

**MORGAN COUNTY COMMISSION
INVITATION TO BID
BID INVITATION NUMBER: 18-10
Janitorial Supplies**

Morgan County Commission is soliciting sealed bids for the items listed above. Bids will be received by the Morgan County Commission at the Morgan County Courthouse, Commission Office, 5TH Floor, 302 Lee Street, Decatur, Alabama 35602, until

Monday, September 10, 2018 at 9:00 a.m. C.D.T.

Bids will be opened in the County Commission Chambers at the above stated time and date. Time is of the essence in submitting bids and only sealed bids received in the Commission office by the time listed above shall be opened and considered. Bidders and other interested individuals are invited to attend the bid opening.

Prospective bidders are instructed to read the General Terms and Conditions and Bid Specifications very carefully. Bid addendums will be provided to all bidders, if necessary. Bids must be made in compliance with the guidelines in the sections referred to herein and *each page initialed by the bidder representative to denote understanding of such compliance and returned with the submitted bid.*

Bid envelopes should be sealed and marked as follows:

**Bid Invitation Number 18-10
Janitorial Supplies
September 10, 2018**

Bids may be mailed to Morgan County Commission, P.O. Box 668, Decatur, AL 35602.

If there are any questions about bid procedures, please contact Julie Reeves at 256.351.4735 or jreeves@co.morgan.al.us or Jessica Smith at 256.351.4732 or jsmith@co.morgan.al.us

Bidder Initials: _____

Morgan County Commission

General Terms and Conditions

- All bids must be typed or hand written in ink on the attached Bid Proposal Form. Please place the Bid Proposal Form in front of all other documents included in the bid packet. Bids submitted in pencil and bids not submitted on the Bid Proposal Form will not be considered. All corrections shall be initialed and dated by the bidder representative. Bids that are submitted without being signed will automatically be rejected.
- Bid envelopes must be sealed and must indicate clearly the appropriate bid number, bid item, and bid opening date, as indicated on the cover sheet of the bid packet. Bids by Facsimiles and emails will not be accepted. The commission will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver the proposal to the Commission office by the deadline stated in the bid request.
- The Commission provides equal opportunities for all businesses and does not discriminate against any vendor regardless of race, sex, creed, age, disability, national origin or religion in consideration for an award. Bidders must abide by the provision of the American with Disabilities Act of 1990 and assure that in connection with the performance of work under this agreement that they are an equal opportunity employer and do not discriminate on the basis of race, sex, creed, age, disability, national origin or religion.
- All bidders must comply with applicable sections of the Alabama Competitive Bid Law, Code of Alabama, 1975.
- **All bid amounts shall be submitted on the attached Bid Proposal Form.** Prices quoted shall be delivered prices, exclusive of all federal or state excise, sales, and manufacturer's taxes. The Commission will assume no transportation or handling charges other than specified in the bid.
- A completed W-9 should be included with your bid package.
- A completed affidavit of compliance with E-Verify.
- The Morgan County Commission reserves the right to cancel the contract with a 30 day written notice to the contractor if the performance of the service is unsatisfactory.
- These specifications and acceptance hereof shall constitute exclusively and entirely the agreement for the service as described within.
- The attached specifications are being provided to potential bidders as guidelines, which describe the type and quality of equipment, supply, and/or service the Commission is seeking to purchase.

Bidder Initials: _____

- These specifications and Attachment A constitute the contract between the awarded vendor and the Morgan County Commission.
- By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.
- By signing this contract, grant, or other agreement, the contracting parties affirm, for the duration of the agreement, that such contractor is not currently engaged in, and an agreement that the contractor will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which Alabama can enjoy open trade.
- All bids will be awarded to the lowest responsive and responsible bidder. This determination may involve all or some of the following factors: price, conformity to specifications, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payments, compatibility as required, other costs and other objective and accountable factors which are reasonable. When responsive and responsible bids are equal, a local vendor shall be favored. The Commission reserves the right to accept or reject any or all items covered in the request, or any portion(s) thereof, waive formalities, re-advertise and/or take such other steps deemed necessary and in the best interest of the Commission. Bidders may be disqualified and bid proposals may be rejected for any of (but not limited to) the following causes:
 - Failure to use the bid forms furnished by the Commission
 - Lack of signature by an authorized representative on the Bid Proposal Form.
 - Failure to properly complete the bid form.
 - Failure to furnish performance bond, when required.

