	Page Unified School District, #8 Notice of Request for Proposal		500 S Navajo Page, AZ 86040 928.608.4182
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Request for Proposal #: 19-07-23
Material or Service: Bandwidth

Solicitation Release Date: December 14, 2018
Solicitation Due Date/Time: January 14, 2019, 4:00PM

Physical Opening Location: Page Unified School District, #8
 Procurement Department
 500 South Navajo Drive
 Page, AZ 86040

USPS Mail to: PO Box 1927, Page, AZ 86040
FedEx, UPS Delivery, etc. to: 817 Aqua Street, Page, AZ 86040

Pre-Offer Conference Date/Time: None Scheduled


This solicitation may be obtained from our website at <http://www.pageusd.org/>. Any interested Offerors without internet access may obtain a copy of this solicitation by calling 928.608.4182, or a copy may be picked up during regular business hours at the District's Procurement Department, 500 S Navajo, Page, AZ 86040. If you experience any problems receiving this solicitation, please call 928.608.4182.

If you do not wish to bid on this solicitation, please provide written notification of your decision. Failure to respond could result in deletion of your name from the District's vendor listing. This form may be returned to the address above, or faxed to 928.645.2805. A "No Bid" will be considered a response.

- I am submitting a "No Bid" at this time.**
 Please keep my name on the District's Bidder's List.
- I cannot provide services of this nature.**
 Please remove my name from this category. I will submit a revised Vendor Registration Form
- I no longer wish to do business with Page Unified School District.**
 Please remove my name from the District's Bidder's List.
- I am no longer in the business to provide these services.**
 Please remove my name from the District's Bidder's List.

Name of Company	Date Signed
Authorized Signature/Local Representative	Telephone/Fax Number
Type Name and Position Held with Company	
Mailing Address	City
	State
	Zip

RFP Notice mailed: December 14, 2018

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<http://www.pageusd.org/>

Proposal Responses Due **January 14, 2019, 4:00PM**
 Proposals Received will be received at 500 S Navajo Dr, Page, AZ 86040

Proposals Received will be opened at Purchasing Department
 500 S Navajo Dr, Page, AZ 86040

In accordance with School District Procurement Rules in the Arizona Administrative Code (A.A.C.) promulgated by the State Board of Education pursuant to A.R.S. 15-213, Proposals for the material or services specified will be received by the *Page Unified School District*, at the above specified location, until the time and date cited. Proposals received by the correct time and date shall be opened and the vendors submitting shall be publicly read. All other information contained in the Proposal shall remain confidential until award is made. **If you need directions to our office, please call 928.608.4182. We are not in an overnight delivery area.**

Proposals must be sealed and may be presented in person or mailed (no faxed copy will be accepted) at the address listed in this solicitation. Proposals will be time stamped when received. Proposals received after the stated opening time will not be considered and will be returned to the offeror. The offeror assumes the risk of delay in the mail or in the handling of the mail. Whether sent by mail or by means of personal delivery, the offeror assumes the responsibility for having his proposal deposited on time at the place specified. Offers must be marked on the outside of the envelope with the 19-07-23 and title and the submitting company's name. **The District is not responsible for the pre-opening of, post-opening of, or failure to open a solicitation not properly addressed or identified.**

Proposals shall be in the actual possession of the District, at the location indicated, on or prior to the exact time and date indicated above. Late Proposals shall not be considered.

Additional instructions for preparing a proposal are provided with this notice. Offeror's are strongly encouraged to review the enclosed proposal requirements and specifications as the District reserves the right to accept or reject any or all proposals, waive irregularities and accept any proposal deemed to be in the best interest of the District. The submission of a proposal will indicate that the offeror understands the requirements and specifications and that he can supply the services and materials requested and meet the required delivery time line as specified.


VENDORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE REQUEST FOR PROPOSAL.

