

# CITY OF SHREVEPORT-PURCHASING DIVISION

P.O. BOX 31109 SHREVEPORT, LOUISIANA 71130-1109 Suite 610, 505 TRAVIS SHREVEPORT, LA 71101-3042  
Phone 318-673-5450 web site: [www.shreveportla.gov](http://www.shreveportla.gov) Fax 318-673-5408

To: All Prospective Bidders

The City of Shreveport welcomes you as a possible bidder for any goods and/or services that you can provide. Please fill in the enclosed Vendor's Application form and return it at your earliest convenience. If your firm is a small business owned by minority, woman or other disadvantaged person(s) you may wish to register with the Fair Share Office, phone 318-673-5060. The Fair Share office is located in Suite 260, 505 Travis Street, Shreveport, LA 71101. DBE certification is handled by Stacy Messina or Remy Graves in Baton Rouge. Phone 225-379-1382 OR 225-379-1363

Completing the enclosed Vendor's Application form gives us all the information that we need to activate your firm as a vendor/contractor, if you happen to be the lowest responsive and responsible bidder for a particular item/service. It is up to you to keep in touch with the Purchasing Division. **VENDOR IS RESPONSIBLE FOR INFORMING THE PURCHASING DIVISION OF CHANGES IN THEIR NAME, TAX ID NUMBER, ADDRESS, TELEPHONE, FAX NUMBERS AND EMAIL ADDRESS.** By checking for our advertisements in the legal section of *The Times*, or by visiting BidSync.com you will know what bid/proposal documents are available. Vendors/Contractors have the option to submit their responses, electronically thru BidSync.com or by paper copy. Registration is free and you can sign up now. If you wish to submit electronic responses, you may do so for a small annual fee paid to BidSync. For electronic bidding a small annual fee for a digital signature is required and must be in place prior to bidding. Vendors/Contractors who plan to submit their bids electronically will have to make arrangements with their insurance company for electronic bid bonds.

The City of Shreveport's purchasing policies and procedures require that all purchases of goods and services have a purchase order issued. For those purchases of \$1,000 or less, the initiating department may provide a verbal purchase order number as authority to process an order. For purchases exceeding \$1,000, an **approved purchase order** must be issued by the Purchasing Division and forwarded to the vendor.

**AN AFFIDAVIT ATTESTING THAT VENDOR/CONTRACTOR, LEGAL ENTITIES OF VENDOR/CONTRACTOR DO NOT OWN ADJUDICATED OR LIEN PROPERTY MUST BE MAILED TO THE PURCHASING OFFICE. PLEASE SEE APPENDIX 2, AS ENCLOSED.**

The City does not fill out credit applications; however, the following information is furnished so that you may open an account for the City: In accordance with Act No. 1029 of the Louisiana Regular Legislative session, the City is exempt from all state and local sales and use taxes. Also, the City does not pay federal excise tax. Our registration number for tax-free transactions under Chapter 32 of the Internal Revenue Code is 72-790477-K. Our Federal I.D. number is 72-6001326.

1. The City will pay the vendor/contractor upon presentation of a properly executed invoice after goods have been received, inspected and accepted. Invoices will be paid within thirty (30) days of receipt of complete and satisfactory delivery, or receipt of a properly executed invoice, whichever is later. Payment will be made on the basis of unit price as listed in the contract; such price and payment will constitute full compensation of furnishing and delivering the contract commodities and/or services performed. Invoices should be mailed to: City of Shreveport, P.O. Box 31109, Shreveport, La 71130-1109, and Attn: Accounting Division.
2. References are:

(a)The Times	222 Lake Street, Shreveport, LA 71130	318-459-3410
(b)The Shreveport Sun	2224 Jewella Avenue, Shreveport, LA 71133	318-631-6222
(c)Bath Business Services	610 Market Street, Shreveport, LA 71101	318-221-7141
(d)Xerox Corporation	800 Carillon Parkway, St. Petersburg, FL 33716	800-822-2200

We appreciate your business as it is important to us. It is also very important that you follow the City of Shreveport's policies and procedures. If the procedures are not followed, your payment may be delayed or you may not be paid because the purchase has not been authorized. Call 318-673-5450 if you have any questions or concerns about bid specifications or the procurement process. You may also wish to contact us by fax at 318-673-5408 or by email address which is [wendy.wagnon@shreveportla.gov](mailto:wendy.wagnon@shreveportla.gov).

