



REQUEST FOR PROPOSAL # 2021-007

CAREER AND TECHNOLOGY EDUCATION PROGRAMS – SUPPLIES, SERVICES, EQUIPMENT, SOFTWARE and RELATED ITEMS

The Midlothian Independent School District (MISD) is soliciting Proposals for **Career and Technology Education (CTE) Programs – Supplies, Services, Equipment, Software and Related Items** as per specifications stated in this solicitation document. Proposals shall be submitted in an envelope marked on the outside with the proposer's name, address and proposal number **RFP 2021-007** to:

Midlothian Independent School District
Purchasing Department
100 Walter Stephenson Rd
Midlothian, Texas 76065

Proposals will be received at the above address until **2:00 PM CST THURSDAY November 19, 2020**.

Proposals must be submitted in sufficient time to be received and time-stamped at the above location on or before the published date and time shown on the RFP. MISD will not be responsible for delivering mail from the post office. Proposals received after the published time and date may not be considered. **FAXED Proposals will not be accepted.**

When downloading from the web page it is necessary to open and download any attachments and/or Addendums. All forms **MUST** be filled out, signed, and returned with bid.

The proposal name and number must be identified on the outside envelope being delivered (i.e. Federal Express, UPS, US Postal Service, and Hand Delivery.)

The responder shall quote prices F.O.B. delivered to MISD location to be determined by project.

Responders must submit (1) proposal in the form of the executed Proposal Form together with any material required by any addendum to this RFP by the time and date specified. This is a compliance proposal to establish a vendor/s and discount which will allow for the legal acquisition of **CTE Program - Supplies, Services, Equipment, Software & Related Items**. This proposal will be a three year agreement, the proposal pricing (discount) must remain firm for one (1) year after award.

MISD's contact for this proposal is Shana Volentine. Contact between solicited vendors and user departments during the request for proposal process or evaluation process is prohibited. Any attempt by a solicited vendor to contact the departments will result in disqualification.

Questions raised by responders regarding this proposal shall be submitted in writing no later than **9:00 AM CST, Friday, November 6, 2020** to Shana Volentine, MISD Purchasing Department via email to shana_volentine@misd.gs. Responses will be posted as an Addendum to the proposal on the MISD Purchasing Website at: <https://bit.ly/3mcDYIV>



CAREER AND TECHNOLOGY EDUCATION PROGRAMS – Supplies, Services, Equipment, Software and Related Items
PROPOSAL# 2021-007
PROPOSAL RESPONSE CHECKLIST

To be considered a responsive proposal, all pages requiring signature must be **COMPLETED AND SIGNED** with all requested information and returned. Please verify that the documents listed below are included in your proposal response prior to the submittal deadline. **Failure to return these documents may cause your proposal to be rejected.**

- _____ Response Form I
- _____ Response Form II
- _____ Response Form III
- _____ Pricing Sheet Form IV
- _____ Certification – HB 89 and SB 252
- _____ EPCNT Interlocal Agreement
- _____ Felony Conviction Notice
- _____ Conflict of Interest
- _____ Form 1295 – Certificate of Interested Parties (this form must be done online, printed and signed)
- _____ EDGAR Certifications
- _____ Non-Collusion/Non-Discrimination form
- _____ W-9



RFP 2021-007

CARRER AND TECHNOLOGY EDUCATION PROGRAMS – Supplies, Services, Equipment, Software and Related Items

1. SCOPE

Midlothian Independent School District (MISD) is accepting Proposals for **CTE Supplies, Services, Equipment, Software and Related Items**. This is a proposal to establish a contract which will allow for the legal acquisition of various CTE Supplies, Services, Software, and Related Items. This proposal agreement will be awarded to multiple vendors.

2. SPECIFICATIONS

This proposal seeks qualified vendors that can meet these supply and material needs of the District.

Agriculture Food & Natural Resources	Hospitality & Tourism
Architecture & Construction	Human Services
Arts, AV, & Communication	Information Technology
Business Management & Administration	Law, Public Safety, Correction, & Security
Education & Training	Manufacturing
Finance	Marketing
Government & Public Administration	Science, Technology, Engineering & Mathematics
Health Science	Transportation, Distribution, & Logistics

3. DESCRIPTIONS OF THE CTE PROGRAMS

1. Agriculture, Food & Natural Resources - The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.
2. Architecture & Construction - Careers in designing, planning, managing, building and maintaining the built environment.

