex, age, disability, marital status, or participation of a legally protected activity.

**Integrated Security System**

Scope of Services:

Sebastian County proposes to purchase and install an integrated security system that includes panic buttons and security cameras. There should be sixteen (16) indoor cameras and four (4) outdoor cameras with an expandable DVR capable of recording up to 8 TB of data. The panic button system shall be an eight (8) button expandable system capable of working with the camera system to provide location of alarm, with two (2) alpha numeric key pads and dialer system with repeaters. Proposals shall include all cabling and installation of system.

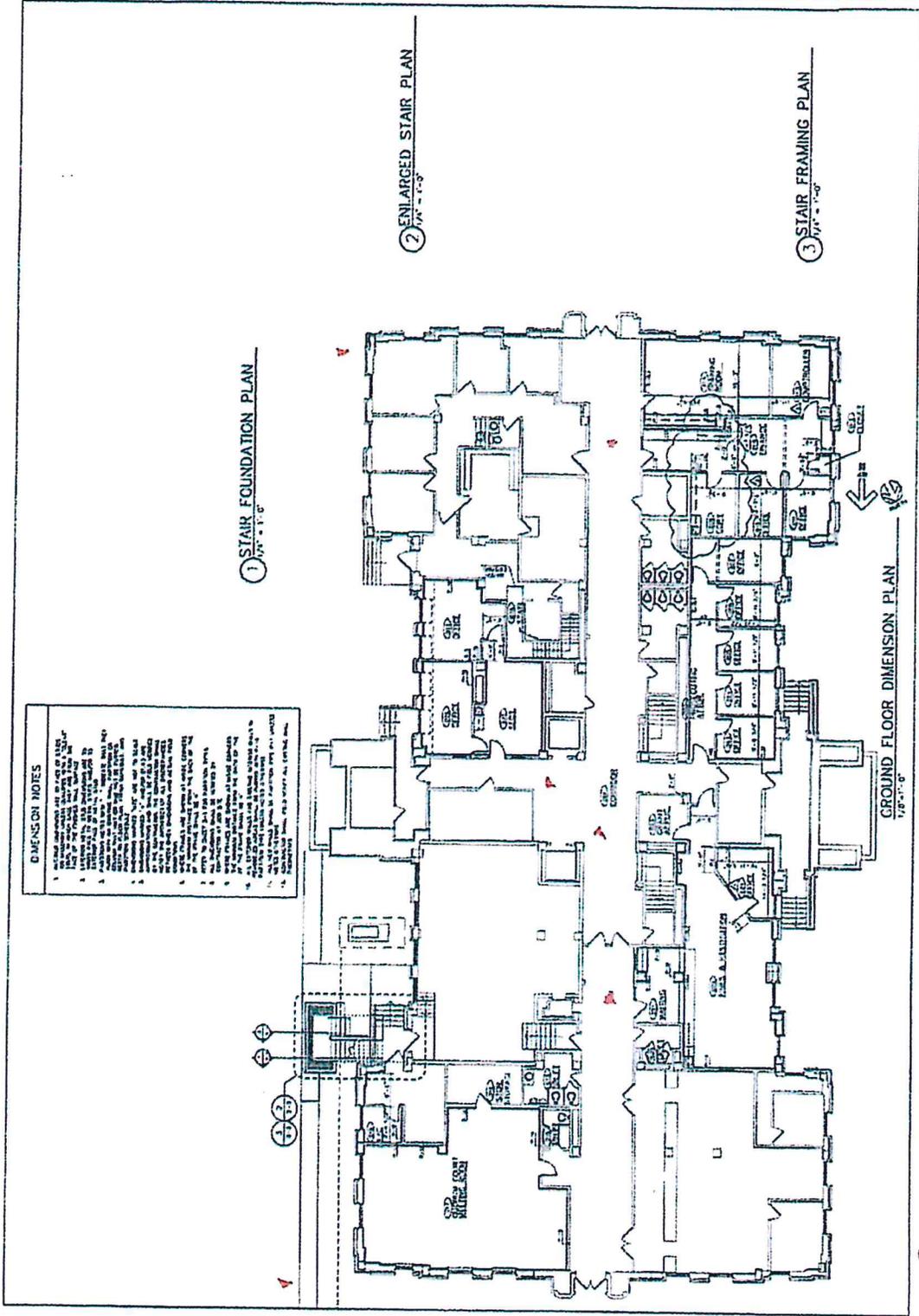
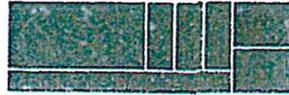
Equipment Specifications

