

STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION
AND DEVELOPMENT

LETTER BID
PROPOSAL

STATE PROJECT NO. H. 002622 (PART 4) (Contract No. 9)
FEDERAL AID PROJECT NO. 3707(509)
ROUTE LA 616 – ARKANSAS ROAD
DEMOLITION OF BUILDINGS
OUACHITA PARISH

NOTICE

DEMOLITION OF STATE-OWNED BUILDINGS AND APPURTENANCES "WHERE IS - AS IS"

Sealed letter bids for the demolition of State-owned buildings and appurtenances will be received by the Louisiana Department of Transportation and Development, Real Estate Section, 1201 Capitol Access Road, Baton Rouge, Louisiana 70802-9245 until 4:15 P.M. on Wednesday, November 20, 2013, after which bids will be received in the Louisiana Department of Transportation and Development Auditorium, 1201 Capitol Access Road, Baton Rouge, Louisiana, from 9:00 A.M. until 10:00 A.M. on Thursday, November 21, 2013, at which time and place bids will be publicly opened and read. No bids will be received after 10:00 A.M.

STATE PROJECT NO. H.002622 (PART 4) (Contract No. 9)
FEDERAL AID PROJECT NO. 3707(509)
DEMOLITION OF BUILDINGS AND APPURTENANCES

Item No: 11-05: One (1) Wood Frame Home, 2 Bedrooms, 1 Bathroom approximately 818 s.f. with attached porch located at 2320 Arkansas Road, West Monroe, La. 71291, Ouachita Parish.

PERFORMANCE GUARANTY: \$818.00

DISTRICT PROPERTY MANAGER: Debra B. Milstead, 8010 Desiard Street, Monroe, La. 71203, telephone number 318-342-0250.

Bids must be submitted on forms provided by the Department. Bid forms may be obtained upon request from Real Estate Section, Room S207, East Wing of the Louisiana Department of Transportation and Development, 1201 Capitol Access Road, Baton Rouge, Louisiana, 70802, Phone 225-242-4545. Bid forms may also be downloaded from the Department's Real Estate web site FOR VIEWING ONLY at, http://www.dotd.state.la.us/highways/project_devel/realestate/realestate.asp. Written requests for bid forms should be sent to Louisiana Department of Transportation and Development, Real Estate Section, 1201 Capitol Access Road, Baton Rouge, Louisiana, 70802. Bids should be mailed to Louisiana Department of Transportation and Development, Real Estate Section, 1201 Capitol Access Road, Baton Rouge, Louisiana, 70802.

The Performance Guaranty shall be enclosed with the bid. Bid forms must be accompanied by a properly completed W-9 form, which is necessary for the refund of the Performance Guaranty.

Buildings offered for sale may be occupied, locked or boarded up. The buildings may be inspected by prospective bidders by appointment only between the hours of 8:00 A.M. and 4:00 P.M., Monday through Friday, by contacting the District Property Manager or her authorized representative. The right is reserved to reject bids and waive informalities.

SECRETARY, DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

INSTRUCTIONS TO BIDDERS
DEMOLITION OF BUILDINGS

SUBMITTAL OF BIDS: Bids must be submitted on the form provided herein and the bid prices shall be written in ink. The proposal and Contract must also be signed in ink. The bidder must also execute his portion of the enclosed Contract and have his signature witnessed by two witnesses. The portions of the Contract which must be completed by the bidder are shown on the enclosed sample. Failure of the bidder to submit the Contract properly executed along with his/her bid will be cause for rejection of his/her bid. The Department will execute its portion of the contract and date it immediately after determination of the successful bidder. The proposal, performance guaranty, Contract and other information specified in the proposal shall be submitted in a sealed envelope so marked as to indicate its contents without being opened. This envelope shall be placed in another which shall be sealed, addressed and delivered to the Louisiana Department of Transportation and Development, Baton Rouge, Louisiana, before the time specified for opening bids. Bids received after the time specified will be returned to the bidder unopened. If the bidder desires to change a bid price before the time specified for opening bids, he may do so by striking through the original bid price, writing the new bid price in ink and initialing.

PERFORMANCE GUARANTY: The performance guaranty must be enclosed with the bid; must be in the amount specified in the "Notice" elsewhere herein; and must be made payable to the Louisiana Department of Transportation and Development.

