March 20, 2018

Request For Quotes

Petting Zoo Fencing:
Peoria Zoo

The Peoria Park District is soliciting written quotes for removal and replacement of portions of the petting zoo fence at Peoria Zoo located at 2320 N. Prospect Road, Peoria, Illinois 61603.

Please note that the prevailing rate of wage including benefits for the Peoria area shall be paid for each craft or type of worker needed to execute this project or perform this work as required by the State of Illinois Department of Labor.

All work performed in connection with this project shall be in compliance with the requirements of all applicable local, state, and federal laws, regulations and rules.

Contractor is responsible for verifying all existing conditions and measurements. Please contact Mike Friberg at 309-686-3386 if you have any questions. The project site can be viewed during normal business hours. Please contact Yvonne Strode (309-681-3509) or Kim Scott (309-681-3524) to arrange visits.

Deadline:
Please submit written quotes by Friday, April 6, 2018 at 2:00 p.m. Quotes may be delivered, mailed, faxed, or emailed (mfriberg@peoriaparks.org) to the Planning Offices at the address above.

General Description and Scope of Work:

A. General: This project’s intent is to remove and replace portions of the existing petting zoo fence to provide greater separation of the public from the animals.

B. Schedule: Work must be completed within 30 days of award. Award is intended for April 10, 2018.

C. Products:
1. Fencing Fabric: Hot-dipped galvanized steel chain link, 2” diamond, 9 ga., 48” height. Top and bottom selvages to be knuckled.
3. Posts: Galvanized steel group IA or IC, straight and true to section. All coatings to be applied after welding.
4. Footings: Portland Cement Concrete, 4,000 psi, air-entrained, with a top elevation 6” below grade.
5. Fittings and Accessories: Provide all tension rods, caps, fasteners, bracing, bands, tie wires, rings, etc. as necessary for a full and complete installation.
6. Grounding: 5/8” diameter, 10’ length copper clad steel rod with braided copper connection to fence fabric and cast bronze clamps.
7. Warranty: Provide one year warranty on materials and workmanship.

C. Execution:
   2. Field Verification: Verify all measurements in field before ordering fencing, poles, and accessories.
   3. Demolition: Remove and dispose of (legally and off-site) fence fabric, poles, foundations, and accessories specified to be removed. Remove entire foundations of each post to be removed, and fill resulting hole. Do not cut off posts.
   4. Installation of Posts: Install posts straight, plumb, and at proper offset. Top elevation of footing concrete to be 6” below grade. Restore grade around all posts after installation.
   5. Installation of rails: Install top and bottom rails.
   7. Grounding: Install one ground rod outside of fence, driven 6” below grade. Bond to fence fabric with braided copper and cast bronze clamps.
   8. Cleanup: Hardware and wire clippings can be deadly to grazing animals that ingest them. Contractor shall sweep work area with magnet at completion, and carefully rake gravel at work areas to ensure no construction debris remains.

D. Work By Others:
   1. Installation of the post and rope barrier will be by Owner.

Administrative Requirements
The Park District is required by State law and Park Board policy to request the following to be submitted with quote. Unfortunately, Quotes submitted without this information are considered incomplete and ineligible for award. All forms noted in this section are available from the Planning Department website at http://www.peoriaparks-planning.org/forms.html. If needed, these forms may be faxed or emailed to you for your use.

1. **EEO Certification** – A completed Certificate of Equal Employment Opportunity Compliance must be submitted with quotes if not currently approved.

2. **Workforce Profile** – A completed Workforce Profile must be submitted if not currently approved.

3. **Sexual Harassment Policy** – A sexual harassment policy must be submitted for approval if not currently on file.

4. **W-9 Taxpayer Identification Form** – Bidder must complete and sign the W-9 form.

5. **Substance Abuse Prevention Program Certification** – Submit form with appropriate section completed. If Part B of the form is completed, your company’s Substance Abuse Policy must be submitted for approval.

