STATE OF LOUISIANA

DEPARTMENT OF TRANSPORTATION

AND DEVELOPMENT

LETTER BID
PROPOSAL

STATE PROJECT NO. H. 002622 (PART 4) (Contract No. 6)
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, June 19, 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, June 20, 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 3) (Contract No. 6)
FEDERAL AID PROJECT NO. 3707(509)
DEMOLITION OF BUILDINGS AND APPURTENANCES

Item No: 33-10: One (1) Woodframe Home, 2 Bedroom, 1 Bath, with attached carport & storage room approximately . 1839 s.f. located at 1101 Arkansas Road, West Monroe, La. 71291, Ouachita Parish.

PERFORMANCE GUARANTY: $ 1,839.00

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 his 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 either 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.

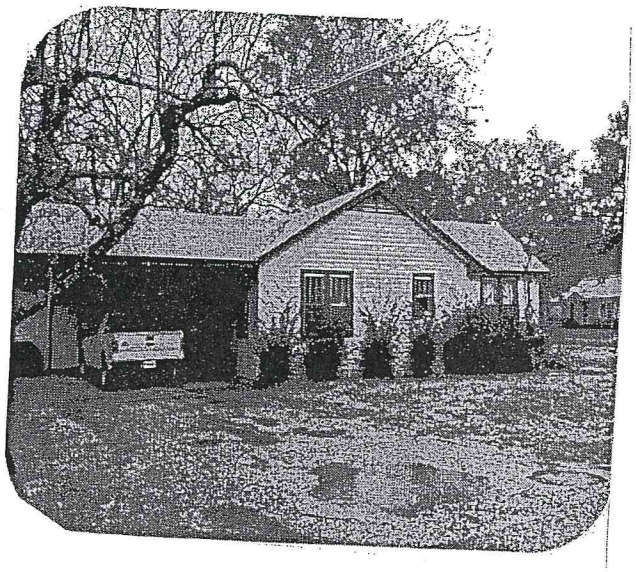
Each building and appurtenance, shall be removed to ground level. : "CONCRETE SLABS AND FOUNDATION MATERIAL BELOW GROUND LEVEL SHALL ALSO BE COMPLETELY REMOVED BY THE CONTRACTOR, AND ANY RESULTING DEPRESSION IN THE GROUND SHALL BE FILLED WITH DIRT SO AS TO BE LEVEL WITH THE SURROUNDING TERRAIN."

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. 6)
Sheet 1

PHOTOGRAPHS AND DESCRIPTIONS



Parcel No. 33-10

Address: 1101 Arkansas Road
West Monroe, La. 71291

Description: One (1) Woodframe home with attached carport, aprox. 1839 sf.

Terracon

April 28, 2013

O.R. Colan Associates
2106 N. 7th Street, Suite 230
West Monroe, Louisiana 71291

Attn: Mr. Joe Earls

Re: SPN: H.002622.3
Asbestos Survey
Parcel 33-10
West Monroe, Ouachita Parish, Louisiana
Route LA 616 – Arkansas Road
Terracon Project No. EH127068.3

Dear Mr. Earls:

The purpose of this report is to present the results of an asbestos survey performed on April 3, 2013, at the above referenced structure in West Monroe, Ouachita Parish, Louisiana. This survey was conducted in accordance with the Contract for Asbestos Inspection, dated August 2012, between Terracon Consultants, Inc. (Terracon) and O.R. Colan Associates. We understand this survey was requested due to the planned demolition of the structure as part of the Arkansas Road construction project in Ouachita Parish.

Asbestos containing materials (ACM) were identified. Please refer to the attached report for details.

Terracon appreciates the opportunity to provide this service to the O.R. Colan Associates. If you have any questions regarding this report, please contact the undersigned at 225-344-6052.