The performance guaranty shall be a bond, certified check, official check, cashier's check, postal money order or bank money order. If the performance guaranty is a bond, it shall be similar to the bond form elsewhere herein and shall be guaranteed by a surety company authorized to do business in Louisiana.

Performance guaranties, except those of successful bidders, will be returned to bidders after determination of successful bidders. Bid forms must be accompanied by a properly completed W-9 form, which is necessary for the refund of the performance guaranty.

All costs for furnishing performance guaranties shall be borne by the bidder.

REJECTION OF BIDS: Proposals submitted without the Performance Guaranty will be rejected. Proposals submitted with incomplete bids, additions not called for, or conditional or alternate bids not called for, or without the proper signatures will also be rejected.

LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

CONDITIONS OF DEMOLITION

APPURTENANCES: "Appurtenance" shall be defined as: That which belongs to something else; something annexed to another thing more worthy as principal, and incident to it, such as outbuildings.

AWARD OF CONTRACT: The award of Contract, if awarded, will be made to lowest responsible bidder on the total bid for all parcels immediately after determination of the successful bidder.

LAWS TO BE OBSERVED: The contractor shall comply with all Federal, State and local laws, ordinances and regulations affecting the removal of the buildings and appurtenances, and shall indemnify the Department and its representatives against any claim or liability arising from violation of any such law, ordinance or regulation.

It is the contractor's responsibility to determine if asbestos material is present in the buildings to be demolished. If asbestos material is present the contractor must handle the removal and disposal of it in accordance with applicable State and Federal regulations.

Liquefied petroleum gas tanks and systems shall be removed in accordance with rules and regulations of the Liquefied Petroleum Gas Commission, Old State Capitol Building, Baton Rouge, Louisiana.

SANITARY PROVISIONS: The contractor shall observe rules and regulations of the State Board of Health and of all local health officials, and shall take all necessary precautions to avoid unhealthy conditions.

PERMITS AND LICENSES: The contractor shall procure all permits and licenses, pay all charges and fees, and give all notices necessary to lawful removal of the buildings and appurtenances.

RESPONSIBILITY FOR DAMAGE CLAIMS: The contractor shall indemnify the Department and its representatives against all claims arising from injuries to persons or damages to property due to neglect by the contractor.

PRESERVATION AND RESTORATION OF PROPERTY, TREES, MONUMENTS, ETC.: The contractor shall be responsible for preservation of public and private property, trees, shrubs, monuments, etc., adjacent to the right of way on which the buildings and appurtenances are located and shall take every precaution to prevent damage thereto. Land monuments, property markers and right of way markers shall not be removed by the contractor without proper authority.

The contractor shall be responsible for damage done to public or private property due to any act, omission, neglect or misconduct in the execution of the work, or defective work or material, and shall restore, at his expense, such property to a condition similar or equal to that existing before damage was done by repairing, rebuilding or otherwise restoring same, or shall make good such damage in an acceptable manner.

DEMOLITION: Demolition shall not begin until the contractor has been notified in writing by the Department of the date on which he may begin removal operations, from which date the contractor shall have sixty (60) calendar days to complete the removal and cleaning of the area, unless an extension of time is granted in writing by the Department.

All removal activities shall be coordinated with Department's roadway contractor if project contract has been awarded.

If buildings are not removed within the time specified, or extension thereof, the contractor, at the option of the Department, may be placed in default upon written notice by the Department. The contractor may also be placed in default for performing his removal operations in a manner considered detrimental to, or reflecting discredit upon, the Department, or tending to create bad public relations.

In the event of default by the contractor, the Contract shall become void, except that any removal work partially performed by the contractor at the time of notice of default may be compensated for in an amount considered by the Department to be commensurate with the work performed, it being understood that such partial payment will be made at the option of, and in an amount determined by, the Department. In the event of the contractor being placed in default, the performance guaranty shall become subject to forfeiture to the Department, and the contractor will be ineligible for bidding on future projects.

Each building and appurtenance, shall be removed to ground level.: "CONCRETE SLABS AND FOUNDATION MATERIAL BELOW GROUND LEVEL SHALL ALSO BE COMPLETELY REMOVED BY THE CONTRACTOR, AND ANY RESULTING DEPRESSION IN THE GROUND SHALL BE FILLED WITH DIRT SO AS TO BE LEVEL WITH THE SURROUNDING TERRAIN."