- I. (1) Video Management System
  - a. All-in-one, fully featured video management solution for up to 64 channels
  - b. Out-of-the-box IP video management solution with up to 8 TB (4x2 TB) storage capacity
  - c. Robust, secure operation-instant real time access to video
  - d. Advanced user and alarm management
  
- II. (4) Dome Cameras
  - a. Aesthetic vandal-resistant enclosure, suitable for indoor or outdoor applications
  - b. Intelligent noise reduction bandwidth and storage
  - c. Easy to install with auto zoom/focus lens, wizard, and pre-configured modes
  - d. Super Resolution lens choice
  
- III. (16) Dome 2x Day/Night IP Cameras
  - a. 1/3-inch Day/Night CCD with Progressive Scan
  - b. 20-bit Image Processing Technology
  - c. Wide Dynamic Range, 2x-dynamic engine and SmartBLC or equivalent
  - d. Flexible recording options
  
- IV. (1) Control Panel
  - a. Fully integrated intrusion, fire, and access control to interface with one system
  - b. Supports up to 99 points and up to eight (8) areas and eight (8) doors for up to 500 users
  - c. On-board Ethernet port for alarm communication and remote programming
  - d. Email and text notifications, as well as remote control using Android or iOS mobile devices



**GUEST REDDICK ARCHITECTS**  
 1001 GALESON BLVD  
 FORT SMITH, ARKANSAS 72401  
 (501) 783-1000  
 (501) 783-1001

**RENOVATIONS TO SEBASTIAN COUNTY COURTHOUSE**  
**FORT SMITH, ARKANSAS**



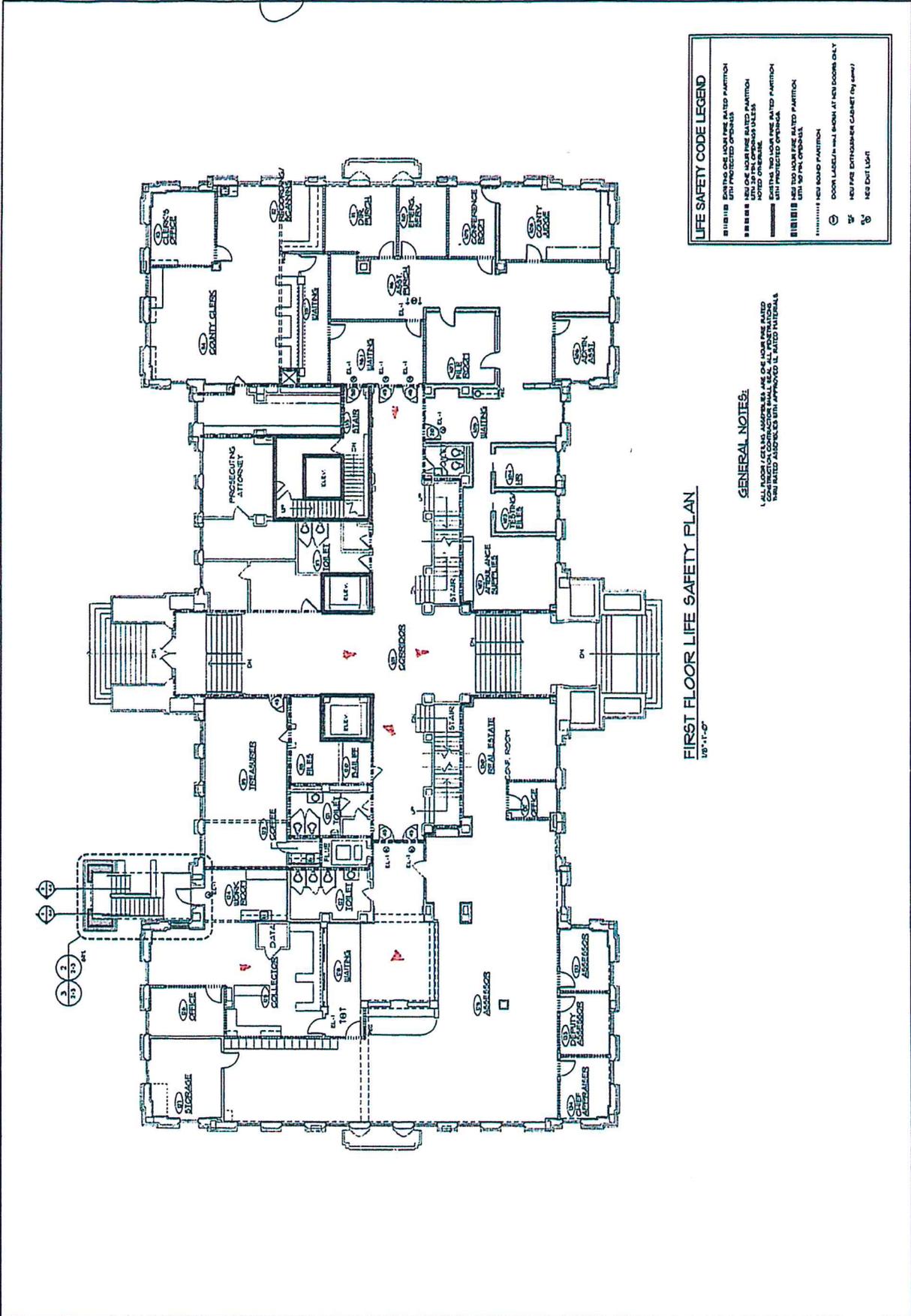
**DIMENSION NOTES**

1. ALL DIMENSIONS ARE UNLESS OTHERWISE NOTED.
2. DIMENSIONS TO FACE UNLESS OTHERWISE NOTED.
3. DIMENSIONS TO CENTERLINE UNLESS OTHERWISE NOTED.
4. DIMENSIONS TO OUTLINE UNLESS OTHERWISE NOTED.