6. **Certification of Safety Compliance** – A completed certification of safety compliance must be submitted.

7. **Illinois Drug Free Workplace Certification** – A completed Illinois Drug Free Workplace Certification (form attached) must be submitted.
Required forms after Award is made before work can begin:

1. **Insurance Requirements:** A Certificate of Insurance and Endorsement with a minimum of one million ($1,000,000) of liability coverage, naming the Peoria Park District as Additional Insured, will be required, before work begins. Verification that all employees who will be working at the site are currently covered by Workers Compensation Insurance will also be required.

Forms to be submitted with project closeout and pay requests:

1. **Certified Payroll** – Prevailing wage is required for this job. A certified payroll form must accompany all requests for payment.

2. **Weekly Workforce Reports** – Contractor shall submit completed Weekly Workforce Report for each week until project is completed.

Thank you for your quote! If you have any questions, please give me a call.

Michael Friberg, RLA, ASLA
Planner III
QUOTE FORM

PEORIA PARK DISTRICT
Petting Zoo Fencing at
Peoria Zoo

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COST</th>
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<tbody>
<tr>
<td>QUOTE: Provide and install chain link fencing at Peoria Zoo’s animal contact area.</td>
<td>$</td>
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</tbody>
</table>

THE UNDERSIGNED CERTIFIES THAT THIS QUOTATION IS IN ACCORDANCE WITH PEORIA PARK DISTRICT SPECIFICATIONS.

QUOTE SUBMITTED BY:

Company Name

Address                            City           State          Zip

Telephone Number                   Fax Number      E-Mail

Signature                        Title            Date

PEORIA PARK BOARD

TIMOTHY J. CASSIDY
President

NANCY L. SNOWDEN
Trustee

JOYCE A. HARANT
Trustee

WARREN E. RAYFORD
Trustee

ROBERT L. JOHNSON, SR.
Trustee

JACQUELINE J. PETTY
Trustee

MATTHEW P. RYAN
Trustee

EMILY G. CAHILL – Executive Director
Contractor shall obtain insurance of the types and in the amounts listed below.

A. COMMERCIAL GENERAL AND UMBRELLA LIABILITY INSURANCE

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than $1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Owner shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Owner.

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.

B. CONTINUING COMPLETED OPERATIONS LIABILITY INSURANCE

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella liability insurance with a limit of not less than $1,000,000 each occurrence for at least one (1) year following substantial completion of the work.

Continuing CGL insurance shall be written on ISO occurrence form CG 00 01 10 93, or substitute form providing equivalent coverage, and shall, at minimum, cover liability arising from products-completed operations and liability assumed under an insured contract.

Continuing CGL insurance shall have a products-completed operations aggregate of at least two times its each occurrence limit.

Continuing commercial umbrella coverage, if any, shall include liability coverage for damage to the insured’s completed work equivalent to that provided under ISO form CG 00 01.

C. BUSINESS AUTO AND UMBRELLA LIABILITY INSURANCE

Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than $1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

D. WORKERS COMPENSATION INSURANCE

Contractor shall maintain workers compensation as required by statute and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than $1,000,000 each accident for bodily injury by accident or $1,000,000 each employee for bodily injury by disease.
If Owner has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 under the Commercial General and Umbrella Liability Insurance required in this Contract, the Contractor waives all rights against Owner and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Contractor’s work.

E. GENERAL INSURANCE PROVISIONS

1. Evidence of Insurance. Prior to beginning work, Contractor shall furnish Owner with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

   All certificates shall provide for 30 days written notice to Owner prior to the cancellation or material change of any insurance referred to therein. Written notice to Owner shall be by certified mail, return receipt requested.

   Failure of Owner to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor’s obligation to maintain such insurance.

   Owner shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Owner.

   Failure to maintain the required insurance may result in termination of this Contract at Owner’s option.