Removal shall include piping, wiring, plumbing and other accessories above and below ground which are attached to or are part of a building, shed, garage, outhouse and other appurtenance; however, removal of fences and shrubs shall be optional with the contractor. The contractor shall also remove and dispose of all trash, debris, house piers, steps, broken concrete, bricks and other materials that would interfere with grass cutting operations, and shall mow each lot.

PAYMENT: Upon satisfactory removal of buildings and appurtenances as designated in the "Bid Schedule" and acceptance of the sites by the Department, the Department shall pay the contractor the total bid amount and immediately return the performance guaranty to him/her.

STATE PROJECT NO. H. 002622 (PART 4) (Contract No. 9)
Sheet 1

PHOTOGRAPHS AND DESCRIPTIONS

Parcel No. 11-05

Address: 2320 Arkansas Road
West Monroe, La. 71291

Description: One (1) Wood Frame
Home, 2 Bedrooms, 1 Bathroom approx.
818 sf. with attached porch



Asbestos Survey Report

Route LA 616 - Arkansas Road

SPN: H.002622.3, Parcel 11-5

Louisiana Department of Transportation and Development

West Monroe, Ouachita Parish, Louisiana

August 13, 2013

Terracon Project No. EH127068.10



Prepared for:

O.R. Colan Associates
West Monroe, Louisiana

Prepared by:

Terracon Consultants, Inc.
Baton Rouge, Louisiana

Offices Nationwide
Employee-Owned

Established in 1965
terracon.com

Terracon

Geotechnical ■ Environmental ■ Construction Materials ■ Facilities

PLM Summary Report

Steve Moody Micro Services, LLC

2051 Valley View Lane

Farmers Branch, TX 75234 Phone: (972) 241-8460

NVLAP Lab Code 102056-0

TDSHS License No. 30-0084

LELAP ID#04089

Client : Terracon - Baton Rouge, LA

Lab Job No. : 13B-08124

Project : Arkansas Road, Parcel 11-5

Report Date : 07/25/2013

Project # : EH1370

Sample Date : 07/21/2013

Identification : Asbestos, Bulk Sample Analysis

Test Method : Polarized Light Microscopy / Dispersion Staining (PLM/DS)

EPA Method 600 / R-93 / 116

Page 1 of 2

On 7/24/2013, nineteen (19) bulk material samples were submitted by Zack Dial of Terracon - Baton Rouge, LA for asbestos analysis by PLM/DS. The PLM Detail Report is attached; additional information may be found therein. The results are summarized below:

Sample Number	Client Sample Description / Location	Asbestos Content
11-5-01	Sheet Flooring (Black and White), Kitchen and Rear Foyer	None Detected - Sheet Flooring None Detected - Fiber Backing
11-5-02	Sheet Flooring (Black and White), Kitchen and Rear Foyer	None Detected - Sheet Flooring None Detected - Fiber Backing
11-5-03	Sheet Flooring (Black and White), Kitchen and Rear Foyer	None Detected - Sheet Flooring None Detected - Fiber Backing
11-5-04	Sheet Flooring (Tan), Entrance Foyer	None Detected - Sheet Flooring None Detected - Fiber Backing None Detected - Yellow Mastic None Detected - Leveling Compound
11-5-05	Sheet Flooring (Tan), Entrance Foyer	None Detected - Sheet Flooring None Detected - Fiber Backing None Detected - Yellow Mastic
11-5-06	12" x 12" Ceiling Tile (White), Throughout Except 1 Bedroom and Bathroom	None Detected - Acoustic Tile
11-5-07	12" x 12" Ceiling Tile (White), Throughout Except 1 Bedroom and Bathroom	None Detected - Acoustic Tile
11-5-08	12" x 12" Ceiling Tile (White), Throughout Except 1 Bedroom and Bathroom	None Detected - Acoustic Tile
11-5-09	Paper on Ceiling, Above 12" x 12" Ceiling Tile	None Detected - Wall Covering
11-5-10	Paper on Ceiling, Above 12" x 12" Ceiling Tile	None Detected - Wall Covering
11-5-11	Paper on Ceiling, Above 12" x 12" Ceiling Tile	None Detected - Wall Covering
11-5-12	Drywall and Joint Compound, 1 Bedroom and Bathroom	None Detected - Drywall Material No Joint Compound Present
11-5-13	Drywall and Joint Compound, 1 Bedroom and Bathroom	None Detected - Drywall Material None Detected - Joint Compound
11-5-14	Drywall and Joint Compound, 1 Bedroom and Bathroom	None Detected - Drywall Material No Joint Compound Present

