

**SECTION 11 11 00 –****BID NO. 2K18-24B: ALABAMA A&M UNIVERSITY DRIVE-THROUGH LARGE VEHICLE WASHING EQUIPMENT SYSTEM (PUBLIC WORKS).**

**This Project is funded by United States Department of Transportation (USDOT)/Federal Transit Administration (FTA) and Alabama A&M University (AAMU). Follows all Federal and State Bid Law and Guidelines/Requirements.**

**Bonding Requirement**

All bidders must submit either a cashier's check or a bid bond in an amount not less than five percent of the estimated cost but not to exceed \$10,000.

- Any cashier's check must be drawn on an Alabama Bank.

**Certificate of Insurance**

Upon selection of the bid, the bidder will be required to submit and show proof of insurance.

**Contract, Bond, and Insurance**

Within 15 days of awarding the contract and presenting forms for signature, the successful bidder must:

- Enter into a contract.
- Furnish a performance bond equal to 100% of the contract price.
- Furnish a payment bond for labor and materials of not less than 50% of the contract price.
- Provide evidence of a certificate of insurance

**PART 1 – GENERAL**

## 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this section.

## 1.2 SUMMARY

- A. This specification below describes a touchless type drive-thru vehicle washing system. The vehicle wash will include a set of side brushes. This system is designed to wash the A & M fleet of small to large vehicles (buses, vans, trucks and odd shaped vehicles). This system shall incorporate zero degree nozzles, spinners, motors, pumps, piping, control panels, and all other appurtenances necessary for a complete washing system.
- B. The main cleaning component of the wash in Wash Bay is a high pressure/high flow Cleaning System utilizing a minimum of eight rotating spinners mounted on an arch frame assembly. Four spinners shall be mounted on each side of the wash lane for proper cleaning of all types of vehicles. The system should also utilize a pair of side cleaning brushes. These brushes shall physically scrub the sides and or back/front of the vehicle.

- C. Nozzles and Piping - Nozzles shall be stainless steel, zero degree. Piping shall be schedule 40 galvanized steel.

### 1.3 SUBMITTALS

- A. Shop Drawings: Show location of each item, dimensioned plans and elevations, large-scale details, attachment devices, and other components. Submit product data and engineered drawings in strict accordance with requirements of these specifications.

1. Show details scaled to an acceptable size.
2. Show locations and sizes of cutouts and holes for plumbing fixtures and other items installed.
3. Full detailed drawings of the wash system equipment layout shall be submitted to the Architect for review. The term "drawings" includes fabrication, erection, and installation and layout drawings as requested. List of materials and equipment, descriptive data pertaining to materials may be required to show that the materials, equipment, or systems, and the positions thereof, comply with the contract requirements. All drawings shall be drawn to scale and shall be completely dimensioned. Wiring diagrams and plumbing schematics need not be to scale.
4. Drawings shall be submitted on sheets not to exceed 24" x 36". Drawings shall be submitted in triplicate, in the form of backline or blue line prints. Manufacturer's

literature, brochures, catalog cuts, and other pertinent printed matter or data shall be submitted in triplicate.

5. Drawings shall be submitted with 30 business days max after award of contract.

### 1.4 Supplier's Qualifications

1. The wash system shall be designed, manufactured and installed by one supplier in order to maintain quality control.
2. Contingent upon compliance with these specifications and documentation requirements, submittal bidders wishing to submit bids on equipment, other than specified herein, must submit requests to be approved as equals in writing to Architect/Owner not less than ten business days (10) days prior to scheduled date of bid opening.
3. Such requests must be accompanied by complete shop drawings, detailed explanation of the different equipment, specifications and reasons why it is equal or better, adequate technical information to document equivalency of material, construction and most importantly, performance criterion contained herein.

#### B. Deviations from Specification

1. No deviations from these specifications will be allowed unless approved by the Architect/ Owner in writing before opening date of bid. No response from any of the listed bidders means forfeiture of the project. As a part of the requirement for approved equal, alternative

suppliers must include equipment, electrical and mechanical drawings of the equipment to be supplied for this job. In addition, detailed submittal information for each component to be supplied in order for the Architect to determine whether or not the alternate equipment is, in fact, equal in performance and meets design specifications.

#### Alternate Equipment Fabricators

Alternate suppliers of the specified wash equipment must supply the names and telephone numbers of contacts of at least 5 locations where the specified equipment has been installed and running for at least 5 years. The Architect will then contact these 5 locations. Based on information obtained from these locations as well as from the detailed submittal information required herein, the owner or owner's representative will determine whether the alternate supplier's equipment is equivalent.

### 1.5 PROJECT CONDITIONS

- A. Field Measurements: Where equipment is indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication, and indicate measurements on Shop Drawings. Coordinate fabrication schedule with construction progress to avoid delaying the work.

#### Established Dimensions:

Where field measurements cannot be made without delaying the work, established dimensions and proceed with fabricating woodwork without field measurements. Provide allowance for trimming at site, and coordinate construction to ensure that actual dimensions correspond to established dimensions.