Sincerely,
Terracon

Zack L. Dial, P.E.
Project Engineer

Richard M. Simon
Senior Principal/Regional Manager

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

Client : Terracon - Baton Rouge, LA
Project : Arkansas Road, Parcel 33-10
Project # : EH127068.3 Sample Date : 04/03/2013
Identification : Asbestos, Bulk Sample Analysis
Test Method : Polarized Light Microscopy / Dispersion Staining (PLM/DS)
EPA Method 600 / R-93 / 116

Lab Job No. : 13B-03662
Report Date : 04/09/2013

On 4/4/2013, sixteen (16) 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
33-10-1	Sheet Floor (Tan), in HVAC Closet	None Detected - Sheet Flooring None Detected - Fiber Backing None Detected - Yellow Mastic
33-10-2	Sheet Floor (Tan), in Hot Water Closet	None Detected - Sheet Flooring None Detected - Fiber Backing None Detected - Yellow Mastic
33-10-3	Sheet Floor (Tan), under Ceramic Tile, in Hall	None Detected - Sheet Flooring None Detected - Fiber Backing None Detected - Yellow Mastic
33-10-4	Floor Tile (Red), under Ceramic, in Kitchen and Dining	None Detected - Floor Tile
33-10-5	Floor Tile (Red)	None Detected - Floor Tile
33-10-6	Window Caulk (Gray), Exterior of Windows	None Detected - Caulking
33-10-7	Window Caulk (Gray), Exterior of Windows	None Detected - Caulking
33-10-8	Sheet Floor (Cream), under Red Floor Tile, in Kitchen and Dining	None Detected - Clear Mastic None Detected - Sheet Flooring None Detected - Fiber Backing None Detected - Yellow Mastic
33-10-9	Sheet Floor (Cream), under Red Floor Tile, in Kitchen and Dining	None Detected - Clear Mastic None Detected - Sheet Flooring None Detected - Fiber Backing None Detected - Yellow Mastic
33-10-10	1' x 1' Ceiling Tile (White), Everywhere Except Kitchen	None Detected - Ceiling Tile
33-10-11	1' x 1' Ceiling Tile (White), Everywhere Except Kitchen	None Detected - Ceiling Tile
33-10-12	Transite, Exterior, under Siding	15% Chrysotile - Cement Asbestos Board
33-10-13	Transite, Exterior, under Siding	15% Chrysotile - Cement Asbestos Board
33-10-14	Transite, Exterior, under Siding	None Detected - Cement Fiber Board

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

Client : Terracon - Baton Rouge, LA
Project : Arkansas Road, Parcel 33-10
Project # : EH127068.3 Sample Date : 04/03/2013
Identification : Asbestos, Bulk Sample Analysis
Test Method : Polarized Light Microscopy / Dispersion Staining (PLM/DS)
EPA Method 600 / R-93 / 116

Lab Job No. : 13B-03662
Report Date : 04/09/2013

On 4/4/2013, sixteen (16) 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
33-10-15	Roof Shingle and Paper, Roof	None Detected - Roofing Shingle None Detected - Tar Paper
33-10-16	Roof Shingle and Paper, Roof	None Detected - Roofing Shingle None Detected - Tar Paper

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.

NVLAP® LAB #102056-0

Analyst(s): Bruce Crabb
Lab Manager : Bruce Crabb
Lab Director : Steve Moody

Approved Signatory : Bruce Crabb
Approved Signatory : Steve Moody

Thank you for choosing Steve Moody Micro Services

DEMOLITION OF BUILDINGS
STATE PROJECT NO. H.002622 (PART 4) (Contract No. 6)

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
33-10	1101 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. 33-10 shall be numbered 33-10 on the premises.

PROPOSAL

DEMOLITION OF BUILDINGS

STATE PROJECT NO. H.002622 (PART 4) (Contract No. 6)

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 ID 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 6)

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

STATE PROJECT NO. H. 002622(PART 4) (Contract No. 6)

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. 6)

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.

W I T N E S S E S

_____ _____
Contractor

_____ State of Louisiana
Department of
Transportation and Development

_____ By_____
Real Estate Administrator

_____

SAMPLE

STATE PROJECT NO. H.002622 (PART 4) (Contract No. 6)

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. 6)

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?**

D.O.T.D. MODIFIED FORM W-9
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

Form **W-9**
(Rev. January 2011)
Department of the Treasury
Internal Revenue Service

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): ☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

☐ Exempt payee

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

			–			–				

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

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

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 ▶

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.