

PURCHASING DEPARTMENT



VENDOR MANUAL



Jefferson Parish Vendor's Manual



A Vendor's Guide on How to Do Business with Jefferson Parish.

Purchasing Department
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JEFFERSON PARISH VALUES

PUBLIC FIRST

PURSUIT OF EXCELLENCE

POSITIVE RESPONSE TO CHANGE

RESPECT OF OTHERS

COMMUNITY MINDEDNESS

The mission of the Purchasing Department is to provide central procurement services for all Parish departments' requests for services, equipment, supplies, and public works projects. Our goal is to procure quality products using cost effective and transparent methods and to ensure compliance with Jefferson Parish's codified Uniform Purchasing Procedures and Louisiana Public Bid Law. Our mission is to continue to serve Parish citizens, vendors and employees with excellent customer service while fostering open and fair competition.

AUTHORITY OF THE PURCHASING DEPARTMENT: All purchases for equipment, material, services, supplies, and public works, will be made by the Purchasing Department. All departments shall submit their requisitions to the Purchasing Department, and shall not undertake to purchase or contract with any vendor.

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Introduction

The Jefferson Parish Purchasing Department is located in the Jefferson Parish General Government Building, 200 Derbigny Street, Suite 4400 Gretna, Louisiana 70053.

Vendors are encouraged to visit the Purchasing Department. When visiting, vendors should bring brochures, photographs, descriptive material, and price lists that would acquaint the buyers with their products and service.

Office hours are from 8:30 a.m. until 4:30 p.m. Monday through Friday. A scheduled appointment will enable productive utilization of time for both parties.

PLEASE FORWARD ANY QUESTIONS ABOUT THE VENDOR APPLICATION TO:

**200 Derbigny Street
Suite 4400
Gretna, LA 70053
(504) 364-2678 – Office
(504) 364-2693 – Fax**

TO VISIT OUR JEFFERSON PARISH OFFICIAL WEBSITE:

<http://jp-appserver.jeffparish.net/purchasing/>

Some Jefferson Parish Bids are listed on the State Website at:

<http://wwwprd1.doa.louisiana.gov/OSP/LaPAC/>

Eligibility To Bid

Applications

All vendors interested in providing supplies, services or performing major repairs for the Parish of Jefferson must complete the Vendor's Application Form. Applications are available from:

Jefferson Parish Purchasing Department, Jefferson Parish General Government Building, 200 Derbigny Street, Suite 4400, Gretna, Louisiana 70053, or can be downloaded from our website, <http://www.jeffparish.net/modules/showdocument.aspx?documentid=395>.

The information required on the application includes a brief financial statement, a listing of company officials, and a list of class and subclass of commodities that vendor desires to sell to Jefferson Parish and the areas in which vendor wishes to do business.

Application Approval

Each application submitted does not automatically qualify the applicant to be placed on the vendors' mailing list. Applications will be reviewed by a member of the purchasing staff to determine the vendor's ability to fulfill its contracts. The Jefferson Parish Purchasing Department reserves the right to request additional information to fully determine the vendor's capability.

Bid List

Only those vendors who intend to submit bid proposals directly to the Purchasing Department will be considered for approval. Vendors who desire bid invitations for information only will not be qualified and should not submit an application. When a vendor has been qualified, he will receive bid invitations for specified areas and commodities for which he has qualified.

PURCHASING DEFINITIONS

***PAYMENT BOND:** A payment bond (labor and materials bond) ensures that all laborers, materials, subcontractors and supplies are paid by the contractor entering into a contract with the Parish.

***PERFORMANCE BOND:** A performance bond, sometimes referred to as a "completion bond," ensures the Parish that a contract, once awarded, will be completed within a fixed period of time as awarded, and further guarantees against breach of contract.

***BID BOND OR BID SURETY:** A bid surety bond protects the **PARISH** in the event that a bidder refuses to enter into a contract after the award is made or if the bid is withdrawn prior to the award. A bid surety may be a bond, a cashier's check, a certified check, or a money order made payable to Jefferson Parish in the amount of five percent (5%) of the submitted bid. The bid surety must accompany the submitted bid.

* Performance Bond and Payment Bond *will be required* for construction in all public works contracts. Requesting departments may require a performance bond for some service contracts. In these cases, the requirements will be contained in the Invitation to Bid. All bonds must be written by surety agencies meeting requirements as defined in Resolution 113646 or 113647, whichever applies.

LIABILITY INSURANCE: Public liability insurance protects the **PARISH** from the obligation of a contractor to pay his/her debts, and, in the case of an accident or injury, the obligation of a contractor to pay compensation to victims of accidents resulting from the contractor's negligence.

WORKERS COMPENSATION: Workers compensation, usually referred to as workmen's comp, is insurance against statutory damages arising from injury to employees while in the employ of the insured employer.