Sincerely,

Wendy Wagnon, CPPO  
Purchasing Agent

(Revised 02-17-16)



**VENDOR'S APPLICATION (Revised 02-17-16)**

Please email, mail or fax application to:  
 City of Shreveport Purchasing Division  
 P O Box 31109 Shreveport, LA 71130-1109  
 505 Travis Street Suite 610 Shreveport, LA 71101-3042  
 Phone: 318-673-5450 Fax: 318-673-5408  
 web site: [www.shreveportla.gov](http://www.shreveportla.gov)

All information must be provided typed or printed.

W-9 form at: <http://www.irs.ustreas.gov/pub/irs-pdf/fw9.pdf?portlet=3>

<input type="checkbox"/> INITIAL APPLICATION <input type="checkbox"/> REVISION	Date of Application:	<b>Copy of Current Business/Occupational License &amp; W-9 Forms are Required.</b> Are they attached? <input type="checkbox"/> yes <input type="checkbox"/> no NOTARIZED ADJUDICATED PROPERTY AFFIDAVIT MAILED? <input type="checkbox"/>
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Vendor/Contractor Name:	Federal Identification or S.S. Number:
Sales (Order) Address (Street, City, State & Zip Code):	Phone Number:
Remittance Address (Street, City, State & Zip Code):	Fax Number:
Web Site Address:	Email Address:

Type of Organization:  Partnership  Sole Proprietorship  Corporation DBE Ownership \_\_\_%\*  Minority Ownership \_\_\_%

Type of Business or Service:  Architect/Engineer  Manufacturer or Producer  Distributor  MFGR'S Agent  
 (Check all that apply)  Retailer  Service Establishment  Wholesaler  Construction

It is imperative that the commodity codes are listed on your application. These codes can be accessed on the web at [www.shreveportla.gov](http://www.shreveportla.gov) under Bids & RFPs, Section 900 or at BidSync.com. **Click on the three digit code and the five digit codes will be shown. All of the 900 range commodity codes are for services & construction.** Please list all commodity codes that apply. Use the back if more space is needed. **When working on City property see Section 600 on the web for Insurance Requirements.**

(1) _____	(2) _____	(3) _____	(4) _____	(5) _____	(6) _____	(7) _____	(8) _____
(9) _____	(10) _____	(11) _____	(12) _____	(13) _____	(14) _____	(15) _____	(16) _____
(16) _____	(17) _____	(18) _____	(19) _____	(20) _____	(21) _____	(22) _____	(23) _____
(24) _____	(25) _____	(26) _____	(27) _____	(28) _____	(29) _____	(30) _____	(31) _____
(32) _____	(33) _____	(34) _____	(35) _____	(36) _____	(37) _____	(38) _____	(39) _____
(40) _____	(41) _____	(42) _____	(43) _____	(44) _____	(45) _____	(46) _____	(47) _____

**Please check all of the classifications below that apply. FSC requires certification by the Fair Share Office.**

Small Business (SBE) <input type="checkbox"/>	Large Business (LBE) <input type="checkbox"/>	Fair Share Certified (FSC) <input type="checkbox"/>	Disadvantaged Business (DBE) <input type="checkbox"/>	Architect or Engineer (AEC) <input type="checkbox"/>	Women Owned Business (WBE) <input type="checkbox"/>
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Persons authorized to sign bids and contracts in your name (If an agent, so specify):		Persons to contact on matters concerning bids and contracts:	
Name	Official Capacity	Name	Official Capacity

I understand that I will need to watch for the City's ads in the legal section of *The Times* and/or on BidSync.com web site so that I will know when to contact the City for a copy of an Invitation for Bid (IFB), a Request for Proposal (RFP), or a Request for Statement of Qualification (RFS).

I certify that the information supplied herein (including attached pages) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal officer, so far as is known, is in arrears on money owed to the City, is now debarred or otherwise declared ineligible by any public agency from bidding for furnishing materials, supplies or services to any agency thereof.