   With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Owner whenever requested.

   Contractor shall provide certified copies of all insurance policies required above within 10 days of Owner’s written request for said copies.

2. Acceptability of Insurers. For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best’s Key Rating Guide. If the Best’s rating is less than A VII or a Best’s rating is not obtained, the Owner has the right to reject insurance written by an insurer it deems unacceptable.

3. Cross-Liability Coverage. If Contractor’s liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

4. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to the Owner. At the option of the Owner, the Contractor may be asked to eliminate such deductibles or self insured retentions as respects the Owner, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

5. Subcontractors. Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by the Owner, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

F. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner and the Architect and their officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses including but not limited legal fees (attorney’s and paralegal’s fees and court costs), arising
out of or resulting from the performance of the Contractor’s work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting therefrom and (2) is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except to the extent it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Contractor shall similarly protect, indemnify and hold and save harmless the Owner, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Contractor’s breach of any of its obligations under, or Contractor’s default of, any provision of the Contract.
SAMPLE LIABILITY INSURANCE ENDORSEMENT

The following spaces preceded by an asterisk (*) need not be completed if this endorsement and policy have the same inception date.

<table>
<thead>
<tr>
<th>ATTACHED TO AND FORMING PART OF POLICY NUMBER</th>
<th>*EFFECTIVE DATE OF ENDORSEMENT</th>
<th>*ISSUED TO</th>
</tr>
</thead>
</table>

This endorsement changes the policy. Please read it carefully.

AUTOMATIC ADDITIONAL INSUREDS

The following provision is added to (SECTION II), Who Is An Insured.

5. Any entity you are required in a written contract (hereinafter called Additional Insured) to name as an insured is an insured but only with respect to liability arising out of your premises, “your work” for the Additional Insured, or acts or omissions of the Additional Insured in connection with the general supervision of “your work” to the extent set forth below.

   a. The Limits of Insurance provided on behalf of the Additional Insured are not greater than those required by such contract.

   b. The coverage provided to the Additional Insured(s) is not greater than that customarily provided by the policy forms specified in and required by the contract.

   c. All insuring agreements, exclusions and conditions of this policy apply.

   d. In no event shall the coverages or Limits of Insurance in this Coverage Form be increased by such contract.

   Except when required otherwise by contract, this insurance does not apply to:

   1) “Bodily injury” or “property damage” occurring after

      a) All work on the project (other than service, maintenance or repairs) to be performed by or on behalf of the Additional Insured(s) at the site of the covered operations has been completed; or

      b) That portion of “your work” out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

   2) “Bodily injury” or “property damage” arising out of any act or omission of the Additional Insured(s) or any of their employees, other than the general supervision of work performed for the Additional Insured(s) by you.

   3) “Property damage” to

      a) Property owned, used or occupied by or rented to the Additional Insured(s); or

      b) Property in the care, custody or control of the Additional Insured(s) or over which the Additional Insured(s) is for any purpose exercising physical control; or
c) “Your work” for the Additional Insured(s).

With respect to Additional Insureds who are architects, engineers or surveyors, this insurance does not apply “bodily injury”, “property damage”, “personal injury” or “advertising injury” arising out of the rendering of or the failure to render any professional services by or for you, including:

a) The preparing, approving, or failing to prepare or approve maps, drawings, opinions, reports, surveys, change orders, designs or specifications; and

b) Supervisory, inspection or engineering services.

Any coverages provided hereunder shall be excess over any other valid and collectible insurance available to the Additional Insured(s) whether primary, excess, contingent or on any other basis unless a contract specifically requires that this insurance be primary or you request that it apply on a primary basis.

No person or organization is an Additional Insured with respect to the conduct of any current or past partnership or joint venture that is not shown as a Named Insured in the Declarations.

END OF ATTACHMENT A.6
January 2, 2015

PEORIA PARK DISTRICT
PURCHASING
1125 W LAKE AVE
PEORIA IL 61614

Effective January 1, 2015, we have renewed your governmental exemption from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax, as required by Illinois law.