### 1.6 COORDINATION

- A. Coordinate sizes and locations of framing, reinforcement and other related units of work specified in other Sections to ensure that the vehicle wash equipment can be supported and installed as indicated.

### 1.7 INFORMATION SUBMITTALS

- A. Delegated-design submittal: Final design and coordination of the vehicle wash foundation, pit depth by the wash manufacturer. For equipment supports and foundations to comply with performance requirements and design criteria, including analysis data.
- B. Factory tests and inspection reports prior to shipping.
- C. Field test and start-up reports, indicating and interpreting test results relative to compliance with specified requirements, for information.
- D. Certificates: For certification required in "Quality Assurance" Article.

### 1.8 CLOSE OUT SUBMITTALS

- A. Operation and Maintenance Manual:

1. Provide a Completed parts list, operating instruction, and maintenance manual covering equipment at time of installation including, but not limited to:
  - a. Description of system and components.
  - b. Schematic diagrams of electrical, plumbing and compressed air systems.
  - c. Provide approved submittal as part of O&M clearly identifying manufacturer and provided model number.
  - d. Manufacturer's printed operating instructions.
  - e. Printed listing of periodic preventive maintenance items and recommended frequency required to validate warranties. Failure to provide maintenance information will indicate that preventive maintenance is not a condition for validation of warranties.
  - f. List of original manufacturer's parts, including suppliers' part numbers and cuts, recommended spare parts stockage quantity and local parts and service source.
  - g. Include vendor contact information for service and warranty.
  - h. Include all start-up and testing reports.
2. Assemble and provide copies of manual in 8-1/2 by 11 inch format. Foldout diagrams and illustrations are acceptable. Provide copies per provisions of Division 1 General Requirements.

#### 1.9 WARRANTY

- A. Washer, Vehicle, Drive-Through:
  1. Warranty work specified herein. For a period of One (1) year beginning upon substantial completion of the project, against defects in materials workmanship, and performance.
  2. Warranty shall include materials and labor necessary to correct defects, which shall include, but not be limited to the following:
    - a. Operation: Noisy, rough or substandard operation;
    - b. Parts: Loose, damaged, and missing parts;
    - c. Finish: Abnormal deterioration.
- B. Warrant all other work specified herein for one year from substantial completion against defects in materials, function and workmanship.
- C. Warranty shall include materials and labor necessary to correct defects.
- D. Defects shall include, but not be limited to, noisy, rough or substandard operation; loose, damaged, and missing parts; and abnormal deterioration of finish.
- E. Any units or parts which prove defective during the warranty period will be replaced with OEM parts and transportation prepaid.

- F. All parts shall be readily available locally in the United States.

#### 1.10 QUALITY ASSURANCE

- A. All components shall be fully tested and documented to operate as a complete system.
- B. Manufacturer's Representative: The manufacturer authorized representative shall be factory trained and certified personnel providing service, startup and quality control field labor for the project from their local office.
  - 1. Installation: Provide a qualified manufacturer's representative at site to supervise work related to equipment installation, check out and start up.
  - 2. Training: Provide technical representative to train Owner's maintenance personnel in operation and maintenance of specified equipment.
- C. Electrical Components, Devices and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- D. AMCA Compliance: Fans shall have AMCA-Certified performance ratings and shall bear the AMCA-Certified Ratings Seal.
- E. NEMA Compliance: Motors and electrical accessories shall comply with NEMA standards.

### **PART 2 - PRODUCTS**

#### 2.1 VEHICLE/BUS WASH EQUIPMENT FABRICATORS

- A. Basis of design is Wash System N/S Model HPW414SB. N/S Corporation.
- B. Other acceptable manufacturers meeting the specifications and supplying the required information will be considered after submission and approval by the Architect.
- C. Performance:
  - 1. The Manufacturer or Supplier of the Vehicle Washer shall be responsible for the design of a washer that satisfactorily washes the Owner's vehicle fleet.
    - a. The washer shall remove all visible, heavy dirt accumulation and most of the road film from all surfaces including the rear of the Owner's vehicles.

The Manufacturer or Supplier of the vehicle Washer shall be solely responsible for the performance of the washer, as specified, and shall modify, add to, or alter the equipment, as necessary, without any additional cost to the Owner, to provide a satisfactory performance.

- D. The brush unit, pumping stations and all electrical controls shall be designed, assembled and supplied by one manufacturer.
- E. Minimum of five (5) past successive years regularly engaged in the manufacture of bus washers.
- F. Submit the following information:
  - 1. Provide name of contact person at each installation location who is familiar with the operation and maintenance of the wash system equipment.
  - 2. Provide a sample copy of a typical Operations Manual of similar equipment package as is specified herein. The manual to be prepared according to these specifications requirements.
  - 3. Provide other pertinent information, which details the equipment ratings, performance and applicability of the supplier's proposed vehicle wash system.
- G. Equipment Assembly and Testing
  - 1. Assemble and test all equipment at the factory prior to shipment.
  - 2. Ship equipment disassembled only to the extent deemed necessary for reasons of shipping limitations, handling facilities and avoiding damage.
  - 3. Hydrostatically test all pressurized equipment at two (2) times working pressure.
  - 4. Balance all pump impellers statically, dynamically, and hydraulically and test for design flow and head.
  - 5. Test all factory wired control panels for proper operation.
  - 6. Each motor shall have its insulation resistance to ground measured with 1000 volt "Megger" prior to connections. Make record of these values. Values of resistance of less than ten (10) meg ohms will not be acceptable.
- H. Installation:
  - 1. Install all components according to manufacturer's installation and specifications.
  - 2. Coordinate installation of equipment with other related work as scheduled or indicated on contract drawings.
  - 3. Equipment will be delivered upon consultation with General contractor and architect, Installation and testing should complete within 3 weeks.
- I. Capacity and Dimensions:
  - 1. Vehicle dimensions, nominal:
    - a. Length