Jan Wiese

12/14/18

Date

Jan Wiese
 Purchasing Clerk
 928.608.4182 Phone
 928.645.2805 Fax

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DOCUMENTS REFERENCED:


You may access a copy of the documents referenced within this proposal at the following web addresses:

Arizona Revised Statutes (A.R.S.) is available at: <http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp>

The Arizona School District Procurement Rules in the Arizona Administrative Code is available at:
http://azsos.gov/public_services/Title_07/7-02.htm#Article_10

I.R.S W-9 Form (Request for Taxpayer I.D. Number) is available at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

USFR Questionnaire: http://www.auditorgen.state.az.us/manuals_schooldistrict.htm

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INSTRUCTIONS TO BIDDERS

1. PREPARATION OF BID:

- A. Unit Price Prevails. Where applicable, in the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate shall govern.
- B. Exceptions to Terms and Conditions. An Offer that takes exception to a requirement of any part of the Solicitation shall clearly identify the specific paragraph(s) where the exception(s) occurs. All exceptions that are contained in the Offer may negatively affect the District's proposal evaluation based on the evaluation criteria as stated in the Solicitation or result in rejection of the Offer.
- C. Submit five (5) copies of the proposal with one copy marked "Original."

2. PROPOSAL FORMAT: Offers shall be tabbed with the following sections in the following order:

- A. Introductory letter
- B. Table of contents
- C. Firm's experience and qualifications in providing the requested services.
- D. List the members of your firm that will be assigned to this account. Please show their education, experience backgrounds, and the number of years employed by your firm.
- E. Reference: Provide at least 3 references- preferably school districts in Arizona
- F. Cost Proposal

3. PRE-OFFER CONFERENCE:


If a pre-Offer conference has been scheduled under this Solicitation, the date, time and location appear on the Solicitation's cover sheet or elsewhere in the Solicitation. An Offeror should raise any questions it may have about the Solicitation or the procurement at that time. An Offeror may not rely on any verbal responses to questions at the conference. Material issues raised at the conference that result in changes to the Solicitation shall be answered solely through a written Solicitation amendment.

4. INQUIRES:

Any inquiry related to a Solicitation shall be directed solely to the Solicitation contact person. The Offeror shall not contact or direct inquiries concerning this Solicitation to any other District employee unless the Solicitation specifically identifies a person other than the Solicitation contact person as an additional contact.

5. SUBMISSION OF OFFER:

- A. Sealed Envelope or Package. Each Offer shall be submitted to the submittal location identified in this Solicitation, in a sealed envelope or package that identifies its contents as an Offer and the Solicitation number to which it responds. The appropriate Solicitation number shall be plainly marked on the outside of the envelope or package. Bids will be time stamped when received. Bids received after the stated opening time will not be considered and will be returned to the bidder.
- B. Late Offers. An Offer submitted after the exact Offer due date and time shall be rejected.
- C. Offer Amendment or Withdrawal. An Offer may not be amended or withdrawn after the Offer due date and time except as otherwise provided under applicable law.

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6. OFFER ACCEPTANCE PERIOD:

An Offeror submitting an Offer under this Solicitation shall hold its Offer open until after the E-Rate Form 471 Application filing deadline for the current E-Rate Funding Year.

7. TAXES:

A. All applicable taxes stated in the Offer will be considered by the District when determining the lowest bid or evaluating proposals. The District will add use tax to out-of-state offers in evaluating the solicitation. At all times, payment of transaction privilege taxes and the determination of applicable taxes and rates are the sole responsibility of the Offeror.

B. If Arizona resident Offerors do not indicate taxes as a separate item in the Offer, the District will conclude that the price(s) offered includes all applicable taxes.

8. AWARD OF CONTRACT:


A. Where applicable, the District reserves the right to make multiple awards or to award a Contract by individual line items or alternatives, by group of line items or alternatives, or to make an aggregate award, whichever is deemed most advantageous to the District. If the District determines that an aggregate award to one Offeror is not in the District's best interest, "all or none" Offers shall be rejected.

B. An Offeror's submission of an Offer does not in and of itself constitute a Contract nor does it confer any rights on the Offeror to the award of a Contract. A contract will not be created until the Offer is formally accepted and executed in writing as confirmed by the Procurement Officer's signature on the District's Offer and Acceptance Form. A notice of award or recommendation by the District's Governing Board of its intent to award prior to acceptance and execution by the Procurement Officer shall not constitute acceptance of the Offer. The District's Procurement Officer shall not formally accept or execute an Offer until all requisite formalities of the solicitation process have been complied with.