5. DIMENSIONS TO CENTERLINE OF WALL UNLESS OTHERWISE NOTED.
6. DIMENSIONS TO CENTERLINE OF COLUMN UNLESS OTHERWISE NOTED.
7. DIMENSIONS TO CENTERLINE OF DOOR UNLESS OTHERWISE NOTED.
8. DIMENSIONS TO CENTERLINE OF WINDOW UNLESS OTHERWISE NOTED.
9. DIMENSIONS TO CENTERLINE OF STAIR UNLESS OTHERWISE NOTED.
10. DIMENSIONS TO CENTERLINE OF ELEVATOR UNLESS OTHERWISE NOTED.
11. DIMENSIONS TO CENTERLINE OF RAMP UNLESS OTHERWISE NOTED.
12. DIMENSIONS TO CENTERLINE OF BALCONY UNLESS OTHERWISE NOTED.
13. DIMENSIONS TO CENTERLINE OF TERRACE UNLESS OTHERWISE NOTED.
14. DIMENSIONS TO CENTERLINE OF PORCH UNLESS OTHERWISE NOTED.
15. DIMENSIONS TO CENTERLINE OF DRIVEWAY UNLESS OTHERWISE NOTED.
16. DIMENSIONS TO CENTERLINE OF PARKING UNLESS OTHERWISE NOTED.
17. DIMENSIONS TO CENTERLINE OF LANDSCAPE UNLESS OTHERWISE NOTED.
18. DIMENSIONS TO CENTERLINE OF SIGN UNLESS OTHERWISE NOTED.
19. DIMENSIONS TO CENTERLINE OF LIGHT UNLESS OTHERWISE NOTED.
20. DIMENSIONS TO CENTERLINE OF FURNITURE UNLESS OTHERWISE NOTED.
21. DIMENSIONS TO CENTERLINE OF EQUIPMENT UNLESS OTHERWISE NOTED.
22. DIMENSIONS TO CENTERLINE OF UTILITY UNLESS OTHERWISE NOTED.
23. DIMENSIONS TO CENTERLINE OF MECHANICAL UNLESS OTHERWISE NOTED.
24. DIMENSIONS TO CENTERLINE OF ELECTRICAL UNLESS OTHERWISE NOTED.
25. DIMENSIONS TO CENTERLINE OF PLUMBING UNLESS OTHERWISE NOTED.
26. DIMENSIONS TO CENTERLINE OF HVAC UNLESS OTHERWISE NOTED.
27. DIMENSIONS TO CENTERLINE OF FIRE UNLESS OTHERWISE NOTED.
28. DIMENSIONS TO CENTERLINE OF SECURITY UNLESS OTHERWISE NOTED.
29. DIMENSIONS TO CENTERLINE OF ACCESSIBILITY UNLESS OTHERWISE NOTED.
30. DIMENSIONS TO CENTERLINE OF SUSTAINABILITY UNLESS OTHERWISE NOTED.