*The standard workers compensation and employer's liability policy has two (2) major insuring agreements----They are:

- 1) *Coverage A—to pay all claims required under the worker's compensation law in Louisiana, including occupational disease benefits, penalties assessable to the employer under the law; and,*
- 2) *Coverage B—to defend all employee suits against the employer and pay any judgment resulting from these suits.*

*Coverage's A & B are separate and distinct from one another.

ASBESTOS ABATEMENT PROJECT OCCURRENCE INSURANCE: Asbestos Abatement Project Occurrence should be required in every contract requesting the removal of

asbestos. The minimum insurance coverage required should be one million dollars **(\$1,000,000.00)** for each occurrence. The minimum insurance rating by A.M. Best should be A/B+.

JEFFERSON PARISH CODE OF ORDINANCES: The Jefferson Parish Code of Ordinances establishes uniform procedures for the purchase of equipment, materials, services, supplies, and public works for all Parish departments. Purchases are requisitioned through the **Purchasing Department**, with the exception of professional service contracts (SOQ's)

SERVICES UNDER ANNUAL CONTRACTS: Purchases and services under annual contract will be requisitioned in the same manner as regular purchases. Departments may enter into such contracts by submitting these requests to the Purchasing Department for competitive bids.

CONSOLIDATION OF PURCHASES: The Purchasing Department will consolidate purchases of like items in order to secure the most beneficial prices for the Parish. The Purchasing Department is charged with the responsibility of coordinating these purchases, and the Parish departments shall cooperate with this endeavor.

RECEIPT AND INSPECTION OF COMMODITIES: When the requisitioning department receives material, equipment, services, or supplies, department must inspect for quality and quantity. The receiving clerk should not accept commodities unless they conform precisely to the specifications. Directors should designate a responsible employee to sign for proof of delivery of the commodities specified.

COUNCIL APPROVAL /AWARD OF BID/BID ACCEPTANCE: Formal Council acceptance of bids received shall be required in the following circumstances:

1. The sale of bonds
2. The purchase of any item not included in the current operating budget
3. Professional service contracts
4. Insurance
5. Construction or renovation projects in excess of one hundred fifty thousand dollars (\$150,000)
6. Purchases over \$30,000 that were secured via a formal bid process or approved as a Sole Source Purchase.
7. Purchases under \$30,000 that require formal contract and signature from the Council Chairman

PROFESSIONAL SERVICE CONTRACTS: Professional service contracts are governed by Section 2-930 of the Parish Code of Ordinances and are administered by the Parish Clerk's Office.

RFP (REQUEST FOR PROPOSALS): Authorized by Section 2-985; process used to obtain services, except professional services, or nonstandard items costing over \$15,000, when the competitive bidding process is neither practical, nor required by State Law, nor advantageous to Jefferson Parish.

SOQ (STATEMENT OF QUALIFICATIONS): Authorized by Section 2-930; used to solicit qualified firms for professional services, such as attorneys, insurance, etc. These are handled by the Council Clerk's Office.

Bidding Procedures

Definition of Bid

A bid is an answer to a Bid Invitation and constitutes the vendor's offer to sell to the Parish of Jefferson specific items or services at a firm price under the contractual terms and conditions outlined in the bid.

Bid Purpose

The purpose and intention of an invitation to bid is to afford vendors an equal opportunity to bid on all construction, maintenance, repair, operation supplies, and/or equipment listed in the bid proposal. Jefferson Parish will accept one bid only from each vendor. Items bid must meet or exceed specifications. Items bid must be new unless used or remanufactured items are requested in specifications.

No Bid

A response to a bid invitation is our only indication of your interest in Parish business. Failure to respond to six (6) consecutive Invitations for Bid may cause your name to be removed from the vendors' list, unless justification is received explaining why your firm has not bid.

Response to Invitation

If your company is unable to bid on a request, please state your reason on the bid form and return it to this office before bid opening date. Failure to comply may result in the removal of your company from all future bids.

Posting and Advertising of Bids

Information regarding bids to be opened is posted on bulletin boards in Suite 4400, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, Louisiana.

Copies of bids estimated to be over \$30,000 can be downloaded from our official website: <http://jp-appserver.jeffparish.net/purchasing/> and the Louisiana State Purchasing LAPAC Website and, with the exception of those bids that require a deposit.

Preparation of Bid Proposal

A careless error in the bid preparation or in quoting prices will not relieve the vendor's responsibility.

Vendors should not erase, correct, or write over any prices or figures necessary for the completion of the bid proposal. If a correction is necessary, each must be initialed by bidder. Failure to comply with the requirements may cause the bid to be disqualified.

ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE WILL BE ACCEPTED. PENCIL AND / OR PHOTOSTATIC FIGURES OR SIGNATURES WILL DISQUALIFY THE BID.

Obvious Mistakes

If a mistake on the face of the bid document is clearly evident, the bid shall be corrected to the intended bid and may not be withdrawn. Examples of clearly evident mistakes are: typographical errors, errors in extending unit prices, and mathematical errors. When an error is made in extending total prices the unit price will govern. Under no circumstances will a unit bid price be altered or corrected.