3. Arts, A/V Technology & Communications - Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.
4. Business Management & Administration - Careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.
5. Education & Training - Planning, managing and providing education and training services, and related learning support services such as administration, teaching/training, administrative support, and professional support services.
6. Finance - Planning and related services for financial and investment planning, banking, insurance, and business financial management.
7. Government & Public Administration - Planning and executing government functions at the local, state and federal levels, including governance, national security, foreign service, planning, revenue and taxation, and regulations.
8. Health Science- Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.
9. Hospitality & Tourism - Preparing individuals for employment in career pathways that relate to families and human needs such as restaurant and food/beverage services, lodging, travel and tourism, recreation, amusement and attractions.
10. Human Services - Preparing individuals for employment in career pathways that relate to families and human needs such as counseling and mental health services, family and community services, personal care, and consumer services.
11. Information Technology - Building linkages in IT occupations for entry level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia and systems integration services.
12. Law, Public Safety, Corrections & Security - Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services.
13. Manufacturing - Planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering.
14. Marketing - Planning, managing, and performing marketing activities to reach organizational objectives such as brand management, professional sales, merchandising, marketing communications and market research.
15. Science, Technology, Engineering & Mathematics - Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services, and research and development services.
16. Transportation, Distribution & Logistics - The planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support

services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.

4. PERIOD OF AGREEMENT

The term of this agreement will be effective beginning January 1, 2021 after formal approval by the MISD Board of Trustees for three (3) years through December 31, 2024. Proposal pricing (discount) must remain firm for a one (1) year period after award and noted on annual renewal forms for the subsequent years.

5. PRICING

- It is the intent of this solicitation to establish a discount from published price list.
- Proposer(s) must indicate a primary discount (even if the discount is 0% or list price), but may offer multiple discounts by category.
- On the Pricing Sheet (Response Form IV), please indicate the primary discount that your company will offer the District. Also provide answers to the various questions noted on the Pricing sheet.
- The percentage discount offered will be based on the current published price list and pricing will remain firm for one (1) year.
- Price reductions shall be offered immediately upon becoming available to a vendor after award.
- Vendors responding to this proposal agree to sell items at no more than the normal retail price and agree to accept the District's tax exempt status and WILL NOT charge MISD sales tax.

6. AWARD

MISD anticipates awarding this contract to multiple vendors in order to best serve the needs of the District. All vendors properly responding on time to this proposal will be considered for award. Vendors who are awarded contracts under this proposal will be identified as "approved vendors" for MISD and added to our approved vendor database after the evaluation/recommendation for award period and formal board approval. There is no guarantee of purchase if awarded.

7. SOFTWARE/ONLINE SUBSCRIPTION PURCHASES

MISD reserves the right to obtain approval from the Technology Department for compatibility issues before a Purchase Order is submitted to an awarded vendor. In the event that the Technology Department must test the website, access to the website will be given to MISD for a short trial basis.

Actual purchases and selection of vendors will be based on price, availability, location, etc. Items will normally be purchased on an "as needed" basis by MISD's schools and various central offices. Services will be delivered to each campus/office. A list of campuses is available on the districts website at <http://www.misd.gs>

8. ESTIMATED ANNUAL EXPENDITURE:

The Midlothian ISD does not guarantee the volume (quantity or dollar value) to be purchased annually and purchases may be made from any responding vendor. The actual dollar amount to be purchased depends on the actual needs of the District, and budgetary constraints.

9. OTHER TERMS

A response by one vendor of a “chain” or business will suffice for other outlets of that “chain” or business if each outlet agrees by the terms of this bid.

If a parent company is submitting more than one subsidiary company, a separate proposal should be submitted for each company name.

If your company claims “sole source” status for the services or products you provide, the MISD still requests a response from your company to this RFP.

10. CATEGORIES

Please indicate the CTE Program product category or categories that you provide. See pricing page (Response Form IV).

11. RESPONSE FORMS

All forms must be completed and returned to comply with State of Texas purchasing laws. Proposals must be submitted using the forms mentioned in the format provided and using the specified pricing references. Proposals not submitted in MISD’s format or not using the following form may be disqualified.