Bidder Initials: _____

**Morgan County Commission
BID PROPOSAL FORM
Bid Invitation Number 18-10
Janitorial Supplies**

Name of Your Company: _____

Street Address: _____

Billing Address: _____

City, State & Zip: _____

Contact Person & Phone: _____

Email address: _____

Total Cost: _____

Exceptions/Deviations/Substitutions: (attach additional sheets if necessary)

Bidder Representative Signature

Date

Bidder Initials: _____

**MORGAN COUNTY COMMISSION
INVITATION TO BID: 18-10
JANITORIAL SUPPLIES**

Minimum Bid Specifications

Morgan County Commission is soliciting bids for janitorial supplies for various County Departments. The winning bidder must be able to provide sales support and customer service.

The items listed for pricing in Attachment A of this bid are the most frequently ordered products. This list is not all inclusive of the items that will be purchased and may change as the needs of the County change. No guarantee is made to purchase any amount of product(s) from any bidder as a result of any contract awarded on the basis of this bid.

All items listed on Attachment A must be priced in order for the bid to be considered. All prices submitted on the bid form will be in effect for the period the bid award is in effect.

Bidder must note any products or quantities that differ from the listing in Attachment A. Please provide additional documentation on these items.

FEES

If the performance of a product is not satisfactory, the vendor representative shall be notified and shall exchange the product at no cost within ten (10) working days. Failure to respond in good faith may result in termination of the contract. There shall be no restocking fees.

MINIMUM ORDER AND BACKORDERS

No minimum order required. Backorders are not permitted. All orders should be filled and delivered in a timely manner when customer places order.

DELIVERY

A delivery schedule shall be established at a minimum of weekly for all Morgan County departments.

TAXES

Morgan County is a tax exempt entity which exempts all state and local sales taxes.

Bidder Initials: _____

CONTRACT PERIOD AND RENEWAL

The term of the contract will be for one year for the period beginning October 1, 2018 through September 30, 2019. Morgan County may, at its option, renew the term of this contract up to a maximum of two additional years, one year at a time. The awarded vendor shall be notified in writing by Morgan County of its intention to extend the contract term.

TERMINATION OF CONTRACT

Morgan County, may, by a 30 day written notice, terminate this contract, in whole or in part if the vendor fails to perform adequately the services, terms or conditions as proposed in their response to this bid.

QUESTIONS

Please direct any questions or concerns about the specifications to Jessica Smith by email , jsmith@co.morgan.al.us.

Bidder Initials: _____

Notice: As a condition of a bid, contracts or grant with Morgan County, compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act must be provided. Please enter the name of your company and your name and complete the affidavit below. Your signature must be notarized.

BUSINESS ENTITY: _____

APPLICANT NAME: _____

E-VERIFY AFFIDAVIT

I _____ (name), on behalf of _____ (business entity), and with lawful authority to act in its behalf, hereby execute this affidavit on behalf of the business listed above and, by executing this affidavit, I verify that business' compliance with Section 31-13-9 of the Code of Alabama, 1975, stating affirmatively that it does not knowingly employ, hire for employment or continue to employ an unauthorized alien. Further, the business has registered with and is participating and will participate during the performance of this contract with Morgan County in the federal work authorization program known as "E-verify" web address <https://e-verify.uscis.gov/enroll>, operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of newly hired employees pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicable provisions of Alabama's Immigration Law. The undersigned further represents that, should the business employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the County, it will secure from such subcontractor(s) verification of compliance with Section 31-13-9 of the Code of Alabama, 1975, in a form substantially similar to this affidavit. The Business further agrees to maintain records of such compliance and provide a copy of each said verification to the County.