Signature of Person Authorized to Sign	Name and Title of Person Authorized to Sign for this Firm
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\*Defined as those who are socially disadvantaged by Small Business Administration that includes Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans and Subcontinent Asian Americans. Place actual percentage of ownership from 0% to 100%. **Women are not included in this definition of minority unless they fit into one of these categories.**

INSTRUCTIONS FOR OBTAINING A  
VENDOR'S APPLICATION  
AND COMMODITY CODES  
FOR THE CITY OF SHREVEPORT

WEB SITE ADDRESS: WWW.SHREVEPORTLA.GOV

**TO OBTAIN AN APPLICATION**

You may download a Vendor Application on the City's web site:

[www.shreveportla.gov](http://www.shreveportla.gov)

Click on Bids, then on Section 800. Email, fax or mail the application back to us. **The original affidavit in Section 400 must be mailed to us.** Scroll down and you will see all of our formal solicitations that are currently available. If have any questions, you can call 318-673-5450.

AND/OR:

It is up to you to download/view information about our bid documents at BidSync.com.

**ELECTRONIC BIDS/BID NOTICES**

Bid/Proposal notices will no longer be mailed to vendors/contractors by the Purchasing Office. The City of Shreveport's listing of current bids (IFB), requests for quotes (RFQ), requests for proposals (RFP), and statements of qualifications (RFS) (hereinafter "bids") will be posted on BidSync.com. To view the general bid information and **receive bid notices by email**, you will have to register with BidSync. **Registration is free.** Vendors/Contractors (vendors) will now have the option to submit their bids & bid bonds, electronically or by paper copy [R.S. 38-2212(A) (1) (F) and R.S. 2212.1(B) (4)]. If you wish to view/download the entire bid package and submit electronic bids, you may do so for \$100 per year. **The City will only be allowed to view the vendor's prices after the time has passed for the receipt of bids.** Vendors who decide to pay the annual fee to BidSync will be able to submit electronic bids to every agency in the State of Louisiana that signs up with BidSync. Submitting bids electronically can save thousands of dollars in express mail fees, plan fees/deposits, travel, postage, labor, and the cost of paper. To register please go to: <https://www.bidsync.com/DPX?ac=subscribe&regonly=1&>. If you need help registering or with training or completing an e-bid, please **call 800-990-9339 (M-F) 8 AM to 7 PM (CST)**. Vendors/Contractors who decide to submit e-bids will also have to pay an annual fee for a digital signature as required by state law. Vendors/Contractors who submit e-bonds will need to pay an annual fee to <http://surety2000.com/> for electronic bid bonds.

Revised 02-17-16

CITY OF SHREVEPORT-QUICK REFERENCE TO PURCHASING REGULATIONS (revised 09-26-16)

The Fair Share Ordinance has a goal of 25% of certified Fair Share (DBE/FSC) Vendors/Firms. Use of Fair Share Vendors/Firms is strongly encouraged. **All subcontractors are to be entered in LOGOS by Departments.** The City of Shreveport's listing of current bids is posted on BidSync.com and the City's web site [www.shreveportla.gov/index.aspx?NID=779](http://www.shreveportla.gov/index.aspx?NID=779). To request copies of bids by email, send your request to [wendy.wagnon@shreveportla.gov](mailto:wendy.wagnon@shreveportla.gov).