Withdrawal of Bids

Bids or any part thereof may be withdrawn prior to the time of bid opening by a formal written request.

Bid Rejection

Jefferson Parish reserves the right to reject any and all bids in whole or in part and to waive any and all bids in whole or in part and to waive any and all formalities in the best interest of Jefferson Parish.

Specifications

Specifications should set out the essential characteristics of items being purchased but written in a manner to invite open competition. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive unless the invitation to bid specifically states that only the brand specified will be considered.

Samples

When required, samples must be furnished no later than the time set or specified for bid opening. Samples must be submitted under separate cover marked plainly with name and address of bidder, bid number, bid opening date, and correspondence indicating whether or not bidder desires return of the sample. If the sample is to be returned, postage must be

provided by vendor. Seconds, irregulars, or shorts are not acceptable. All samples are subject to mutilation as a result of testing.

Any part of goods received that do not meet quality standards and construction of the sample retained will be rejected and returned at vendor's expense.

Bid Opening

Jefferson Parish Purchasing Department staff members will meet and publicly open and read bids at the prescribed time and place stated in public notices and/or the Invitation to Bid. As the bid openings are public, it is agreed and understood the bidders may attend. These openings will acquaint the prospective vendors with Purchasing policies and procedures. Vendors may record the results; however, final awarding of the bid will not be announced at this time.

Prices

All prices shall be quoted in the unit of measure specified, and shall be exclusive of State and Parish taxes. All quotations shall be based on F.O.B. Agency warehouse or job site anywhere within the Parish as designated by the Purchasing Department.

Late Bids

Any bid or amendment received after the bid opening date or time will NOT be accepted. All late bids will be returned unopened to the vendor.

Bid Tabulations (Over \$30,000) are available forty-eight (48) hours after the bid opening. No tabulations are given over the telephone. After that time it becomes a public information request and this information may be obtained by contacting the Jefferson Parish Attorney's Office.

Jefferson Parish Purchasing Department welcomes public inspections of these records as an encouragement to competitive bidding. Advertised bids will be tabulated and a copy forwarded to each responsive bidder.

Annual Contracts

In the event the Council elects to enter into a contract, **Resolution No. 113646 or 113647** shall apply.

Award of Contract

Jefferson Parish reserves the right to award contracts or place orders on a lump sum or individual item basis or such combination as shall in its judgment be in the best interest of Jefferson Parish. Every contract or order shall be awarded to the **LOWEST RESPONSIBLE BIDDER** taking into consideration the **CONFORMITY WITH SPECIFICATIONS** and the **DELIVERY AND/ OR COMPLETION DATE**.

As directed under Act. No. 318 Senate Bill No. 78 of 1958: Preference is hereby given to materials, supplies, and provisions produced, manufactured, or grown in LOUISIANA when quality is equal to articles offered by competitors outside the State.

Purchase Orders

A purchase order is a legal contract. Failure to perform is considered a breach of contract. Jefferson Parish may re-purchase on the open market and surcharge the defaulting contractor and possibly institute debarment procedures on a defaulting vendor.

Cancellation of Contract

Jefferson Parish reserves the right to cancel all or any part, if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted.

All or None

A bidder may limit his bid to All or None. However, this may cause the bid not to be acceptable under certain conditions.

Deliveries

Deliveries are to be made as stipulated in bid. If no delivery instructions appear on an order it will be interpreted to mean prompt delivery required.

Vendor Payments

Upon delivery and acceptance of each order the vendor shall bill the Parish agency by an invoice to include purchase order number, bid number, and/or purchase requisition number. Invoices with missing information may unnecessarily delay the payment process.

Parish agencies are required to pay proper invoices within thirty (30) days.

PRE-BID CONFERENCES

There are two types of pre-bid conferences – *Mandatory and Non-Mandatory*

Mandatory Pre-Bid Conferences: If the pre-bid conference is *mandatory*, only the companies represented by attendees may be considered for an award. A mandatory pre-bid conference must have compelling reasons and should be avoided wherever possible in an effort to increase competition. All mandatory pre-bid conferences must have the approval of the Purchasing Director in concurrence with the (requesting) Department Director, prior to bidding.

Non-Mandatory Pre-Bid Conferences: Vendors are not required to attend to submit a bid. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend

the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification, with no additional cost to the owner.

Purchasing Buyers are the facilitators — their role is to guide agency representatives to ascertain that specifications are not unduly restrictive. In addition, the requesting department’s representative takes notes of all changes and clarifications. The representative will then forward this information to the buyer to incorporate into the addendum, if necessary Non-Mandatory Pre-Bid Conferences follow the same guidelines, except that the pre-bid conference does *not* need to be advertised.

All pre-bid conferences are held in the Purchasing Department, unless special circumstances are required and the pre-bid conferences need to be held at the jobsite.