We have issued the following new tax exemption identification number:

E9994-0231-07
to
PEORIA PARK DISTRICT
of
PEORIA, IL

The terms and conditions governing use of your exemption number remain unchanged.

Office of Local Government Services
Illinois Department of Revenue
PEORIA PARK DISTRICT
Weekly Workforce Report
Instructions

This weekly workforce report must be completed and returned to the Peoria Park District project manager for each week that you are working on Peoria Park District property. You are to report only those employees that are actually working on the Peoria Park District project identified on this report. Do not report employees that are not working on the project identified on this report.

If you have further questions regarding this report, please contact the Owner’s Project Manager.

I  Trade & Hour Breakdown Table
   • List the different trades (carpenter, laborer, plumber, etc.) and report the number of hours by race/gender for each trade;
   • Total the hours for each trade on the right.

II  New Hires by Race & Gender
   • If additional employees are hired for the job, please record the number of employees hired by race/gender.

III  Total Project Employee Breakdown
   • Please track total hours by race/gender for the project if project lasts longer than a week.
### Trade & Hour Breakdown:

<table>
<thead>
<tr>
<th>TRADE</th>
<th>FEMALE HOURS</th>
<th>CAUCASIAN HOURS</th>
<th>AFRICAN-AMERICAN HOURS</th>
<th>HISPANIC, HOURS</th>
<th>NATIVE AMERICAN HOURS</th>
<th>ASIAN, PAC. ISLANDER, OTHER HOURS</th>
<th>TOTAL HOURS</th>
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### New Hires by Race & Gender

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<th>TRADE</th>
<th>CAUCASIAN</th>
<th>AFRICAN-AMERICAN</th>
<th>HISPANIC</th>
<th>NATIVE AMERICAN</th>
<th>ASIAN, PACIFIC ISLANDER, OTHER</th>
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<th>FEMALE</th>
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### Total Project Employee Breakdown

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<th>CAUCASIAN</th>
<th>AFRICAN-AMERICAN</th>
<th>HISPANIC</th>
<th>NATIVE AMERICAN</th>
<th>ASIAN, PACIFIC ISLANDER, OTHER</th>
<th>MALE</th>
<th>FEMALE</th>
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The Substance Abuse Prevention Program Certification

Project Name: ______________________________
Location: ______________________________

The Substance Abuse Prevention on Public Works Act Public Act 95-0635, prohibits the use of drugs and alcohol, as defined in the Act, by employees of the Contractor and by employees of all approved Subcontractors while performing work on a public works project. The Contractor/Subcontractor herewith certifies that it has a superseding collective bargaining agreement or makes the public filing of its written substance abuse prevention program for the prevention of substance abuse among its employees who are not covered by a collective bargaining agreement dealing with the subject as mandated by the Act.

A. The undersigned representative of the Contractor/Subcontractor certifies that the contracting entity has signed collective bargaining agreements that are in effect for all of its employees, and that deal with the subject matter of Public Act 95-0635.

___________________________________________________  Contractor/Subcontractor
___________________________________________________  Name of Authorized Representative (type or print)
___________________________________________________  Title of Authorized Representative (type or print)
___________________________________________________  Signature of Authorized Representative     Date

B. The undersigned representative of the Contractor/Subcontractor certifies that the contracting entity has in place, for all of its employees not covered by a collective bargaining agreement that deals with the subject of the Act, the attached substance abuse prevention program that meets or exceeds the requirements of Public Act 95-0635.