12. TIME TABLE

Release RFP	October 22, 2020	
Deadline for Questions	November 6, 2020	9:00 AM
MISD Response Addendum Posted	November 10, 2020	4:00 PM
Deadline for Submittal of Bid	November 19, 2020	2:00 PM
Recommendation to Board	December 14, 2020	
Proposal Start Date	January 1, 2021	

13. COMMUNICATIONS

All questions received and the corresponding answers will be posted on the MISD webpage. **No verbal responses will be provided.** The deadline for questions about this proposal will be 9:00 AM CST, November 6, 2020. The District may not respond to questions that are submitted after this time and date. Although every effort has been made to provide accurate up-to-date information, responders should email inquiries to: shana_volentine@misd.gs. Questions and responses to questions will be posted in the form of an addendum to this RFP on the MISD Purchasing website by 4:00 PM, CST November 10, 2020. **THE RESPONDERS WILL BE RESPONSIBLE FOR CHECKING FOR ANY POSTED ADDENDA.**

14. AWARD AND EVALUATION OF PROPOSALS

This proposal will be awarded in the best interest of the District. Final evaluation of this proposal will be based on the Texas Education Code 44.031(b). The following considerations shall be taken into account to determine the best value for the District.

	Evaluation Criteria	Point Value
1.	The Purchase Price (Offered Discount) (see Pricing Response Form IV)	40
2.	Reputation of the vendor and vendor's goods or services - References Provided (see Response Form III)	5
3.	Quality of the vendor's goods or services	0
4.	Extent to which the goods or services meet the district's needs	0
5.	Vendor's past relationship with the district (see General Information – Response Form I)	5
6.	Impact of district's compliance with laws and rules (See General Information – Response Form I)	5
7.	Total long-term cost to the district	0
8.	Vendor or Vendor's ultimate parent company or majority owner has its principal place of business in this state (see General Information – Response Form I)	5
9.	Vendor or Vendor's ultimate parent company or majority owner employs at least 500 persons in this state (see General Information – Response Form I)	5
10	Other relevant factors specifically listed in this RFP – Proper Completion of all Documents Required for Proposal Submittal	35
	Total Points	100

15. PURCHASE ORDER

All purchases against this contract will be authorized through the use of a Midlothian ISD purchase order. **Orders must not be fulfilled (shipped and/or delivered) without a Midlothian ISD authorized purchase order.**

All invoices and packing slips from successful vendor must include the MISD purchase order number, manufacturer's identification number and discounted price of items and/or services as stated in this agreement.

16. DEVIATIONS

Any deviation to the General Stipulations of this proposal request must be clearly stated in writing on the Deviation Compliance Signature – Response Form II, and included as part of the proposal response. **Failure to do so will render your proposal non-responsive.**

17. CANCELLATION

MISD reserves the right to cancel this contract should any of the following occur:

- the vendor(s) proceeds in a manner that does not comply with the contract
- should services or quality of the goods become unacceptable as determined solely by MISD

- the vendor(s) does not carry out the provisions of this contract in its true intent and meaning as indicated in the scope of work.

Prior to contract cancellation, the vendor(s) will be served with written notice to provide satisfactory compliance with the contract without penalty. If the vendor neglects or refuses to follow such notice within thirty (30) days MISD may cancel the contract.

18. WARRANTY / GUARANTEE

All products purchased under this contract shall be NEW and free from defects.

19. FREIGHT TERMS

All deliveries shall be to the site(s) specified on the purchase order, freight prepaid, F.O.B. delivered, and shipping pricing shall include all shipping, handling, freight, and/or delivery charges.



General Information

**CTE - SUPPLIES, SERVICES, SOFTWARE, EQUIPMENT and RELATED
ITEMS**

RFP 2021-007

Response Form I

Does your company accept purchase orders? ☐ YES ☐ NO

Do you understand MISD's payment terms are Net 30? ☐ YES ☐ NO

Has your company ever done business with MISD in the past? ☐ YES ☐ NO

Is your company a Historically Under Utilized Business? ☐ YES ☐ NO

Does your company or ultimate parent company have its principal place of business in the state of Texas? ☐ YES ☐ NO

Does your company or ultimate parent company employ at least 500 persons in the state of Texas? ☐ YES ☐ NO

COMPANY INFORMATION (Legal Entity Name should be the same name indicated on your company's tax return)

Legal Entity Name: _____

Doing Business As Name (if different than above): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Title: _____

E-mail Address: _____

Email address to send Purchase Orders to: _____

Signature of Authorized Company Official

Date



Deviation and Compliance Signature Form
CTE - SUPPLIES, SERVICES, SOFTWARE, EQUIPMENT and RELATED ITEMS
RFP 2021-007
Response Form II

If the undersigned responder intends to deviate from the General Terms and Conditions or Item Specifications listed in this solicitation invitation, all such deviations must be listed on this page, with complete and detailed conditions and information included or attached. The District will consider any deviations in its bid award decision, and the District reserves the right to accept or reject any response based upon any deviations indicated below or in any attachments or inclusions.