*CURRENT CHANGES 4*  
*ADDITIONAL CHANGES 6*

17

17



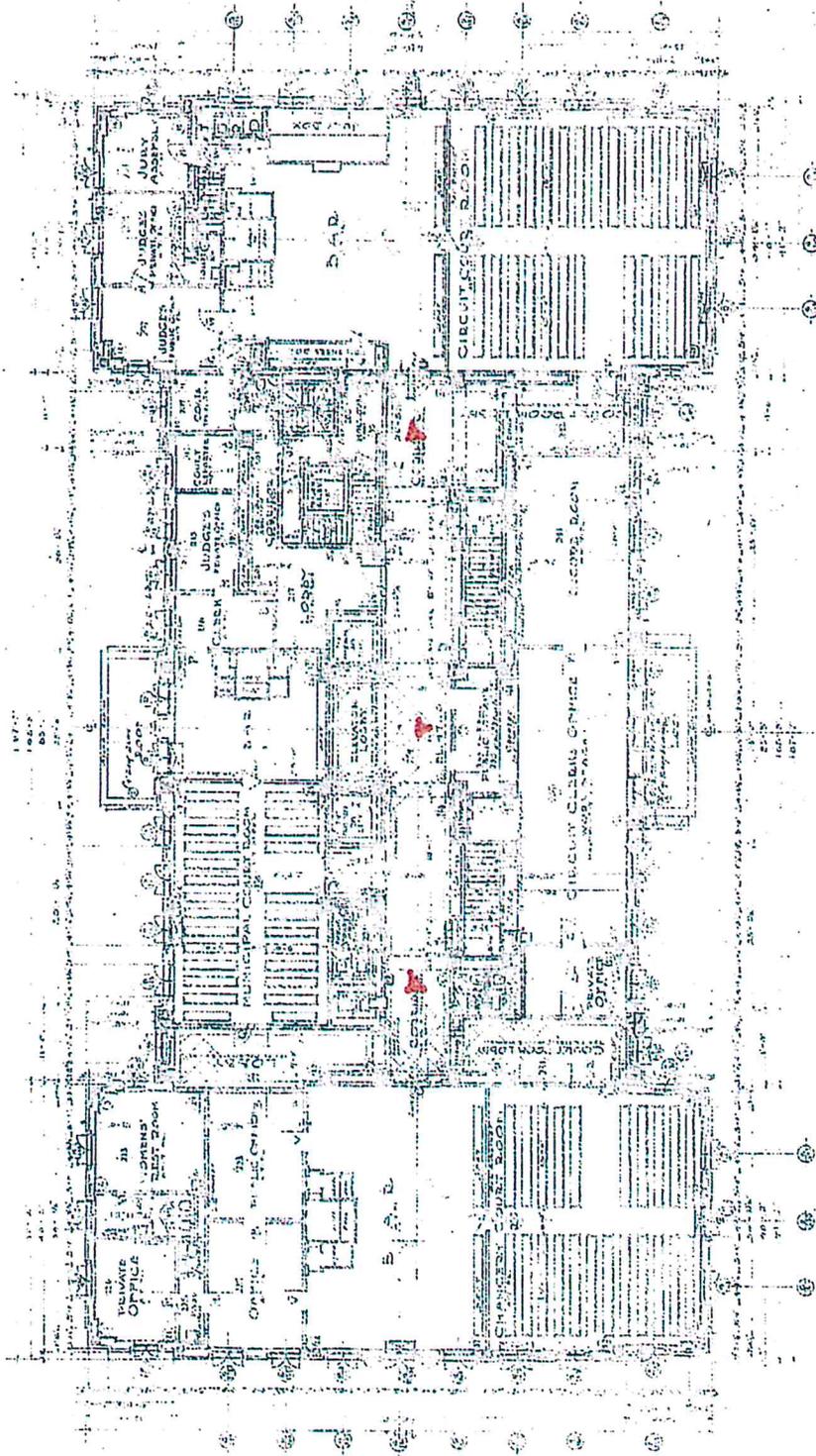
**FIRST FLOOR LIFE SAFETY PLAN**  
 1/8" = 1'-0"