INSURANCE AND BONDS

Insurance certificates are required within 10 days of bid opening. Performance bonds and payment bonds if required by the bid must be produced upon contract execution. If the successful vendor fails to comply with the production of bonds and/or insurance certificates, then the bid will be rejected. The Parish reserves the right to move to the next lowest responsive bid for award.

All Jefferson Parish bids are provide insurance requirements to which vendors must comply, unless otherwise stated. **Worker’s Compensation and Employer’s Liability Insurance**, in accordance with all applicable State and Federal law and endorsed specifically to include the following:

- 1. Employers Liability, including Occupational Disease, Subject to limit of not less than one million dollars (\$1,000,000.00).
- 2. “Borrowed servant” or “alternate employee” endorsement stating that a claim brought against Owner as a “borrowed servant” or “alternate employee” by an employee of Contractor will be treated as a claim against Contractor.

Commercial General Liability Insurance, with limits of liability of not less than the following:

Aggregate	\$1,000,000.00
General Liability	\$1,000,000.00
Bodily injury, any one occurrence	\$1,000,000.00
Property damage, any one occurrence	\$1,000,000.00

Such insurance shall include the following:

- 1. Contractor’s Protective Liability, covering for work sub-let

2. Premises-operations
3. Contractual Liability, insuring the indemnity agreements contained in this contract
4. Products and completed operations
5. Coverage for property damage due to blasting and explosion (X), structural property damage (C), underground property damage (U), and surface damage from blowout and cratering (E)
6. Personal Injury
7. Asbestos Abatement Project Occurrence Coverage- \$1,000,000.00

Business Automobile Liability Insurance, with a combined Single Limit of \$500,000 per Occurrence for bodily injury and property damage, unless otherwise indicated. This insurance shall include for bodily injury and property damage the following coverage:

1. Any automobiles
2. Owned automobiles
3. Hire automobiles
4. Non-owned automobiles

INSTRUCTIONS TO VENDORS GENERAL CONDITIONS

Sealed bids will be received in the Jefferson Parish Purchasing Department, Suite 4400, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, Louisiana 70053, until the date and hour specified on the bid proposal, at which time they will be publicly opened. LATE BIDS WILL NOT BE ACCEPTED.

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained therein, all of which are made part of the bid proposal reference.

JEFFERSON PARISH reserves the right to reject any and all bids in whole or in part and to waive any and all formalities in the best interest of Jefferson Parish.

CONSTRUCTION WORK: The general conditions for construction projects and the purchase of general materials and/or supplies are those adopted by the JEFFERSON PARISH COUNCIL by **Resolution No. 113646 or 113647**. The general conditions adopted by these resolutions, whichever applies, shall be considered as much a part of the document as if written wholly herein. A copy of either resolution may be obtained from the

office of the Parish Clerk, Jefferson Parish General Government Building, 200 Derbigny Street, 6th Floor, Suite 6700, Gretna, Louisiana.

Bidders must comply with the prevailing wage provisions of the Davis-Bacon Act on any construction project costing in excess of \$2,000 when 25 percent or more of the cost of such project is paid with Revenue Sharing Funds.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, sex or religion under Title VII of the Civil Rights Act of 1964, as amended, nor discriminate on the basis of age under the Age Discrimination Act of 1975, as amended; nor with respect to an otherwise qualified handicapped individual as provided in Title V of the Rehabilitation Act of 1973, as amended. This assurance includes compliance with the administrative requirements of the Revenue sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations.

New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act as amended in accordance with the American National Standard Institute's specifications (ANSI A117.1-1961).

RESPONSE TO INVITATION: If a company is unable to bid on a request the reason should be stated on the bid form and returned to the Jefferson Parish Purchasing Department before the bid opening date. Failure to comply may result in the removal of the company from all future bids.

DEMOLITION CONTRACTS: All conditions set forth on the Parish **Resolution No. 113646 or 113647** will be considered a part of the bid whether attached or not. Resolution copies may be obtained from the office of the Parish Council Clerk's Office, 6th Floor, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, Louisiana.

LIABILITY INSURANCE: Proof of liability insurance must be furnished on all bids involving labor **(for details see Resolution No. 113646 or 113647)**.

HELPFUL TIPS

The vendor's application must be completed in its entirety if a vendor wishes to receive bid proposals. On the back of the application, the appropriate commodities for receipt of bids should be listed.

The special conditions should be read carefully for compliance with any and all requirements of the Invitation to Bid. (Ex: literature, obtain a bid bond, other required information, samples, etc.)

If what a vendor proposes to furnish differs in any way from what is specified in the Invitation to Bid (brand, size, other specs., etc.), differences must be stated clearly in the bid. Otherwise vendor will be expected to furnish exactly what was specified in the

Invitation to Bid. If vendor does not furnish the specified item, the agency cannot accept the merchandise.