In the absence of any deviation entry on this form, the responder assures the District of their full compliance with the General Terms and Conditions, Item Specifications, and all other information contained in the Bid Invitation.

- ☐ NO Deviations
☐ YES Deviations

List any deviation your company is submitting below:

Company Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Fax Number: _____

Signature of Authorized Company Official _____ Date _____



References Page
CTE - SUPPLIES, SERVICES, SOFTWARE, EQUIPMENT and RELATED ITEMS
RFP 2021-007
Response Form III

REFERENCE INFORMATION

(1) Name: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____

Contact Name: _____ Title: _____

(2) Name: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____

Contact Name: _____ Title: _____

(3) Name: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____

Contact Name: _____ Title: _____



**CARRER AND TECHNOLOGY EDUCATION PROGRAMS – Related Supplies, Services, Software &
Equipment RFP 2021-007
PRICING SHEET - BID RESPONSE FORM IV**

1	Indicate the percent discount from the published price list that your company will offer Richardson Independent School District. % Discount:																																
2	If a flat discount is not available for all items/services, provide a list of those items/categories and indicate discount % for those products. (Attach sheets or letters regarding exceptions or additional information if necessary).																																
3	If your company requires a minimum order amount, please state that minimum:																																
4	<p>Please indicate the service/product categories that you provide.</p> <table border="1"> <tr><td><input type="checkbox"/></td><td>Agricultural Food & Natural Resources Finance Information Technology</td></tr> <tr><td><input type="checkbox"/></td><td>Architecture & Construction Government & Public Assistance</td></tr> <tr><td><input type="checkbox"/></td><td>Arts, AV Technology & Communications Health Science Online Periodicals</td></tr> <tr><td><input type="checkbox"/></td><td>Business, Management & Administration Hospitality & Tourism</td></tr> <tr><td><input type="checkbox"/></td><td>Education & Training</td></tr> <tr><td><input type="checkbox"/></td><td>Finance</td></tr> <tr><td><input type="checkbox"/></td><td>Government & Public Assistance</td></tr> <tr><td><input type="checkbox"/></td><td>Health Science</td></tr> <tr><td><input type="checkbox"/></td><td>Hospitality & Tourism</td></tr> <tr><td><input type="checkbox"/></td><td>Human Resources</td></tr> <tr><td><input type="checkbox"/></td><td>Information Technology</td></tr> <tr><td><input type="checkbox"/></td><td>Law, Public Safety, Corrections</td></tr> <tr><td><input type="checkbox"/></td><td>Manufacturing</td></tr> <tr><td><input type="checkbox"/></td><td>Marketing</td></tr> <tr><td><input type="checkbox"/></td><td>Science Technology, Engineering</td></tr> <tr><td><input type="checkbox"/></td><td>Transportation, Distribution, Logistics</td></tr> </table>	<input type="checkbox"/>	Agricultural Food & Natural Resources Finance Information Technology	<input type="checkbox"/>	Architecture & Construction Government & Public Assistance	<input type="checkbox"/>	Arts, AV Technology & Communications Health Science Online Periodicals	<input type="checkbox"/>	Business, Management & Administration Hospitality & Tourism	<input type="checkbox"/>	Education & Training	<input type="checkbox"/>	Finance	<input type="checkbox"/>	Government & Public Assistance	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Hospitality & Tourism	<input type="checkbox"/>	Human Resources	<input type="checkbox"/>	Information Technology	<input type="checkbox"/>	Law, Public Safety, Corrections	<input type="checkbox"/>	Manufacturing	<input type="checkbox"/>	Marketing	<input type="checkbox"/>	Science Technology, Engineering	<input type="checkbox"/>	Transportation, Distribution, Logistics
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<input type="checkbox"/>	Transportation, Distribution, Logistics																																
5	<p>Is there a special code or number that must appear on the purchase orders to ensure discounts are applied to the particular purchase?</p> <p>If yes, please provide the code or number here:</p>																																
6	List your web site address here:																																
7	<p>Please provide the following information regarding account sales representative:</p> <p>Representative Name:</p> <p>Address:</p> <p>Phone: Fax:</p> <p>Email:</p>																																