9. PROTESTS:

A protest shall be filed, and shall be resolved, in accordance with the Arizona State Procurement Code for school districts, Section R7-2-1153, as may be amended. A protest must be in writing and must be filed with the Procurement Officer of record. Protests based upon alleged improprieties in a Solicitation that are apparent before the bid opening shall be filed before bid opening. Protests based upon alleged improprieties in a Solicitation that are apparent before the closing date for receipt of initial proposals shall be filed before the closing date for receipt of initial proposals. In procurements requesting proposals, protests concerning improprieties that do not exist in the initial Solicitation but that are subsequently incorporated into the Solicitation shall be filed by the next closing date for receipt of proposals following the incorporation. In all other cases, protests shall be filed within ten (10) days after the protester knows or should have known the basis of the protest, whichever is earlier. A protest must include:

1. The name, address, and telephone number of the protester;
2. The signature of the protester or its representative;
3. Identification of the Solicitation or Contract number;
4. A detailed statement of the legal and factual ground of protest including copies of relevant documents; and
5. The form of relief requested.


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TERMS & CONDITIONS:


1. **CONTRACT:** This contract shall be valid from the date of award through June 30, 2020. The Parties agree that this contract may be renewed at the initiative and option of the District for up to four (4) additional years in increments of one year or less with ninety (90) days written notice. If the parties cannot agree on terms for the renewal period, at least ninety (90) days before the anniversary date, the agreement will expire as scheduled.
2. **PRICING:** Pricing must be submitted in an all-inclusive basis and shall include all taxes and other related cost factors associated with the services described in this document. Any pricing proposed must comply with the FCC Lowest Corresponding Price Rule as required by the Universal Service First Report and Order, and restated in the FCC E-Rate Modernization Report and Order, adopted July 11, 2014. The FCC Lowest Corresponding Price rule prohibits an E-rate services offeror from offering or charging E-rate applicants a price higher than the lowest price that the offeror charges to non-residential customers who are similarly situated to a particular school, library, rural health care provider, or consortium that purchase directly from the offeror.
3. **EVALUATION:** In accordance with the School District Procurement Rules, Competitive Sealed Proposals, awards shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the District taking into consideration the evaluation factors set forth in the Request for Proposals. Evaluation criteria shall include:

Evaluation Criteria	Weight
Cost of Eligible Service	40
Compliance with Specifications	25
Ability to Deliver the Bandwidths Specified	25
Cost of Ineligible Services	10
Total Possible Score	100

4. **DISCUSSIONS:** Discussions may or may not, at the sole discretion of the District, be conducted with responsible Offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the RFP requirements. If discussions occur pursuant to provisions of this paragraph, the District shall issue a request for best and final offer pursuant to Rule R7-2-1048 of the Arizona School District Procurement Rules.
5. **CONFIDENTIAL INFORMATION:** All proposals will be made available for public inspection after the award has been made; except to the extent that, pursuant to the provisions of the Arizona School District Procurement Rules, A.A.C. Rules R7-2-1001, et seq., the Offeror has designated certain information to remain confidential and the District concurs that that information should remain confidential. If an Offeror believes that data in its proposal contains trade secrets or other proprietary information, and should remain confidential and not be disclosed, a statement advising the District of this fact shall accompany the respective document or documents, and such information shall be specifically identified wherever it appears. **PROPOSALS SUBMITTED REQUESTING THAT THE ENTIRE PROPOSAL BE HELD CONFIDENTIAL SHALL BE REJECTED AS NON-RESPONSIVE.** The District shall not be responsible for disclosure of any confidential material that is not clearly marked as such.
6. **E-Rate:** This solicitation and resulting contract is wholly contingent on the successful funding of future E-rate awards from the Universal Services Administration Company and at the option of the Page Unified School District. The successful vendor shall honor all pricing and contract components regardless of E-

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Rate funding status. Page Unified School District #8 agrees to make clear to the successful vendor at the time of purchase whether a purchase is using the E-Rate discount mechanism or is not using the E-Rate discount mechanism, and will seek separate reimbursement through the E-rate process.

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SCOPE OF WORK - INTERNET CONDUIT ACCESS AND ISP SERVICES


The Page Unified School District is requesting proposals for Internet Conduit Access and ISP Services to support existing and anticipated inbound/outbound data, voice, and video traffic. The District is seeking a high reliability solution, and will accept land based copper/Optical Ethernet, wireless, or other proposals.