- 1.0 **COMMODITIES**-Amounts must be based upon the aggregate total by Commodity that all City Departments need for **one budget year**. It is against the law to split purchases in order to avoid the requirement of receiving three quotes or advertising for public bidding.
  - 1.1 Purchases -\$1,000 or less.
  - 1.2 Non-recurring purchases, items not stocked in the storeroom or not on a contract. Department uses PO, Invoice Batch or Procurement Card (Pcard).
  - 1.3 \$1,001 to \$9,999-PO in LOGOS is required. Purchasing issues PO after approvals in LOGOS.
  - 1.4 \*\$10,000 to \$29,999-Solicitation Request (Cityform) for RFQ required. PO in LOGOS required. Purchasing must issue RFQ with written specifications. Award other than to the lowest vendor must be approved by the Purchasing Agent. Enter in Contracts when there is a written contract. Purchasing issues PO after approvals in LOGOS.
  - 1.5 \*\$30,000 plus-Solicitation Request for IFB required. Purchasing must issue IFB with written specifications & advertise for minimum of 10 days (excluding holidays). Requires a PO in LOGOS & must be entered in Contracts if there is a written contract. Purchasing issues PO after approval in LOGOS.
  - 1.6 \*Note: Exceptions to the public bid law for quotes (\$10,000 to \$29,999) & bid requirements (\$30,000+) are: State Contract Items, State Contract Local match items as negotiated by Purchasing (R.S. 39:1710). Cooperative Purchasing Agreements & Check Request Items as listed on page four of the Purchasing Manual. For listing of State Contracts see: [www.shreveportla.gov/DocumentCenter/View/6026](http://www.shreveportla.gov/DocumentCenter/View/6026). Purchasing Manual is located on the Intranet at: <http://city.cos>.
- 2.0 **CONSTRUCTION**-Amounts must be based upon each site per budget year. It is against the law to split projects in order to avoid the requirement of a State Contractors License or to avoid public bidding. Any contractor/vendor working on City property must provide Insurance Certificate on our form for approval of the Risk Manager. State Contractors License required when cost per site for the budget year will be \$50,000+. **For residential home improvement projects a state license is required when \$1,500 or more.**
  - 2.1 Procurement Card Purchases 1,000 or less. Department uses a PO, Invoice Batch or Procurement Card (Pcard).
  - 2.2 \$1,001 to \$4,999-PO in LOGOS is required. Purchasing issues PO after approved in LOGOS.
  - 2.3 \$5,000 to \$29,999-PO in LOGOS, written (R.S. 38:2241) contract (if an emergency, written contract required when \$50,000+) entered in Contracts. Purchasing issues P.O. after Contracts is approved.
  - 2.4 \*\*\$30,000 to \$149,999-Solicitation Request for RFQ required. Purchasing must issue Request for Quote (RFQ) with written specifications. P.O. in LOGOS, written recorded contract entered in Contracts is required. 10% Two-Year Maintenance/Warranty Bond is required @ \$20,000+ (when applicable). 50% Payment Bond required when in excess of \$25,000 (R.S. 38:2241). State Contractors License & 100% Performance Bond Required @ \$50,000+. Purchasing issues P.O. after Contracts is approved in LOGOS. When amount is in excess of \$30,000 the vendor/contractor is required to record the contract with the bonds at the Parish Courthouse.
  - 2.5 \$150,000 plus-Solicitation Request for IFB required. Purchasing must advertise for minimum of 25 days (excluding holidays) & issue Invitation for Bid (IFB) with written specifications. PO in LOGOS, written recorded contract entered in Contracts is required. State Contractors License, 5% Bid Bond, & all bonds listed above are required. Purchasing issues P.O. after Contracts is approved in LOGOS.
  - 2.6 \*\*Note: Exception to the quote requirements would be to use City employees for construction projects including for new buildings when the total cost, is less than \$150,000 (including City employee labor, materials and rented equipment).
- 3.0 **ARCHITECTURAL/ENGINEERING SERVICES**-Architectural, engineering, interior design, construction management, land surveying & landscape architectural services.
  - 3.1 Contracts less than \$10,000-PO in LOGOS is required (No RFS). Purchasing issues PO after approved in LOGOS.
  - 3.2 \$10,000 plus-Solicitation Request for RFS required. PO in LOGOS, written contract entered in Contracts is required. Purchasing must advertise for minimum of 25 days (excluding holidays) & issue Request for Statement of Qualifications (RFS). Purchasing issues PO after approved in LOGOS.
- 4.0 **REQUEST FOR PROPOSALS**-can only be used as shown below & for services not covered in the Public Bid Law.
  - 4.1 When practical-Services-\$10,000 to \$29,999-Solicitation Request (Cityform) for RFQ required same as Commodities. When practical-Services-\$30,000 plus-Solicitation Request for RFP required. Purchasing normally advertises RFPs for minimum of 30 days (excluding holidays) & issues Request for Proposals (RFP) with written specifications. PO in LOGOS, written contract entered in Contracts is required. Purchasing issues P.O. after approved in LOGOS. Exception: Any service can be an exception if not covered in the Public Bid Law and if approved by the Purchasing Agent.
  - 4.2 For items listed below, when less than \$30,000, same as Commodities.
  - 4.3 TELECOMMUNICATIONS/D.P. EQUIPMENT-\$30,000 plus-Solicitation Request for RFP required. Purchasing must advertise for minimum of 10 days (excluding holidays) & issue Request for Proposals (RFP) with written specifications. PO in LOGOS & is required. Purchasing issues PO approved in LOGOS. Can also use IFB with 15 day advertisement for this equipment if note that RFP process is not applicable.
  - 4.4 Used Fire & Emergency Response Vehicles \$30,000 plus-Solicitation Request for RFP required. Purchasing must advertise for minimum of 25 days (excluding holidays) & issue Request for Proposals (RFP) with written specifications. PO in LOGOS Purchasing issues P.O. after approved.
  - 4.5 Shared Energy Savings (Contractors License Required)-Solicitation Request for RFP required. Purchasing must advertise for minimum of 42 days (excluding holidays) & issue Request for Proposals (RFP) with written specifications. PO in LOGOS, written recorded contract. Purchasing issues PO after approved in LOGOS.