Company Name: _____



CERTIFICATIONS REQUIRED AS OF SEPTEMBER 1, 2017

**CERTIFICATION REGARDING TERRORIST ORGANIZATIONS
& BOYCOTTING OF ISRAEL
[Govt Code 808 (HB89) and Govt Code 2252 (SB252)]**

Vendor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State.

Vendor further certifies and verifies that neither Vendor, nor any affiliate, subsidiary, or parent company of Vendor, if any (the "Vendor Companies"), boycotts Israel, and Vendor agrees that Vendor and Vendor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory.

Initials of Authorized Representative of Vendor

Vendor's Name/Company Name: _____

Address, City, State, and Zip Code: _____

Phone Number: _____ Fax Number: _____

Printed Name and Title of Authorized Representative: _____

Email Address: _____

Signature of Authorized Representative: _____

Date: _____ Federal Tax ID # _____

MISD PURCHASING OFFICE (INTERNAL REVIEW): SB 2252 Certification

Comptroller List was reviewed and The Vendor (IS) (IS NOT) on the lists (Circle one).

Verified by: _____



EPCNT

Educational Purchasing Cooperative of North Texas

INTERLOCAL AGREEMENT

Several governmental entities around the Midlothian Independent School District have indicated an interest in being included in this contract. Should these governmental entities decide to participate in this contract, would you, (the vendor) agree that all terms, conditions, specifications, and pricing would apply?

_____ Yes _____ No

If you (the vendor) checked YES, the following will apply:

Governmental entities utilizing Internal Governmental contracts with the Midlothian Independent School District will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by a governmental entity other than Midlothian Independent School District will be billed directly to that governmental entity and paid by that governmental entity. Midlothian Independent School District will not be responsible for another governmental entity's debts. Each governmental entity will order its own material/service as needed.

For information regarding the Educational Purchasing Cooperative of North Texas (EPCNT), please visit their website: <http://www.new-epcnt.com/>

Business Name

Authorized Representative Name – Printed

Authorized Representative Name – Signature

Date

RETURN THIS WITH PROPOSAL SUBMISSION

Felony Conviction Notice

Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code #44.034. Following is an example of a felony conviction notice:

FELONY CONVICTION NOTICE

Senate Bill 1, passed by the State of Texas Legislators, Section 44.034, Notification of Criminal History, Subsection (a) states, "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or owner or operator of the business entity has been convicted of a felony." The notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b) states, "A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

This notice is not required of a publicly held corporation.

I, the undersigned agent for the firm named below certify that the information concerning notification of felony conviction has been reviewed by me and the following furnished information is true to the best of my knowledge.

Vendor's Name: _____

Authorized Company Official's Name: (please print)

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

B. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature of Company Official: _____

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a

felony: Name of Felon(s): _____

Details of Conviction: _____

Signature of Company Official: _____

THIS COMPLETED FORM MUST BE RETURNED WITH PROPOSAL

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes

☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes

☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

CERTIFICATE OF INTERESTED PARTIES**FORM 1295**

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party. ☐

6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day
of _____, 20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY

EDGAR CERTIFICATIONS

ADDENDUM FOR AGREEMENT FUNDED BY U.S. FEDERAL GRANT

TO WHOM IT MAY CONCERN:

MIDLOTHIAN ISD is in the process of ensuring that all policies and procedures involving the expenditure of federal funds are compliant with the new Education Department General Administrative Guidelines ("EDGAR"). Part of this process involves ensuring that all current vendors agree to comply with EDGAR. You must complete this form and return to MIDLOTHIAN ISD along with your proposal.

The following certifications and provisions are required and apply when MIDLOTHIAN ISD expends federal funds for any contract resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the District and the District's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS APPENDIX II TO 2 CFR PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when MIDLOTHIAN ISD expends federal funds, MIDLOTHIAN ISD reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000).