It is the intent of the District to award a one-year contract with the option to renew. The Parties agree that this contract may be renewed at the initiative and option of the District for up to four (4) additional years in increments of one year or less with ninety (90) days written notice. The contract term shall begin on July 1, 2019.

The District is seeking services and pricing through a formal sealed RFP process for the materials and services specified in the Form 470 and associated specifications, compliant with School District Procurement Rules in the Arizona Administrative Code (A.C.C.) promulgated by the State Board of Education pursuant to A.R.S. §15-213. The prospective vendor is not required to hold an approved State Master Contract or other Cooperative Purchasing Contract. If the prospective vendor holds an approved State Master Contract or other Cooperative Purchasing Contract, the pricing proposed may be compliant with the prospective vendor's State Master Contract or Cooperative Purchasing Contract pricing structure, at the prospective vendor's option.

General Specifications:

1. Instructions for preparing the proposal are provided within the Terms and Conditions of the posted Request for Proposal and any Addendums. Proposals that do not conform to these instructions, or any proposal that is generic in nature or otherwise does not meet the requirements contained in this Form 470 and associated specifications, may be considered non-responsive and may be disqualified. **OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE REQUEST FOR PROPOSAL.**
2. All proposals must clearly identify the prospective vendor's E-Rate SPIN.
3. All original contracts offered that are less than a 60-month term should include specifications that allow for annual one-year extensions and/or month to month extensions at the discretion of the applicant; not to exceed a total of 60 months.
4. All proposals must identify the cost for all non-recurring expenses, including but not limited to construction of conduit, trenching, campus assessment, engineering, project management, documentation, contingency, installation, configuration, travel, taxes, etc.
5. The services proposed must be eligible for E-Rate under the Priority 1 provision compliant with the Schools and Libraries Division Eligible Services List for the current funding year. The costs for services not eligible for E-Rate must be clearly itemized separate from eligible services.
6. Any pricing proposed must comply with the FCC Lowest Corresponding Price Rule as required by the Universal Service First Report and Order and restated in the FCC E-Rate Modernization Report and Order, adopted July 11, 2014. The FCC Lowest Corresponding Price rule prohibits an E-rate services offeror from offering or charging E-rate applicants a price higher than the lowest price that the offeror charges to non-residential customers who are similarly situated to a particular school, library, rural health care provider or consortium that purchase directly from the offeror.
7. The District will evaluate all compliant responsive proposals received and reserves the right to select the proposal that is the most cost effective, compliant with FCC Fair and Competitive Bidding Rules.

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8. Contact with the District's technology or business staff is restricted according to the instructions in the Terms and Conditions of the posted Request for Proposal and any Addendums. Please direct all questions and requests for information to Jan Wiese via email at jwiese@pageud.org.

Failure to comply with these general specifications may be grounds for disqualification and award may be made to the next most cost effective provider.

Internet Access and ISP Services Specifications:


The Page Unified School District #8 is seeking a high speed Internet Connection to support the existing and anticipated instructional and administrative needs of the District. Full ISP services are required, including DNS services and public space IP addresses in sufficient quantities. The current Internet Access Conduit is 1 Gbps provided by fiber optic Ethernet connected to the District Office Hub location. The proposal must include as a minimum 1 Gbps bandwidth and provide optional pricing for incremental 1 Gbps bandwidth points up to and including a maximum of 10 Gbps.

Multi-year contracts should allow for upgrades to quoted bandwidths during the term of the contract.

The District Office Hub location is located at 500 S Navajo Dr, Page AZ, 86040.

The RFP response must address each of these requirements.

1. Any components provided with the proposed service must be new and purchased from the manufacturer, not refurbished or purchased from "secondary markets" or "independent refurbishers."
2. The RFP Response must include a proposed cut-over date (if the vendor is not the incumbent vendor).
3. The RFP Response must include all necessary non-recurring costs for installation and setup of the proposed service; including any trenching or construction costs.
4. The successful vendor must obtain and pay for all permits and inspections required by all legal authorities and agencies having jurisdiction for the work. This will be a part of the work of the vendor performing the work requiring the permit or inspection.
5. The proposed network must support a Service Level of 99.9% uptime.
6. The proposed network must include a 24 x 7 monitoring and trouble notification service.
7. A monthly report on trouble tickets must be provided.
8. A monthly report on usage must be provided.
9. The proposed service must provide an automated notification of outages via email and pager or text message.
10. The RFP response must state what the vendor's policy and procedure is for escalation of unresolved trouble tickets.
11. The RFP response must state what the vendor's policy is for providing credits for any outages.