___________________________________________________  Contractor/Subcontractor
___________________________________________________  Name of Authorized Representative (type or print)
___________________________________________________  Title of Authorized Representative (type or print)
___________________________________________________  Signature of Authorized Representative     Date
CERTIFICATION OF SAFETY COMPLIANCE

The undersigned Contractor/Vendor hereby certify that they and their sub-contractors will comply with any and all prevailing occupational safety and health standards including, but not limited to the following: hazard communication, hearing conservation, respirator use, permit required confined space entry, scaffolding, personal protective equipment, ladder usage, ventilation, flammable and combustible liquids handling and storage and lockout/tagout. Such compliance may include a training component or require a written program of compliance.

Dated this day of _______________________________, 20 _____.

CONTRACTOR/VENDOR: _______________________________________________

By:   _______________________________________________
The undersigned Contractor/Vendor hereby certifies that it will comply with all provisions of the Illinois Drug Free Workplace Act of 1991.

Dated this _______ day of _______________________________, 20 _____

Contractor/Vendor

____________________________________
By: __________________________________
Form W-9
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Part I</td>
<td>Taxpayer Identification Number (TIN)</td>
</tr>
<tr>
<td></td>
<td>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 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.</td>
</tr>
</tbody>
</table>

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter. |

<table>
<thead>
<tr>
<th>Social security number</th>
<th>[ ] - [ ] - [ ]</th>
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<tbody>
<tr>
<td>Employer identification number</td>
<td>[ ] - [ ] - [ ]</td>
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</table>

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<tr>
<th>Part II</th>
<th>Certification</th>
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<tr>
<td></td>
<td>Under penalties of perjury, I certify that:</td>
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<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>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</td>
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<tr>
<td></td>
<td>3. I am a U.S. citizen or other U.S. person (defined below); and</td>
</tr>
<tr>
<td></td>
<td>4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</td>
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</tbody>
</table>

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 3. |

<table>
<thead>
<tr>
<th>Signature of U.S. person</th>
<th>Date</th>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted. |

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9. |

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? on page 2. |

By signing the filled-out form, you: |

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, and |
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.
Backup Withholding

What is backup withholding? Only persons making certain payments to non-U.S. persons who are not U.S. persons or who are not U.S. entities or partnerships, and who are not issuers of reportable interest or dividend accounts, are subject to backup withholding under section 3409(a) of the Internal Revenue Code if non-U.S. recipients have not obtained a U.S. taxpayer identification number (TIN) or are not exempt from backup withholding.

Backup withholding will not apply to payments made to persons in the following cases:

a. Payments made to persons who are treated as U.S. persons or are otherwise exempt from backup withholding. Such persons include U.S. persons and foreign persons who are exempt from backup withholding by treaties or other agreements.

b. Payments made to persons who are otherwise exempt from backup withholding, such as persons who have applied for and obtained a TIN, or the IRs has notified you of an exemption.

c. Payments made to persons who are not subject to backup withholding because they are U.S. persons or are otherwise exempt from backup withholding.

Payments you receive will be subject to backup withholding if you:

1. Do not furnish your TIN to the requester.
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See Exempt payee code on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires foreign financial institutions to report all U.S. accounts held by certain U.S. persons. Certain payees are exempt from FATCA reporting. See Exemption from FATCA reporting code on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be a U.S. corporation, or if you no longer are exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement in a written certification or other written representation that you are not subject to backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certificates or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line: do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose name you entered in Part I of Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the change, enter your first name, the last name as shown on your social security card, and your new last name.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ if you filed with your application.

c. Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation. Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

a. Individual. You may enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1.

c. Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation. Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity.

The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1.

The direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2. “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.
Line 2
If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3
Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the “Limited Liability Company” box and enter “P” in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the “Limited Liability Company” box and in the space provided enter “C” for C corporation or “S” for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the “Limited Liability Company” box; instead check the first box in line 3 “Individual/sole proprietor or single-member LLC.”