Pursuant to Federal Rule (B) above, when MIDLOTHIAN ISD expends federal funds, MIDLOTHIAN ISD reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor in the event Vendor fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. MIDLOTHIAN ISD also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if MIDLOTHIAN ISD believes, in its sole discretion that it is in the best interest of MIDLOTHIAN ISD to do so. Vendor will be compensated for work performed and accepted and goods accepted by MIDLOTHIAN ISD as of the termination date if the contract is terminated for convenience of MIDLOTHIAN ISD. Any award under this procurement process is not exclusive and MIDLOTHIAN ISD reserves the right to purchase goods and services from other vendors when it is in MIDLOTHIAN ISD's best interest.

Does Vendor agree? YES ____ Initials of Authorized Representative of Vendor

EDGAR CERTIFICATIONS

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

Pursuant to Federal Rule (C) above, when MIDLOTHIAN ISD expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when MIDLOTHIAN ISD expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles

EDGAR CERTIFICATIONS

ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when MIDLOTHIAN ISD expends federal funds, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by MIDLOTHIAN ISD resulting from this procurement process.

Does Vendor agree? YES ☐ Initials of Authorized Representative of Vendor

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by MIDLOTHIAN ISD, the vendor certifies that during the term of an award for all contracts by MIDLOTHIAN ISD resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does Vendor agree? YES ☐ Initials of Authorized Representative of Vendor

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by MIDLOTHIAN ISD, the vendor certifies that during the term of an award for all contracts by MIDLOTHIAN ISD member resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does Vendor agree? YES ☐ Initials of Authorized Representative of Vendor

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (H) above, when federal funds are expended by MIDLOTHIAN ISD, the vendor certifies that during the term of an award for all contracts by MIDLOTHIAN ISD resulting from this procurement process, the vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by

EDGAR CERTIFICATIONS

any federal department or agency.

Does Vendor agree? YES ___ Initials of Authorized Representative of Vendor

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (I) above, when federal funds are expended by MIDLOTHIAN ISD, the vendor certifies that during the term and after the awarded term of an award for all contracts by MIDLOTHIAN ISD resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- (1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub recipients shall certify and disclose accordingly.

Does Vendor agree? YES ___ Initials of Authorized Representative of Vendor

RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

When federal funds are expended by MIDLOTHIAN ISD for any contract resulting from this procurement process, Vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The Vendor further certifies that Vendor will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does Vendor agree? YES ___ Initials of Authorized Representative of Vendor

EDGAR CERTIFICATIONS

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

When MIDLOTHIAN ISD expends federal funds for any contract resulting from this procurement process, Vendor certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

Does Vendor agree? YES ☐ Initials of Authorized Representative of Vendor _____

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

Vendor certifies that Vendor is in compliance with all applicable provisions of the Buy America Act. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

Does Vendor agree? YES ☐ Initials of Authorized Representative of Vendor _____

CERTIFICATION OF ACCESS TO RECORDS – 2 C.F.R. § 200.336

Vendor agrees that the Inspector General of the District or any of their duly authorized representatives shall have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

Does Vendor agree? YES ☐ Initials of Authorized Representative of Vendor _____

CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS

Vendor agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does Vendor agree? YES ☐ Initials of Authorized Representative of Vendor _____

Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Vendor Name: _____

Vendor Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Printed Name and Title of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____



STATEMENT OF NON-COLLUSION AND NON-DISCRIMINATION

My signature certifies that the accompanying Proposal:

1. Is not the result of, or affected by, an unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under current local, state, and/or federal ordinances, statutes, regulations and/or policies. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.
2. During the performance of any contract awarded, the Seller will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupation qualification reasonably necessary to the normal operations of the Seller, The Seller agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
3. The Seller, in all solicitations or advertisements for employees placed by or on behalf of the Seller, will state that such Seller is an equal opportunity employer.
4. Notices, advertisements and solicitations placed in accordance with Federal Law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
5. The Seller shall include the provisions of the foregoing paragraphs 2, 3 and 4 in every subcontract or purchase order over \$10,000.00 so that the provisions will be binding upon each subcontractor or vendor.

I hereby certify that I am authorized to sign as a Representative for the Seller:

NAME OF SELLER:

ADDRESS:

CITY & STATE:

NAME: (Print)

Signature:

TITLE: _____ DATE: _____

TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: _____

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* 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); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

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.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.