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REFERENCES

District/School _____

Contact Person: _____ Title: _____

Phone # _____ Fax # _____

Size of District _____ Year(s) Services Provided _____

District/School _____

Contact Person: _____ Title: _____

Phone # _____ Fax # _____

Size of District _____ Year(s) Services Provided _____

District/School _____

Contact Person: _____ Title: _____

Phone # _____ Fax # _____

Size of District _____ Year(s) Services Provided _____

District/School _____

Contact Person: _____ Title: _____

Phone # _____ Fax # _____


Size of District _____ Year(s) Services Provided _____

District/School _____

Contact Person: _____ Title: _____

Phone # _____ Fax # _____

Size of District _____ Year(s) Services Provided _____


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DEVIATIONS / EXCEPTIONS

List any deviation or exception for any item listed in this RFP. The item number must be listed and the page it is found on. Any deviation/exception or inability of the provider to handle that particular item must be clearly and fully stated. Failure to show specific deviations indicates noncompliance with the RFP.

Signed: _____

Date _____

	Page Unified School District, #8 Addendum Acknowledgement Form		500 S Navajo Page, AZ 86040 928.608.4182
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This page is used to acknowledge any and all addendums that might be issued. If no addendum is issued, you need not return this page. Your signature indicates that you took the information provided in the addendum into consideration when providing your response.


It is necessary to check the District website prior to signing this to make sure there are no additional documents for you to consider prior to submitting your response.

Please sign and date

Addendum #1 _____ Date _____

Addendum #2 _____ Date _____

Addendum #3 _____ Date _____

	Page Unified School District, #8 Drug Free Workplace		500 S Navajo Page, AZ 86040 928.608.4182
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DRUG FREE WORKPLACE

Preference must be given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace. The special condition is as follows:

IDENTICAL TIE PROPOSALS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality, and service for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process.


Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifies the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.
7. As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

COMPANY NAME: _____


VENDOR'S SIGNATURE: _____

Must be executed and returned with attached proposal at time of solicitation opening to be considered.

	Page Unified School District, #8 Request for W-9	500 S Navajo Page, AZ 86040 928.608.4182
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OFFER AND ACCEPTANCE

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications, and amendments in the Solicitation and any written exceptions in the offer.		
Company Name		For Clarification of this Offer, contact:
Arizona Transaction (Sales) Privilege Tax License No.		
Federal Employer Identification No.		Name
Street Address		Phone
City		Fax
State	Zip	E-mail
Tax Rate (if applicable) ___%		_____ Signature of Person Authorized to Sign Offer
		Printed Name of Person Authorized to Sign Offer
		Title
CERTIFICATION By signature in the Offer section above, the bidder certifies:		
<ol style="list-style-type: none"> 1. The submission of the offer did not involve collusion or other anti-competitive practices. 2. The bidder shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 75.5 or A.R.S. §§ 41-1461 through 1465. 3. The offer complies and maintains compliance with FINA, ARS 41-4401 and 23-214 which requires compliance with federal immigration laws by State Employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program. 4. The bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract, and may be subject to legal remedies provided by law. 5. In accordance with A.R.S. § 35-391, the offeror is in compliance and shall remain in compliance with the Export Administration Act 6. In accordance with A.R.S. § 35-397, the offeror does not have scrutinized business operations in Iran or Sudan. 7. In accordance with A.R.S. § 15-512, the offeror shall comply with fingerprinting requirements unless otherwise exempted. 		

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Subscribed and sworn to before me

this _____ day of _____, 20 _____

Signature of Notary Public in and for the

State of _____

County of _____



Page Unified School District
Drug Free Workplace

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500 S Navajo
Page, AZ
86040
928.608.4182

Form
W-9
(Rev. October 2007)
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.

Name (as shown on your income tax return)
Business name, if different from above
Check appropriate box: Individual/sole proprietor, Corporation, Partnership, Limited liability company, Other (see instructions)
Exempt payee
Address (number, street, and apt. or suite no.)
City, state, and ZIP code
Requester's name and address (optional)
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. 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
OR
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.

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,