## INSURANCE REQUIREMENTS

1.0 The Vendors/Contractor shall at its own expense provide and maintain certain insurance in full force and effect at all times during the term of this Agreement and any extensions thereto. Such insurance, at a minimum, must include the following coverage's and limits of liability:

1.1 Commercial General Liability Insurance in an amount not less than a combined single limit of \$1,000,000 per occurrence. **This policy should be endorsed to name the City as an additional insured.** It is the intent of the City that the policy coverage should not be limited by an annual aggregate limitation. If this policy is to be limited by an aggregate annual limitation, the aggregate limitation shall not be less than \$2,000,000 otherwise the vendor/contractor must provide a \$1,000,000 per project aggregate applicable for the project specified in this contract.

1.2 Comprehensive Auto Liability Insurance, including hired, rented or non-owned automobiles, in an amount not less than \$100,000 Per Person and/or \$300,000 per occurrence or a combined single limit of \$300,000 per occurrence. **This policy should be endorsed to name the City as an additional insured.**

1.3 Workers' Compensation Insurance as required by the laws of the State of Louisiana and Employer's Liability Insurance in a minimum amount of \$1,000,000. This policy shall contain an Other States Coverage Endorsement. When required by the City, this policy shall also be endorsed to include coverage required by the United States Longshoreman and Harbor Workers' Compensation Act and Maritime Coverage. The certificate of insurance required herein, must have the following statement shown in the remark section: This policy for workers' compensation protects all members of the insured organization, including an employer, a sole proprietor, a partner or bona fide officer of the insured organization, and all employees.

1.4 Builders' Risk Insurance, for the mutual benefit of the Vendor/Contractor and the City, to be provided in a reporting policy form or other form acceptable to the City. This policy shall be written on an "all-risk" basis providing coverage for the building structure and construction machinery and equipment. **This policy shall be endorsed to name the City as an additional insured.**

1.5 All coverage provided herein shall be effective under insurance policies issued by solvent insurance carriers qualified to do business in the State of Louisiana and having an A.M. Best Company rating of **B+VII** or better. This rating requirement is waived on workers compensation only. The City reserves the right to inspect any and all insurance policies required pursuant to this Agreement, prior to commencement of the services specified in the Agreement and anytime thereafter.

1.6 Proof that such insurance coverage exists shall be furnished to the City by means of a Certificate of Insurance form before any part of the service specified by this Agreement are commenced. The certificate must be issued on a standard certificate of insurance form promulgated by the insurer, the Association for Cooperative Operations and Development (ACORD), the American Association of Insurance Services (AAIS) or the Insurance Services Office (ISO). The said Certificate shall name the City as an additional insured as indicated herein and include a provision that in case of cancellation or any material change in the coverage stated above the City shall be notified thirty (30) days prior to any such change or cancellation. Said provision shall include cancellation for non-payment of premium. The Contractor shall be liable for its subcontractors' insurance coverage of the types and in the amounts stated above, and shall furnish the City with copies of such Certificates of Insurance.