PLM Summary Report

Steve Moody Micro Services, LLC

2051 Valley View Lane

Farmers Branch, TX 75234 Phone: (972) 241-8460

NVLAP Lab Code 102056-0

TDSHS License No. 30-0084

LELAP ID#04089

Client : Terracon - Baton Rouge, LA
 Project : Arkansas Road, Parcel 11-5
 Project # : EH1370 Sample Date : 07/21/2013
 Identification : Asbestos, Bulk Sample Analysis
 Test Method : Polarized Light Microscopy / Dispersion Staining (PLM/DS)
 EPA Method 600 / R-93 / 116

Lab Job No. : 13B-08124

Report Date : 07/25/2013

Page 2 of 2

On 7/24/2013, nineteen (19) bulk material samples were submitted by Zack Dial of Terracon - Baton Rouge, LA for asbestos analysis by PLM/DS. The PLM Detail Report is attached; additional information may be found therein. The results are summarized below:

Sample Number	Client Sample Description / Location	Asbestos Content
11-5-15	Window Caulk (Gray), Around Window Panes	None Detected - Caulking
11-5-16	Window Caulk (Gray), Around Window Panes	None Detected - Caulking
11-5-17	Window Caulk (Gray), Around Window Panes	None Detected - Caulking
11-5-18	Asphalt Shingle and Tar Paper, Roof	None Detected - Roofing Shingle None Detected - Roofing Felt
11-5-19	Asphalt Shingle and Tar Paper, Roof	None Detected - Roofing Shingle None Detected - Roofing Felt

These samples were analyzed by layers. Quantification, unless otherwise noted, is performed by calibrated visual estimate. The test report shall not be reproduced, except in full, without written approval of the laboratory. The results relate only to the items tested. These test results do not imply endorsement by NVLAP or any agency of the U.S. Government. Accredited by the National Voluntary Laboratory Accreditation Program for Bulk Asbestos Fiber Analysis under Lab Code 102056-0.



Analyst(s): Debra O'Sullivan

Lab Manager : Bruce Crabb

Lab Director : Steve Moody

Approved Signatory : *Debra O'Sullivan*

Approved Signatory : *Steve Moody*

Thank you for choosing Steve Moody Micro Services

DEMOLITION OF BUILDINGS
STATE PROJECT NO. H.002622 (PART 4) (Contract No. 9)

BID SCHEDULE

DEMOLITION AND/OR REMOVAL OF STATE-OWNED BUILDINGS AND APPURTENANCES "WHERE IS - AS IS" LOCATED WITHIN THE RIGHT-OF-WAY LIMITS OF THE LA 616-ARKANSAS ROAD.

PARCEL NO.	ADDRESS	BID AMOUNT
11-05	2320 Arkansas Road West Monroe, La.	\$ _____

TOTAL BID FOR DEMOLITION OF THE ABOVE LISTED BUILDINGS AND APPURTENANCES -----\$ _____

NOTE: The buildings to be demolished shall be numbered by the Department and the number shown on each building shall correspond to the respective parcel number as shown in the "Bid Schedule" of the proposal.

FOR EXAMPLE: The buildings to be demolished under Parcel No. 11-05 shall be numbered 11-05 on the premises.

PROPOSAL

DEMOLITION OF BUILDINGS

STATE PROJECT NO. H.002622 (PART 4) (Contract No. 9)

FEDERAL AID PROJECT NO. 3707 (509)

DEMOLITION OF STATE-OWNED BUILDINGS AND APPURTENANCES LOCATED
WITHIN THE RIGHT-OF-WAY LIMITS OF THE LA 616- ARKANSAS ROAD

OUACHITA PARISH

ROUTE LA 616

Department of Transportation and Development
Baton Rouge, Louisiana

The undersigned offers to demolish for cash payment the state-owned buildings and appurtenances at the price bid for each parcel in the "Bid Schedule" attached hereto.

The undersigned certifies that he/she has examined the buildings and appurtenances offered for sale and has satisfied himself/herself as to their condition, and conditions to be encountered in removing said buildings and appurtenances.

The undersigned further certifies that he/she has examined the "Conditions of Demolition" attached hereto and agrees to abide by said conditions.