E-Verify Employment Eligibility Verification User ID Number

Applicant Signature

Sworn to and subscribed before me this _____ day of _____, _____.

Notary

My Commission expires: _____

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"/> Exempt payee	
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 *How to get a TIN* on page 3.

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

Social security number									

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

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

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

General 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.

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 ⁴
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.

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.

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.

ATTACHMENT A: Morgan County Commission

Any product denoted with * (There can be no substitutions.)

JANITORIAL SUPPLIES

CLEANERS

PRODUCT	PACKAGE SIZE	PRICE
A-JAX	21oz. Cans/24 per case	_____
ARMOR-ALL	Gallon/4 per case	_____
AMMONIA	Gallon/4 per case	_____
BRASSO	8 oz. cans/8 per case	_____
*CLOROX	Gallon/6 per case	_____
CONCENTRATED CAR WASH	5 gallon container	_____
D.C. FORWARD CLEANER	Gallon/4 per case	_____
DISH DETERGENT	Gallon/4 per case	_____
*FORMULA 409	Quart bottles/12 per case	_____
FURNITURE POLISH	15 oz. cans/12 per case	_____
ENDUST AEROSOL SPRAY	15.5 oz. cans/12 per case	_____
OUST AIR NEUTRALIZER SPRAY	10 oz. cans/12 per case	_____
GERMICIDAL SPRAY & WIPE	18 oz. cans/12 per case	_____
*JOY DISH DETERGENT	38 oz. bottles/8 per case	_____
LAUNDRY DETERGENT (Tide)	36 lb. Box	_____
OVEN CLEANER	19 oz. cans/12 per case	_____
*OSTRICH FEATHER DUSTER	Individually	_____
*PINE-SOL	Gallon/3 per case	_____
LYSOL DEODORIZING CLEANER	Gallon/4 per case	_____
HI-PINE 10 CLEANER	Gallon/4 per case	_____
STAINLESS STEEL CLEANER	15 oz. cans /12 per case	_____
TOILET (NON-ACID) CLEANER	Quart bottles/12 per case	_____
VINEGAR	Gallon/4 per case	_____
*WINDEX AEROSOL GLASS CLEANER	20 oz. cans/12 per case	_____
*WINDEX GLASS CLEANER	Gallon/4 per case	_____
CONCENTRATED ULTRA DEGREASER	5 Gallon Container	_____
PINE QUAT	Gallon/4 per Case	_____
MR. CLEAN MAGIC ERASER	24 per case	_____
*DYMON SCRUBS IN A BUCKET	6/72 CASE	_____

Bidders Initials: _____

STYROFOAM PRODUCTS

PRODUCT	PACKAGE SIZE	PRICE
6 oz. CUPS	1,000 per case	_____
8 oz. CUPS	1,000 per case	_____
12 oz. CUPS	1,000 per case	_____
16 oz. CUPS	1,000 per case	_____
9" PLATES	500 per case	_____

FLOOR CARE PRODUCTS

PRODUCT	PACKAGE SIZE	PRICE
BASE BOARD STRIPPER	18 oz. cans/12 per case	_____
BROOMS (Lobby)(30 inches)	Individually	_____
BROOMS (WAREHOUSE)(56inches)	Individually	_____
MOP BUCKET & WRINGER (COMBO)	Individually	_____
*STRIDE FLORAL FLOOR CLEANER	5 gallon pails	_____
MOP HEAD (32 oz. clamp type rayon)	12 per case	_____
MOP HEAD (24 oz. clamp type cotton)	12 per case	_____
MOP HANDLES (clamp type)	Individually	_____
*WAX STRIPPER (BRAVO)	5 gallon container	_____
25 % SOLID FLOOR FINISH	5 gallon container	_____
SNAPBACK SPRAY BUFF	1 gallon/6 per case	_____
LOBBY DUST PAN	Individually	_____
BIO-ENZYMATIC SPOTTER 32 OZ/	12 per case	_____
XXXTRACTOR CARPET EXTRACTION	1 Gallon/4 per case	_____
BETCO EXTREME FLOOR STRIPPER	5 Gallon Pail	_____
AMERICO 101 HEAVY DUTY BROWN OCTOPUS PAD	20 per case	_____