Bid Bonds requested must accompany bids. Otherwise, vendor may be disqualified.

Any corrections, erasures, or written-over prices must be initialed by bidder.

Prices must be filled in on the bid forms furnished. A computer printout price list will not suffice.

Delivery date and terms must be listed.

If vendor has any questions about a bid, contact the Purchasing Department before the bid opening. The contact name and telephone number are located on the top of the bid form.

Vendors should attend the bid opening or send a representative.

Common reasons that result in bid rejection: failure to include proper verification of signature authority, failure to acknowledge addenda, un-initialed price changes, and descriptive literature not submitted as called for in the bid form.

PURCHASE CATEGORIES

PURCHASES \$1000 or less

Departments may issue purchase orders directly to vendors for purchases of \$1000 or less. These purchases do not require competitive bids. The quote including shipping cost cannot exceed \$1000. Departments should exercise good judgment in choosing vendors whose past experience proves them to be generally competitive. These types of purchases should be equitably distributed with preference to parish vendors.

Recurring expenses of like nature must be bid and when possible contracts should be obtained.

Departmental Purchase Orders (DEPO) cannot exceed the aggregate amount of \$5,000 for the same goods and/or services during the calendar year.

Under no circumstances shall there be a division or separation of any purchases or projects into smaller purchases, which division or separation would have the effect of avoiding the bidding requirements (LA RS38:2212H).

PURCHASES BETWEEN \$1000.01 AND \$5,000

The PURCHASING DEPARTMENT will obtain electronic quotations through the Parish's automated Procurement System. On occasions, faxed quotes may be used to secure quotes if necessary. The bid solicitation contains complete specifications and will be opened at a specified date and time. The quotes are maintained in the official bid record. The bid will be awarded to the lowest bidder which meets specification requirements. Vendors typically have between 3-5 days to submit quotes once the bid has been posted onto the Parish's automated Procurement System. Additional time may be given for jobs requiring both labor and materials. The buyer may use her discretion in setting the bid opening dates.

PURCHASES OVER \$5,000 AND LESS THAN \$30,000

The PURCHASING DEPARTMENT will obtain electronic quotations through the Parish's automated Procurement System. On occasions, faxed quotes may be used to secure quotes if necessary. The bid solicitation contains complete specifications and will be opened at a specified date and time. The quotes are maintained in the official bid record. The bid will be awarded to the lowest bidder which meets specification requirements. Depending on the nature of the bid, vendors typically have between 3-15 days to submit quotes once the bid has been posted onto the Parish's automated Procurement System. Additional time may be given for jobs requiring both labor and materials. The buyer may use her discretion in setting the bid opening dates.

- Bids for Purchases under \$30,000 that require a performance bond or a signed formal contract will be routed for Council bid acceptance. And as such, award may be delayed until the bid has officially been accepted by Council Resolution.

All awards in excess of \$5,000 for the construction, alteration, or repair of any public works will be reduced to a formal contract which shall be recorded at the contractor's expense. All awards in excess of \$25,000 reduced to a formal contract will require a performance bond and/or payment bond. The bid specifications will indicate the amount of bonds. The bonds shall not be in an amount less than 50% of the contract price unless otherwise specified.

PURCHASES OVER \$30,000 - ADVERTISED BIDS

The **PURCHASING DEPARTMENT** will require written bids by soliciting them via the Parish's automated Procurement System and/or posting bids onto LAPac (State of Louisiana Contract and Procurement Network). Purchases are awarded on the basis of the lowest responsible bid received meeting specifications. The Invitations to Bid will be publicly opened and read at a specified date, time, and place. There are two types of bids in this category:

- 1) Bids for materials and supplies
- 2) Bids public works projects

BID AWARDS

Bids must be awarded to the lowest responsive and responsible bidder. Official bid acceptance and award are made via Council Resolution. A bid award must be made within 45 calendar days after the bid opening. However, Jefferson Parish and the lowest responsible bidder(s), by mutually written consent, may agree to extend the deadline for award by one or more extensions of thirty calendar days.

AUTHORITY TO SIGN BIDS

If the bid is in excess of \$30,000 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212(A)(1)(c) or LSA-R.S. 38:2212(O).

If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212(A)(1)(c) or LSA-R.S. 38:2212(O). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive bidder in this event.

SEALED BID PROCESS

Materials, Supplies and Services: Proposals shall be advertised in the Parish's Official Journal for once a week for two (2) consecutive weeks and may not be opened until fifteen (15) days after the first advertisement.

AFFIDAVITS – Non-Public Works

Each successful vendor will be required to submit the following signed and notarized affidavits in original format within 10 days of the bid opening:

- 1) Non-Collusion Affidavit
- 2) Campaign Contribution Affidavit

Failure to comply will cause bid to be rejected; in this instance, the Parish reserves the right to award bid to the next lowest responsive bidder.