BIDDER'S NAME _____
(Please Print)

STREET ADDRESS _____

P.O. BOX _____ TELEPHONE _____

CITY _____ STATE _____ ZIP _____

SIGNATURE OF BIDDER _____

DATE _____

SOCIAL SECURITY NO. _____

TAX I.D. NO. (If applicable) _____

LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

PERFORMANCE BOND
DEMOLITION OF BUILDINGS

as Principal, and _____

a surety company authorized to do business in Louisiana, as Surety, are bound, in solido, unto the Department of Transportation and Development and unto all subcontractors, workmen, laborers, mechanics, and furnishers of materials and equipment, in the sum of

_____ DOLLARS (\$ _____),

payable in lawful money of the United States, and to this bond do obligate their heirs, successors and assigns.

The condition of this bond is such that if the Principal performs the work as described in the proposal made and entered into on this

_____ day of _____, 20_____, to complete

State Project No. 002622 (Part 4) (Contract No 9) entitled "DEMOLITION OF BUILDINGS"

Route No. La 616, Ouachita Parish

according to the stipulations in said proposal; pays all sums due on materials and supplies used and wages earned by workmen employed on the work; abides by the terms in said proposal at the time and in the manner and form specified; performs all labor and work; and furnishes all materials specified in said proposal in accordance with the terms of said proposal; this obligation shall be void; otherwise to remain in effect.

It is agreed by the parties to this Bond that the same is given in accordance with Louisiana Revised Statutes of 1950, Title 38, Chapter 10, Sections 2241 to 2248 inclusive.

In faith whereof, we have subscribed this obligation at Baton Rouge, Louisiana.

WITNESS OUR HANDS AND SEALS, this _____ day of _____, 20____.

WITNESSES

PRINCIPAL

By _____

Typed or Printed Name

Surety

By _____

Attorney-in-Fact

Typed or Printed Name

I certify that I am, as of the date of this bond, a licensed Resident Agent of Louisiana in good standing with the Louisiana Insurance Commission and authorized to Countersign this bond on behalf of the surety identified herein.

By _____

Typed or Printed Name

Name of Agency

Address

CONTRACT
DEMOLITION OF BUILDINGS

This agreement is executed on this _____ day of _____,
20_____, between the Department of Transportation and Development, acting through the Real
Estate Administrator, Party of the First Part, hereinafter designated as "Department", and

_____, domiciled and doing business in
_____, Party of the Second Part, hereinafter
designated as "Contractor".

In consideration of the agreements herein contained, to be performed by the parties hereto and of
the payments hereinafter agreed to be made, it is mutually agreed as follows:

The Contractor shall furnish all materials, equipment and labor and perform the required work,
consisting of demolishing buildings as described on the Photographs and Descriptions sheet, in a
thorough and workmanlike manner to the satisfaction of the Real Estate Administrator in accordance
with the proposal filed with the Department dated _____, said proposal is
made a part hereof as fully as if set out herein and hereby becomes a part of this Contract.

All removal activities shall be coordinated with Department's roadway contractor if project
contract has been awarded.

The Contractor agrees to accept and the Department agrees to pay for the work at the price
stipulated in said Proposal in lawful money of the United States at the time and in the manner set
forth in the Conditions of Demolition.

Performance will begin on the date stipulated that the parcel will be vacated or as directed in
writing by the District Property Manager. If a parcel is vacated by the occupant prior to the specified
date the Contractor may request and the District Property Manager may authorize the Contractor to
begin work on that parcel. In no event will the Contractor begin work prior to the occupant vacating
the premises and all personal belongings of the occupant being removed. All work required in
connection with the demolition will be completed within the time limit specified in the proposal
subject to such extensions as may be authorized.

STATE PROJECT NO. H.002622 (PART 4) (Contract No. 9)

Total cost of Parcel No(s) _____ is _____
_____ DOLLARS (\$_____).

This contract shall become effective on the date that it is signed by the Real Estate Administrator.

In witness whereof, the Contractor and the Real Estate Administrator have hereunto subscribed their names.

WITNESSES

Contractor

State of Louisiana
Department of
Transportation and Development

By _____
Real Estate Administrator

SAMPLE

STATE PROJECT NO. H.002622 (PART 4) (Contract No. 9)

CONTRACT DEMOLITION OF BUILDINGS

This agreement is executed on this _____ day of _____, 20_____,
between the Department of Transportation and Development, acting through the Real Estate
Administrator, Party of the First Part, hereinafter designated as "Department", and

(Name of Contractor)
domiciled and doing business in _____ (City, State) _____, Party of
the Second Part, hereinafter designated as "Contractor".