**LIFE SAFETY CODE LEGEND**

	EXISTING ONE HOUR FIRE RATED PARTITION WITH PREDICTED OPENINGS
	NEW ONE HOUR FIRE RATED PARTITION WITH PREDICTED OPENINGS
	EXISTING TWO HOUR FIRE RATED PARTITION WITH PREDICTED OPENINGS
	NEW TWO HOUR FIRE RATED PARTITION WITH PREDICTED OPENINGS
	NEW SOUND PARTITION
⊙	DOOR LABELS TO BE ADDED AT NEW DOORS ONLY
☼	NEW FIRE EXTINGUISHER CABINET (BY CODE)
☼	NEW EXIT LIGHT

**GENERAL NOTES:**  
 1. ALL FLOOR CEILING JOIST ARE ONE HOUR FIRE RATED  
 2. ALL PARTITIONING SHALL BE APPROVED BY THE ARCHITECT  
 3. ALL PARTITIONING SHALL BE APPROVED BY THE ARCHITECT

-B-



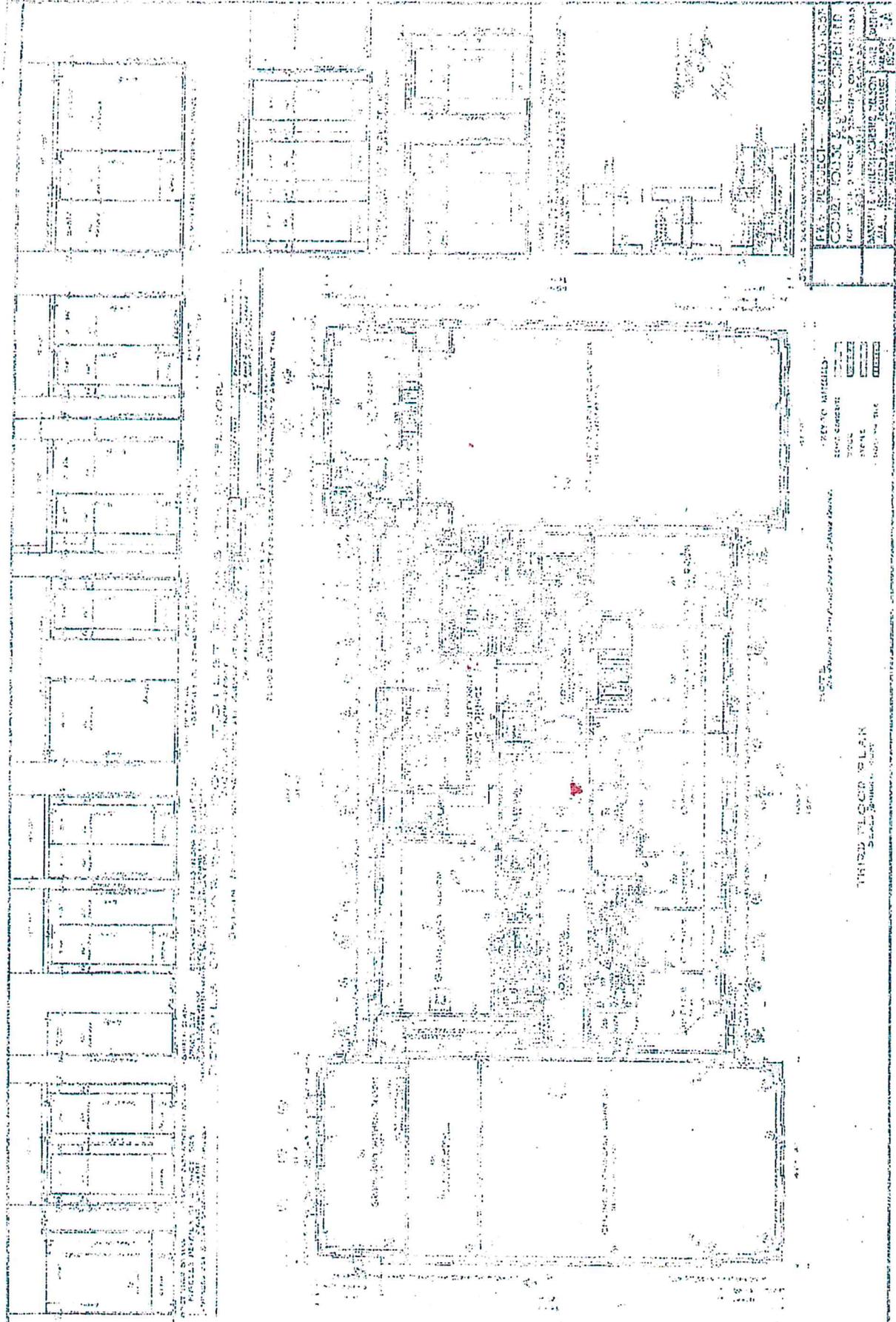
PROVIDE  
 COUNTY JUDGE

PWA PROJECT - ARKANSAS JAIL COMPLEX  
 COURT HOUSE & JAIL COMPLEX  
 PROJECT NUMBER OF COUNTY ARCH. DEPT. 1057  
 DRAWN BY: [Signature]  
 DATE: [Date]

KEY TO MATERIALS  
 REINFORCED CONCRETE  
 BRICK  
 STONE  
 MASONRY

SECOND FLOOR PLAN  
 SCALE: AS SHOWN

-B-



PLAN REVISIONS - RELATIVE TO  
 COURT HOUSE & JAIL COMPLEX  
 FOR USE OF ARCHITECTURAL DEPARTMENT  
 SANFORD WILSON ARCHITECTS  
 1111 W. 10th St. - Seattle, Wash.  
 DATE: 1937

REVISIONS  
 1. REVISED  
 2. REVISED  
 3. REVISED  
 4. REVISED

PLAN  
 2nd Floor  
 1937

THIRD FLOOR PLAN  
 SCALE: 1/8" = 1'-0"

# Request for Taxpayer Identification Number and Certification

**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 <b>one</b> 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> 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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

<b>Social security number</b>																					
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<b>Employer identification number</b>																					
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**Note.** 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.

## 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.

<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.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### 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?* 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 *What is FATCA reporting?* on page 2 for further information.