Public Works: Proposals shall be advertised in the Parish's Official Journal once a week for three (3) consecutive weeks and bids may not be opened until at least twenty-five (25) days after the first advertisement.

Upon tabulating bids, the Purchasing Department submits copies of all bids and tabulation to the requesting department for final review and recommendation of award. Vendors can expect the tabulation process to take up to 48 hours; however, this may vary from time to time.

PUBLIC WORKS BID FORM

This bid form is mandated by state law for public works projects only. The bidder is required to submit only the following in connection with this form:

- 1) Bid Security in the form of a bid bond, certified check or cashier's check as prescribed by LA RS 38:2218.A
- 2) Corporate resolution if someone other than a corporate officer signs for the Bidder Contractor. Failure to include a copy of the appropriate signature authorization as required may result in the rejection of the bid unless the bidder has complied with LA RS38:2212(A)(1)(c) or RS 38:22121(O).

Any additional information or documents that Jefferson Parish requires (e.g. affidavits such as campaign contribution, non-collusion affidavit, etc., tax identification number, and the proof of insurance) must be within 10 working days of the bid opening. The Purchasing Department will notify the apparent low bidder of this requirement once bids have been tabulated. The apparent low bid is subject to rejection if the vendor does not comply within the allotted time.

AFFIDAVITS – Public Works

Each successful vendor will be required to submit the following signed and notarized affidavits in original format within 10 working days of the bid opening:

- 1) Non-Conviction Affidavit
- 2) Non-Collusion Affidavit
- 3) Campaign Contribution Affidavit
- 4) E-Verify Affidavit

Failure to comply will cause bid to be rejected; in this instance, the Parish reserves the right to award bid to the next lowest responsive bidder.

BID DISQUALIFICATION **PROCEDURES**

In Section 2-914 of the Code of Ordinances, Jefferson Parish provides rules and procedures in the event that a requesting department recommends bid disqualification. The causes for disqualification from consideration for award of a contract with Jefferson Parish are as follows:

- (1) Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;
- (2) Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a parish contractor;
- (3) Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;
- (4) Violation of contract provisions, as set forth below, of a character which is regarded by the Purchasing Director for Jefferson Parish to be serious as to justify disqualification:
 - a. Deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or
 - b. A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one (1) or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for disqualification.
- (5) Any other cause the purchasing director determines to be so serious and

compelling as to affect responsibility as a parish contractor, including debarment by another governmental entity for any cause;

(6) Violation of the state code of ethics or the ethical standards set forth in the Jefferson Parish Code of Ordinances;

(7) Failure to service and/or maintain necessary licenses and/or permits;

(8) Failure to comply with the Jefferson Parish Code of Ordinances and/or the Jefferson Parish Comprehensive Zoning Ordinance; and

(9) Failure to comply with or meet bid specifications and/or failure to be a responsible bidder.

(10) Failure, within the twelve-month period immediately preceding the bid opening, to have timely supplied a non-collusion affidavit, affidavit of fee disposition or campaign disclosure form, or any other post-bid opening documents required in the bid specifications.

(b) The procedures for disqualification from consideration for award of a contract with Jefferson Parish are as follows:

(1) *Step 1:* Prior to the department making a recommendation to the council regarding a bid acceptance, the department head shall send a notice of disqualification to the disqualified low bidder. This letter shall contain the reasons for disqualification and shall be sent certified mail with return receipt requested. At the same time, a copy of said letter shall be sent to the bid disqualification review committee chairman and the parish attorney's office. When the postal receipt is returned to the department head, he/she then proceeds with step 2 below.

(2) *Step 2:* Prepare the normal recommendation packet to the council, with the following exceptions:

a. The letter to the council chairman shall indicate the low bidder was disqualified;

b. The letter to the council chairman shall include a copy of the notice of disqualification together with the postal receipt, indicating delivery to the low bidder; and

c. Attach a resolution accepting the lowest responsible bidder. The acceptance, however, shall be contingent upon the disqualification being affirmed or dismissed by the bid disqualification review committee.

(3) *Step 3:* If a bid disqualification review hearing is requested by a disqualified bidder, the bid disqualification review committee chairman shall be notified and he will schedule the hearing.

PURCHASES FROM A SOLE SOURCE

When purchasing from a sole source of supply, the requesting department shall obtain documentation in writing on the manufacturer's letterhead stating that the proposed supplier is the only source of supply of the desired good(s) and/or services(s), and that it has no distributors or authorized repair/service center (as applicable); or stating that a specific distributor or authorized repair/service center has territorial rights for the Jefferson Parish area; or stating that it has proprietary rights or copyrights over a specific commodity and has no authorized distributors.

In addition, the requesting department shall justify in writing why it is in the best interest of the Parish to use a sole source item or service. The explanation shall be based on the using department's unique need precluding the use of similar good(s) or services(s) available in the market. All supporting documentation shall be made part of the purchase order records.