In consideration of the agreements herein contained, to be performed by the parties hereto and of the payments hereinafter agreed to be made, it is mutually agreed as follows:

The Contractor shall furnish all materials, equipment and labor and perform the required work, consisting of demolishing buildings identified as described on the Photographs and Descriptions sheet, in a thorough and workmanlike manner to the satisfaction of the Real Estate Administrator in accordance with the proposal filed with the Department dated _____, said proposal is made a part hereof as fully as if set out herein and hereby becomes a part of this Contract.

All removal activities shall be coordinated with Department's roadway contractor if project contract has been awarded.

The Contractor agrees to accept and the Department agrees to pay for the work at the price stipulated in said Proposal in lawful money of the United States at the time and in the manner set forth in the Conditions of Demolition.

Performance will begin on the date stipulated that the parcel will be vacated or as directed in writing by the District Property Manager. If a parcel is vacated by the occupant prior to the specified date the Contractor may request and the District Property Manager may authorize the Contractor to begin work on Property Manager may authorize the Contractor to begin work on that parcel. In no event will the Contractor begin work prior to the occupant vacating the premises and all personal belongings of the occupant being removed. All work required in connection with the sale will be completed within the time limit specified in the proposal subject to such extensions as may be authorized.

SAMPLE

STATE PROJECT NO.H.002622 (PART 4) (Contract No. 9)

Total cost of Parcel No(s). _____ is _____ **(Bid price in words and numbers--**
Example: TWO THOUSAND ONE HUNDRED ONE AND 50/100 DOLLARS (\$2,101.50)
_____.

This contract shall become effective on the date that it is signed by the Real Estate Administrator.

In witness whereof, the Contractor and the Real Estate Administrator have hereunto subscribed their names.

WITNESSES

(Signature)

(Signature)

(Signature)
Contractor

State of Louisiana
Department of
Transportation and Development

By _____
Real Estate Administrator



DID YOU REMEMBER TO ENCLOSE. . .

- 1. Bid Schedule?**
- 2. Proposal?**
- 3. Performance Guaranty? (** IN ONE OF THE FORMS STATED)**
- 4. Contract?**
- 5. Completed W-9 form?**

REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

Under Federal Income Tax Law, you (as payee) are subject to certain penalties as well as withholding tax at a 31 percent rate if you have not provided us with your correct taxpayer identification number. Please read this notice and the attached instructions carefully. If you do not provide us with your correct taxpayer identification number, you may be subject to a \$50.00 penalty imposed by the Internal Revenue Service. In addition, interest, dividends, and other payments that we make to you may be subject to backup withholding at a 31 percent rate.

Please supply the following information:

Are you an individual?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you Incorporated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a Sole Proprietorship?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a subsidiary of a Parent Company?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a Partnership?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you Federally tax exempt?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a Limited Liability Company (LLC)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you exempt from backup Withholding?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Individual's Social Security Number
 _____ - _____ - _____

Business Firm's Federal Employer Identification Number
 _____ - _____ - _____

Please check the box below that best describes the type of transaction for which we make payments to you. (Check more than one box if necessary).

Merchandise Rents Services Fees Professional Services Medical Services Attorney Fees

Real Estate Transactions Other _____

Please Explain

PLEASE PRINT OR TYPE

Note: Name & SSN / EIN Must Agree With IRS Records (See Specific Instructions)

Individual Name: _____

Sole Proprietorship – Owner Name: _____

Limited Liability Co. (LLC)-Owner Name: _____

Business Name: _____

Partnership Name _____

Corporation (Company Name): _____

Subsidiary Name (Doing Business As): _____

Remit to Address: _____

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 I am no longer subject to backup withholdings, and
- (3) I am a U. S. person (including a U. S. resident alien).

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 interest and dividends on you tax return. For real estate transactions, item (2) does not apply. For mortgage interest paid, the 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 instructions on Page 2)

Name _____ Date _____

Please Print

Signature _____ Title _____ Telephone No. _____

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/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <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"/> Other (see instructions) ▶ _____	
Address (number, street, and apt. or suite no.)		Requester'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 the "Name" line 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.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>			-		
		-			
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>			-		
		-			

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- 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.

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.

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:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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.