PAPER PRODUCTS

PRODUCT	PACKAGE SIZE	PRICE
FLAT C-FOLD TOWELS (13X10)	16 Bundles per case	_____
*ROLL PAPER TOWELS (BROWN) 10"x800'	6 Rolls per case	_____
HOUSE HOLD ROLL TOWELS	30 Rolls per case	_____
PRESTO WIPES (#2506)	By the case lot	_____
PAPER COLD CUPS (5 oz.)	2400 per case	_____
42R CONE CUPS	5,000 per case	_____
*KC PREMIERE (03405 ROLL TOWELS)	20 Rolls per case	_____
*SCRIM REINFORCED WIPER, BLUE	275' Roll/ 6 Rolls per case	_____

Bidders Initials: _____

RESTROOM SUPPLIES

PRODUCT	PACKAGE SIZE	PRICE
GOJO NATURAL ORANGE(0955)	1 Gallon Pump Container	_____
GOJO (Waterless w/pumice)	4.5 lb. can/6 per case	_____
*SWEETHEART FLEX SOAP (99506)	800 ML./12 per case	_____
HAND SOAP REFILL	Gallon/4 per case	_____
TOLIET TISSUE	500 2-ply sheets/96 per case	_____
TOLIET TISSUE (JR. JUMBO 2-PLY)	1,000 per roll/12 per case	_____
URINAL SCREENS	12 per case	_____
FEMININE NAPKINS (#4 VENDING)	250 per case	_____
TAMPON (VENDING PACKAGE)	500 per case	_____
DIAL PUMP SOAP	8 oz./12 per case	_____
DIAL HAND SOAP	Gallon/4 per case	_____
LARGE TOILET TISSUE DISPENSERS	Individually	_____
*AEROGREEN (antibacterial soap)	8 -1 liter bottles/ per case	_____
SPRAYON FOAMING CLEANER	Case	_____
FRESH DROP IN BLOCK BLUE	24 per box	_____

BUFFING PADS

PRODUCT	PACKAGE SIZE	PRICE
BLACK 20"	5 per case	_____
BLACK 22"	5 per case	_____
RED 19"	5 per case	_____
RED 21"	5 per case	_____
RED 23"	5 per case	_____
WHITE 21"	5 per case	_____
YELLOW 21"	5 per case	_____

SPONGES

PRODUCT	PACKAGE SIZE	PRICE
M-4 (7 ½" x 4 3/8" x 2 1/16")	24 per case	_____
NYLON SCOURING PAD (6' X 9")	60 per case	_____
SCRUB 74C (3 5/8" x 6 ¼')	40 per case	_____

Bidders Initials: _____

TRASH CAN LINERS

SAMPLES MUST BE SUBMITTED WITH BID AND LABELED ON ALL LINERS LISTED

PRODUCT	PACKAGE SIZE	PRICE
22"X16"X58"	100 per case	_____
16"X14"X36"	250 per case	_____
15"X9"X23" (3/4 mill)	1000 per case	_____
33 GALLON (minimum .9)	150 per case	_____
55 GALLON (MINIMUM 1.3)	100 per case	_____
30"X36" HI-D LINER (8mic.)	500 per case	_____
100 GALLON (MINIMUM 1.5)	100 per case	_____