Sole Source Vendor Requirements

- Letter from the sole source vendor on signed letterhead. This should be from the national marketing representative (not a salesman).
- Letter shall include:
 - Firm price quote
 - Statement about only known supplier of the product/service/repair
 - Statement about not selling the product(s) through distributors

RFP (Request for Proposals)

As Authorized by Section 2-985 of the Jefferson Parish Code of Ordinances

The RFP process may only be used to procure services or nonstandard items exceeding \$15,000 and whereby the competitive bidding process is neither practical, nor required by state law, nor advantageous to Jefferson Parish.

RFP's *may not* be used to procure professional services.

Authorization of Use of RFP Process

Section 2-895 of the JP Code of Ordinances provides that the Council must authorize the use of the RFP process via adoption of a resolution requesting use of this process. The resolution must indicate justification for use of the RFP process in lieu of sealed bids. A copy of the prepared RFP must be routed together with the resolution for placement on the Council agenda for Council approval.

Upon Council approval, the RFP solicitation is administered through the Purchasing Department.

Advertisement of the RFP

RFP notice shall be advertised for 3 consecutive weeks in JP Official Journal. The notice shall contain a minimum, a brief description of the items or services to be performed, the relative importance of the evaluation criteria, and a stipulation of the final closing time and date after which proposals will not be accepted.

Including in the advertisement will be the date, time and location of the pre-proposal conference, if any. The pre-proposal conference will generally be scheduled after the 3rd advertisement and 2 weeks before the proposal receipt date. This allows time for any addenda to be issued as a result of the pre-proposal meeting.

Purchasing will also notice suggested vendors and current contract holder.

RFP's are posted on Purchasing's webpage, which links to LaPAC (LA Procurement and Contract Network). Vendors may download the RFP, free of charge by clicking the link below. The link is also included in each advertisement.

<http://www.prd1.doa.louisiana.gov/OSP/LaPAC/>

Proposal Receipt Date

Prospective proposers will be given a minimum of 30 days from date of advertisement to submit their proposals. All proposals are due in the Purchasing Department, located at 200 Derbigny Street, Suite 4400 Gretna, LA 70053 no later than 4:30pm. Vendors are urged to consider parking and lobby security in the timely delivery of packets. Late proposals will be rejected and shall not receive further consideration.

Inquiries and Addenda

All inquiries regarding the RFP will be sent to the buyer in the Purchasing Department. Purchasing will distribute the inquiries to respective JP departments for action/response. Upon receipt of the response, Purchasing will issue an addendum circulating the information for all prospective vendors. All addenda are also posted on Purchasing's webpage via the State of Louisiana's Procurement and Contract Network (LaPAC).

Affidavits

Affidavits that ***must*** be included in the proposal submission:

- 1) Non-Collusion Affidavit
- 2) Campaign Contributions Affidavit
- 3) Sub-Contractor's Affidavit
- 4) Solicitation Affidavit

Failure to timely submit the affidavits in completed and notarized form shall result in the proposer's submission being deemed non-responsive by the RFP Evaluation Committee, and said submission shall received no further consideration.

Affidavits forms are included in the initial RFP document; however, vendors may visit Purchasing webpage via the Jefferson Parish website to download these forms.

Cost Proposals

Cost proposals if requested in the RFP shall be submitted in a sealed envelope, separate from the technical RFP proposal submission. Pursuant to Parish Code, cost proposals shall not be scored. All cost proposals shall be sent to the Council for analysis in its selection (award) or rejection of proposals.

RFP Evaluation Committee and Meeting

After proposals have been received, Purchasing will schedule the evaluation committee meeting where all members will meet to score individual proposals received based on the evaluation criteria advertised in the RFP solicitation. Section 2-895 requires that such committee consist of a member from the following:

- 1) Parish Attorney's Office (non-scoring member)
- 2) Purchasing Department
- 3) Finance Department
- 4) Research & Budget
- 5) Requesting Department

****If necessary, the committee may also have representatives from the Parish President's Office and/or Jefferson Parish Council's Office.**

****Supplementary members may be added to the committee; however, they must be employees of the Parish (ex.: additional members from the requesting department, etc.). Such members must be stated in the resolution adopted by Council authorizing the RFP advertisement.**

Committee members shall evaluate all proposals impartially and equitably, considering how well each proposal met the evaluation criteria as advertised. Upon completion and tallying of the evaluation scores, the purchasing department representative shall read the scores aloud. Then the purchasing representative will open and read aloud all cost proposals, if any. The representative from the Parish Attorney's Office will collect the original score sheets and deliver to the Council Clerk.

Open Meetings Law (Sunshine Law)

RFP Evaluation Committee meetings fall under Title 42 of the LA Revised Statutes or Open Meetings Law aka Sunshine Law. Purchasing will prepare a public notice and send to the General Services Department for posting on the bulletin boards located in the lobbies of the General Government Building and the Yenni Building.