Line 4, Exemptions
If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

• Generally, individuals (including sole proprietors) are not exempt from backup withholding.
• Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
• Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
• Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.
• Except as provided below, corporations are exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
• Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
2—The United States or any of its agencies or instrumentalities
3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
5—A corporation
6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
7—A futures commission merchant registered with the Commodity Futures Trading Commission
8—A real estate investment trust
9—An entity registered at all times during the tax year under the Investment Company Act of 1940
10—A common trust fund operated by a bank under section 584(a)
11—A financial institution
12—A middleman known in the investment community as a nominee or custodian
13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .  THEN the payment is exempt for . . .

Interest and dividend payments All exempt payees except for 7
Broker transactions Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and payments involving similar property Exempt payees 1 through 4
Payments over $600 required to be reported and direct sales over $5,000 Company” box; instead enter the owner’s SSN (or EIN, if the owner has one). Do not enter the disregarded entity’s EIN. If the LLC is a single-member LLC that is disregarded as an entity separate from its owner (see Limited Liability Company (LLC) on this page), enter the owner’s SSN (or EIN, if the owner has one). Do not enter the disregarded entity’s EIN. If the LLC is classified as a corporation or partnership, enter the entity’s EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for a TIN, go to www.irs.gov/businesses and click on Employer Identification Number (EIN) on the right side of the page. You can enter an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) on the right side of the page. You can apply for a TIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) on the right side of the page. You can enter an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) on the right side of the page.

Part I. Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible for an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see How to get a TIN below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see Limited Liability Company (LLC) on this page), enter the owner’s SSN (or EIN, if the owner has one). Do not enter the disregarded entity’s EIN. If the LLC is classified as a corporation or partnership, enter the entity’s EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for a TIN, go to www.irs.gov/businesses and click on Employer Identification Number (EIN) on the right side of the page. You can enter an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) on the right side of the page. You can apply for a TIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) on the right side of the page. You can enter an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) on the right side of the page.
Part II. Certification
To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see Exempt payee code earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. “Other payments” include payments made in the course of the requester’s trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

<table>
<thead>
<tr>
<th>For this type of account:</th>
<th>Give name and SSN of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Individual</td>
<td>The individual</td>
</tr>
<tr>
<td>2. Two or more individuals (joint account)</td>
<td>The actual owner of the account or, if combined funds, the first individual on the account¹</td>
</tr>
<tr>
<td>3. Custodian account of a minor (Uniform Gift to Minors Act)</td>
<td>The minor¹</td>
</tr>
<tr>
<td>4. a. The usual revocable savings trust (grantor is also trustee)</td>
<td>The grantor-trustee¹</td>
</tr>
<tr>
<td>b. So-called trust account that is not a valid or legal trust under state law</td>
<td>The actual owner¹</td>
</tr>
<tr>
<td>5. Sole proprietorship or disregarded entity owned by an individual</td>
<td>The owner¹</td>
</tr>
<tr>
<td>6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)) (A)</td>
<td>The grantor¹</td>
</tr>
<tr>
<td>For this type of account:</td>
<td>Give name and EIN of:</td>
</tr>
<tr>
<td>7. Disregarded entity not owned by an individual</td>
<td>The owner</td>
</tr>
<tr>
<td>8. A valid trust, estate, or pension trust</td>
<td>Legal entity¹</td>
</tr>
<tr>
<td>9. Corporation or LLC electing corporate status on Form 8832 or Form 2553</td>
<td>The corporation</td>
</tr>
<tr>
<td>10. Association, club, religious, charitable, educational, or other tax-exempt organization</td>
<td>The organization</td>
</tr>
<tr>
<td>11. Partnership or multi-member LLC</td>
<td>The partnership</td>
</tr>
<tr>
<td>12. A broker or registered nominee</td>
<td>The broker or nominee</td>
</tr>
<tr>
<td>13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments</td>
<td>The public entity</td>
</tr>
<tr>
<td>14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)) (B)</td>
<td>The trust</td>
</tr>
</tbody>
</table>

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person’s number must be furnished.

² Circle the minor’s name and furnish the minor’s SSN.