GLOVES

PRODUCT	PACKAGE SIZE	PRICE
FOOD SERVICE (POLY DISPOSABLE)	500 per box	_____
LATEX	12 per case	_____
PV 203 VINYL (DISPOSABLE)	100 per case	_____
UMBRELLA BAGS (regular)	500 per case	_____
UNBRELLA Bags(mini) 6.5 x 20	500 per case	_____

DEODORIZERS

PRODUCT	PACKAGE SIZE	PRICE
DRAIN (LIQUID ALIVE ENZYMES)	Quart bottles/12 per case	_____
FRESH	Quart bottles/12 per case	_____
GOOD SENSE (NO-SMOKE)	15 OZ. Cans/12 per case	_____
STOP-IT	Quart bottles/12 per case	_____
CHASE AIR FRESHENER	15 oz. Cans/12 per case	_____
*LYSOL DISINFECTANT	19 oz. Cans/12 per case	_____

MISCELLANEOUS

PRODUCT	PACKAGE SIZE	PRICE
OIL ABSORBANT (OIL DRY)	50 LB. Bags	_____
16 OZ. PLASTIC CUPS	1,000 per case	_____
WHITE CLOTH RAGS	25 LB. Box	_____
QUART ZIPLOCK BAGS	500 per case	_____
GALLON ZIPLOCK BAGS	250 per case	_____

Bidder Initials: _____

JAIL SUPPLIES

PRODUCT	PACKAGE SIZE	PRICE
21" HAIR NETS	100 per bag	_____
DUAL ACTION INSECT KILLER	16 oz. cans/12 per case	_____
IVORY SOAP	2 oz. bars/300 per case	_____
SPOONS (WRAPPED)	1,000 per case	_____
GRILL BRICKS	12 per case	_____
MAXIUM (LAUNDRY DETERGENT POWDER)	50 lb. (minim)	_____
SCALE & LIME REMOVER	1 Gallon container	_____
24"X5" DUST MOP REFILL	Individually	_____
36"X5" DUST MOP REFILL	Individually	_____
48"X5" DUST MOP REFILL	Individually	_____
152P TOLIET BOWL BRUSH	Individually	_____
WHITE HAND HELD SCRUB BRUSH	Individually	_____
STAINLESS STEEL SCOURING PAD	Individually	_____
6 lb. BROWN GROCERY BAGS	500 per bundle	_____
6"X6" WAX SANDWICH BAGS	1,000 per box	_____
HEAVY 3 COMP. (CARRY OUT TRAYS)	200 per case	_____
18" FOOD FILM (PLASTIC WRAP)	2,000 ft. roll	_____
18" HEAVY DUTY ALUMINUM FOIL	500 ft. roll	_____
24" X 5"DUST MOP FRAME	Individually	_____
36" X 5"DUST MOP FRAME	Individually	_____
48" X 5"DUST MOP FRAME	Individually	_____
SWIVEL SNAP DUST MOP HANDLE	Individually	_____
32 OZ. SPRAY BOTTLE Indiv	Individually	_____
SPRAY PRO TRIGGER SPRAYER, 9 ¾	Individually	_____
WASTEBASKET, 41 QT. Indiv	Individually	_____
32 GAL ROUND CONTAINER,GREY	Individually	_____
55 GAL ROUND CONTAINER,GREY	Individually	_____
22" H.D. WATER WAND SQUEEGEE	Individually	_____
CLEARVU SOAP DISPENSER,46 OZ.	Individually	_____
GOJO ADX-12 FOAM SOAP REFILLS	3/1250 ML.	_____
GOJO ADX-12 SOAP DISPENSERS	To be furnished by Vendor	_____
PURELL LTX-12 HAND SANITIZER DISPENSERS	To be furnished by Vendor	_____
PURRELL LTX INSTANT HAND SANITIZER REFILLS	2/1200 ML	_____

TOTAL OF ALL PRODUCTS

This total should be the total of all products and should be on the bid proposal form.

Any exceptions should be included with the bid on a separate listing.

Bidder Initials: _____