



## ***THE SCHOOL BOARD OF MARTIN COUNTY, FLORIDA***

2845 SE Dixie Highway • Stuart, Florida 34997-5037 • Telephone (772) 219-1255 Ext: 203 • Fax: (772) 219-1267

---

*Via Email Transmission: [wljatr@aol.com](mailto:wljatr@aol.com)*

August 21, 2019

Atlantic Roofing II of Vero Beach Inc.  
Attn: Mr. William Lasky, Jr., Vice President  
4310 45<sup>th</sup> Street  
Vero Beach, FL 32967

RE: Letter of Intent to Award/Preparation of Contract Documents/Insurance Requirements  
ITB No. 1004-0-2019, Jensen Beach High School Partial Roof Replacement Project

Dear Mr. Lasky,

This is to advise you that the Martin County School District, Stuart, Florida has accepted your offer to furnish services for ITB No. 1004-0-2019, Jensen Beach High School Partial Roof Replacement Project in the amount not to exceed \$386,726.00. This acceptance is contingent upon receipt of signed offer (contract documents), and final approval by the Board, slated for September 17, 2019. Once approved, the final executed contract, notice to proceed, and purchase order will be presented at the Preconstruction Meeting.

Please sign the attached contract (two original signatures and required witness) and return no later than September 3, 2019. In preparation of award, make arrangements for insurance documentation to the Martin County School District named as Additional Insured, as per the Certification of Liability, Professional Liability, Property Damage, and Workers' Compensation coverage and performance and payment bonds as outlined in the ITB document.

Also complete and return the attached Vendor Information and W-9 form so your firm can be entered into the District financial system.

Thank you for your cooperation. We look forward to a prosperous working relationship with your organization. If you have any questions, please call me at (772) 219-1255 Ext. 203.

Sincerely,

*Lenora S. Darden*, MCPP, CPPB, CPSM

Purchasing Supervisor

c: Mark Sechrist, Director of Facilities  
Justin Sage, Director of Purchasing  
ITB File

*Laurie J. Gaylord, Superintendent*

*School Board Members: Tony Anderson • Victoria Defenthaler • Michael DiTerlizzi • Marsha Powers • Christia Li Roberts*

*"To Educate All Students for Success"*



School or Dept. \_\_\_\_\_ Attn. \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**VENDOR INFORMATION FORM**

This form and an executed W-9 form **must** be completed before we can add your company to our vendor files, or update current information on an existing vendor file. **Please return completed form to the School or Department that sent it to you, see above information.** Upon return to the School or Department, it will be forwarded to Purchasing. Once the vendor number is assigned, Purchasing will advise the School or Department.

Purchase orders are required for all purchases. No school district employee is authorized to place an order for merchandise or services without a purchase order. The School District is not obligated to pay for any goods or services that have not been authorized by purchase order. The only exception would be a P Card purchase.  
**Type of credit cards accepted if applicable:**

**Related Party** – is any School Board member or employee, or the spouse or child of any School Board member or employee a proprietor, an officer a partner or a director of this business, or do any of the parties individually or in combination have a material interest in this business? ( ) YES ( ) NO

If yes, please explain relationship: \_\_\_\_\_

Vendor requirement for Jessica Lunsford Act and confidentiality of student records, website:  
<http://martinschools.org>

**PLEASE PRINT**

|   |                             |
|---|-----------------------------|
| <b>Name:</b> (to be used on Purchase Order or d/b/a must match W-9)     | <b>Date:</b>                |
| <b>Ordering Address:</b>  | <b>Phone #:</b>             |
| <b>City &amp; State &amp; Zip:</b>                                      | <b>Fax #:</b>               |
| <b>Remittance Information (if different than above)</b><br><b>Name:</b> | <b>Contact Name:</b>        |
| <b>Address:</b>   | <b>Federal EIN/SSN:</b>     |
| <b>City, State, Zip:</b>  | <b>Owner's name if SSN:</b> |

| Purchasing/Accounts Payable Use Only |                |
|--------------------------------------|----------------|
| <b>1099 Status</b>                   | <b>Initial</b> |
| <b><u>VENDOR #</u></b>               |                |

## Request for Taxpayer Identification Number and Certification

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

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

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the 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.

|                                       |  |  |  |  |  |  |  |  |  |  |
|---------------------------------------|--|--|--|--|--|--|--|--|--|--|
| <b>Social security number</b>         |  |  |  |  |  |  |  |  |  |  |
|                                       |  |  |  |  |  |  |  |  |  |  |
| OR                                    |  |  |  |  |  |  |  |  |  |  |
| <b>Employer identification number</b> |  |  |  |  |  |  |  |  |  |  |
|                                       |  |  |  |  |  |  |  |  |  |  |

**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.

### Part II Certification

Under penalties of perjury, I certify that:

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

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

|                  |                                  |              |
|------------------|----------------------------------|--------------|
| <b>Sign Here</b> | Signature of U.S. person ▶ _____ | Date ▶ _____ |
|------------------|----------------------------------|--------------|

### 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](http://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.