1.7 The Vendor/Contractor and all of its insurers shall, in regard to the above stated insurance, waive all right of recovery or subrogation against the City, its officers, agents or employees and its insurance companies.

1.8 The Vendor/Contractor shall be responsible for compliance with all safety rules and regulations of the Federal Occupational Safety and Health Act of 1970 and those of all applicable State Acts, Laws or Regulations during the conduct of the Vendor's/Contractor's performance of the Agreement. The Vendor/Contractor shall indemnify the City for fines, penalties and corrective measures that result from the acts of commission or omission of the Vendor/Contractor, its subcontractors, if any, agents, employees and assigns and their failure to comply with such safety rules and regulations.

1.9 The City will give the Vendor/Contractor prompt notice in writing if the institution of any suit or proceeding and permit the Vendor/Contractor to defend same, and will give all needed information, assistance, and authority to enable the Vendor/Contractor to do so. The Vendor/Contractor shall similarly give the City immediate notice of any suit or action filed or prompt notice of any claim arising out of the performance of the Contract. The Vendor/Contractor shall furnish immediately to the City copies of all pertinent papers received by the Vendor/Contractor.

1.10 If any part of the services specified by this agreement is sublet, similar insurance shall be provided by or on behalf of the subcontractor to cover their operations, and evidence of such insurance, satisfactory to the City, shall be furnished to the City by the Vendor/Contractor.

**BEFORE A CONTRACT WITH THE CITY IS SIGNED BY THE MAYOR OR THE PURCHASING AGENT, YOUR INSURANCE AGENT MUST VERIFY THE CORRECT COVERAGE ON YOUR INSURANCE CERTIFICATE.**



**AFFIDAVIT**

**ATTESTING THAT ENTITY OR PERSON  
DOES NOT OWN ADJUDICATED OR LIEN PROPERTY AND  
DOES NOT OWE OUTSTANDING DEBT TO CITY**

**\*\* This affidavit is submitted to document compliance with Shreveport City Code 26-211. \*\***

BEFORE ME, the undersigned Notary Public duly qualified and commissioned, came and appeared

\_\_\_\_\_ authorized representative of:

\_\_\_\_\_ with a Federal Tax Identification Number (EIN) of:

\_\_\_\_\_ and with a current email address of:

\_\_\_\_\_ who does hereby state as follows, to-wit:

- 1 Business Entity or Person does not own any property which is adjudicated to the City of Shreveport, Louisiana or which has demolition liens, grass cutting liens, or any other Property Standards liens on it. For purposes of this subsection, the term "own" shall mean to be the last record owner of the property prior to a tax sale or adjudication.
- 2 Business Entity or Person does not own more than twenty-five percent (25%) of a legal entity that owns any property which is adjudicated to the City or which has demolition liens, grass cutting liens, or any other Property Standards liens on it.
- 3 Business Entity or Person has paid all taxes, licenses, fees, fines and other charges which are outstanding and due to the City. E.g. false alarm fees, property standard fines, over-due water bills.
- 4 Business Entity or Person will provide written notification to the City's Purchasing Agent no later than the next work day after any of the above statements becomes invalid.
- 5 Upon request of the Purchasing Agent the City reserves the right to require a newly dated/issued Affidavit.

BY: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

**SWORN TO AND SUBSCRIBED BEFORE ME**, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Identification Number or LA Bar Roll Number

\*\*\*\*\*

Mail original affidavit via U.S. mail to:

*or*

Deliver via other carrier or hand-delivery to:

Purchasing Division  
P.O. Box 31109 | Shreveport, LA 71130

Purchasing Division  
505 Travis St., Suite 610 | Shreveport, LA 71101

**Affidavit must be on file in the Purchasing Office before a contract, purchase order or check is issued.**



## 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.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)	Requestor's name and address (optional)
City, state, and ZIP code	
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 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.

Social security number
OR
Employer identification number

**Note.** If the account is in more than one name, see 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).

**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 4.

<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.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,