A copy of the notice shall also be posted on the door of the location of where the meeting will be held (ex. Rheem Building Door, Purchasing Department office door, etc.). Vendors are encouraged to check these locations and/or to call the Purchasing Department for meeting information.

Selection and Award

The representative from the Parish Attorney's Office will prepare a memorandum to the Council outlining evaluation results and will include all score sheets and cost proposals received, if any. Also included in the memorandum is a listing of responsible and non-responsible proposers. Responsibility of a proposer is determined in the same manner as for competitive sealed bids, and the responsiveness of a proposal shall be determined consider the materials that the proposer has submitted and the core requirements of the RFP. A resolution selecting proposals to supply the services stated in the RFP shall also be routed to the Council for consideration. The Council shall review these materials for its complete analysis for selection of the proposer(s) under the RFP. The Council may either adopt the resolution selecting the proposer or reject all proposals.

Ratification of Contract

The Parish Administration (requesting department) shall negotiate favorable terms and conditions and will present the council with the final contract form for ratification. If the Council fails to ratify the agreement the evaluation committee shall seek authorization from the Parish Council to negotiate favorable terms and conditions with another responsive and responsible proposer under that proposed RFP procurement action.

SOQ (Statement of Qualifications)

As Authorized by Section 2-985 of the
Jefferson Parish Code of Ordinances

The requesting department prepares the Statement of Qualifications for firms or persons interested in providing professional services to the Parish. The advertisement must include the minimum scope of work to be performed, the relative importance of the evaluation criteria, minimum qualifications required, submittal deadline information, etc as well as additional information as required by Division 3.1 of the Jefferson Parish Code of Ordinances.

Prior to solicitation, the Parish Council must authorize same. The Parish Clerk administers the receipt of submittals for each respective SOQ. Vendors are encouraged to call the Parish Clerk's Office for further information at 364-2626.

Vendor's Application

In order to bid on materials supplies and/or services purchased by Jefferson Parish for various agencies, vendor must execute and sign the Vendor's Application. **Note:** By signing the application, vendor acknowledges receipt of the "Purchasing Rules and Regulations" and agrees to furnish any and all materials and supplies in strict accordance with all conditions imposed.

Applications must be returned to Jefferson Parish Purchasing Department, P.O. Box 9, 200 Derbigny Street, Suite 4400, Gretna, Louisiana 70054. Applications may be faxed to (504) 364-2693 or e-mailed to purchasing@jeffparish.net.

W9-Form

Vendors are required to submit a completed W9-Form with the Vendor's Application.

To view and print the Vendor's Application from the Parish website, Adobe Acrobat Reader must be resident on vendor's computer. This free software allows vendor to view, navigate, and print PDF files across all major computing platforms.

Central Auction House

Jefferson Parish provides an option to view and submit bids online using Central Auction House. Vendors may register to receive email notifications of Jefferson Parish bids by clicking on the link below or contacting the following numbers:

<http://www.centralbidding.info/registration.php>

Vendor support: (866) 570-9620 (toll free) or
225-810-4814

Email: info@centralbidding.com

VENDOR'S APPLICATION

(PLEASE PRINT OR TYPE)

NAME OF VENDOR: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP CODE: _____

PARISH: _____

(AREA CODE)

PHONE NUMBER: _____

(AREA CODE)

FAX NUMBER: _____

E-MAIL ADDRESS: _____

FEDERAL IDENTIFICATION NUMBER: _____

NATURE OF YOUR BUSINESS: _____

NUMBER OF YEARS IN BUSINESS: _____

PLEASE CHECK ONE:

CORPORATION:

INDIVIDUAL:

PARTNERSHIP:

OTHER:

APPROXIMATE INVENTORY NORMALLY STOCKED: _____

NUMBER OF EMPLOYEES: _____

SIZE OF WAREHOUSE(S) OR SHIPPING LOCATIONS:

LOCATION:

SQUARE FEET:

1. _____

2. _____

*****PREFERENCE WILL BE GIVEN TO STOCKING VENDORS*****

PLEASE PRINT SIGNER'S NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

PLEASE RETURN COMPLETED FORM TO:
JEFFERSON PARISH PURCHASING DEPARTMENT
200 DERBIGNY STREET/SUITE 4400
GRETNA, LA 70053
(504) 364-2678 - Office
(504) 364-2693 - Fax

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)																			
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																			
	<table border="1" style="margin: auto;"> <tr><td colspan="9" style="text-align: center;">Social security number</td></tr> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Social security number																	
Social security number																			
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="margin: auto;"> <tr><td colspan="9" style="text-align: center;">Employer identification number</td></tr> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Employer identification number																	
Employer identification number																			

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below).
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You 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 the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

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 an S corporation, or if you no longer are tax 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 your 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 with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications 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

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If 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 the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

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 possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. 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 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

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 to get 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 page 2), 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 an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

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 item 1, below, and items 4 and 5 on page 4 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 the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

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 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.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
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	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

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.

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.