- 1) Maximum: 40 feet
  - 2) Minimum: 20 feet
- b. Width: Max 8 feet, 6 inches (plus mirrors)
- c. Height: Max: up to 12 feet

## 2.2 MATERIALS

### A. FRAMEWORK

1. The free standing arch system shall be constructed of corrosion resistant aluminum, 6061-T6 or better alloy, having yield strength of 40,547 psi, an elongation of 6.5% and a tensile strength of 43,245 psi. Aluminum shall be required for its resistance to corrosion and high strength ratio.
2. To eliminate galvanic reaction, bituminous caulking, chrome-plated washers and bolts, or plastic or fiber washers and gaskets shall be used where appropriate when steel and aluminum come into direct contact.
3. The framework shall be completely freestanding and self-supporting.

### B. DETERGENT SPRAY UNIT

1. The supporting structure for the detergent spray unit shall be part of the brush frame as a box structure. It shall consist of a frame constructed of structural aluminum tubing. The base of the supporting structure shall have gussets for added strength.
2. The supporting structure shall mount to the floor with a minimum of four (4) lag bolts at each base plate. The lag bolts shall have a diameter of 1/2" and a length not greater than 5". The supporting structure shall be strengthened with additional knee braces or support guides to assure a secure structure for mounting the spray pipes.
3. Spray pipes shall be mounted on the supporting structure. The spray pipes shall be constructed of 1", schedule 40 pipe to which brass or stainless steel nozzles, depending on the chemical to be used, will be affixed. The volume of water passing through the detergent spray unit shall assure complete coverage of all vehicle surfaces.
4. The spray pipes shall apply detergent-injected water to the surfaces of all vehicles. Injection of detergent shall be accomplished by means of corrosion resistant, positive displacement metering pump, which will automatically pick up a concentrated detergent from a 500-gallon corrosion-resistant tank and maintain an accurate adjustable ratio of detergent to water. Output from the pump shall be monitored and controlled by means of a flow meter and shall be infinitely variable from 0-1 gpm. Check valves shall be affixed to the piping to provide instant start of the detergent injected water spray by keeping the arch full.
5. The lower ends of each of the spray pipes shall be equipped with a means for draining and flushing debris from the pre-wetting detergent spray unit.

### C. UNDERCARRIAGE WASH AND RINSE UNIT

1. The undercarriage units shall be provided by a 3/4" diameter, schedule 40, galvanized pipe with brass or stainless steel nozzles, mounting brackets and manual shut-off valve.
2. The undercarriage wash unit shall have a removable cover plate. The entire wash unit shall be mounted below the floor surface in the area under the pre-wetting detergent spray unit and/or final rinse spray unit.
3. The undercarriage rinse unit shall have a removable cover plate. The entire rinse unit shall be mounted below the floor surface in the area under the final spray rinse unit. Where a water recovery system is used, the undercarriage rinse will be placed under the final rinse arch. If no recovery option is used, the undercarriage rinse will be placed under the high-pressure spinner arch and the high-pressure pump supplies flow and pressure. Flow to the undercarriage shall be controlled by a manually adjustable ball valve.
4. Sufficient water shall be supplied at a minimum of 60 psi through the nozzles to completely cover the underside of the vehicle being cleaned in the wash.

#### D. PAIR COUNTER-ROTATING SIDE CLEANING BRUSHES

1. The counter rotating side brushes shall be fixed and shall have no bearing support at all. Positioning of the side brushes shall be accomplished by adjusting the lockable arm at the bottom. Once the length of the brush penetration on the vehicle is determined, bolts are tighten to lock the adjustment arm properly. These brushes shall be minimal in maintenance.
2. The brush shaft shall attach to the transmission of the drive motor by means of a flexible coupling capable of taking angular misalignment, dampening vibration, and eliminating problems of parallel misalignment without adjustment of regular maintenance servicing. The coupling and the brush shaft shall require no bearings. The two metal hub ends of the coupling shall be joined by means of a 3/4" thick, 5" long steel wire braid cable welded to each hub at the inside center end. The wire braid twist shall be opposite the rotation of the brush. The hubs and cable shall be enclosed in a vulcanized rubber compound
3. Each brush shall be supplied with alkaline detergent-injected water by its own spray pipe. Each such spray pipe shall be constructed of 1" x 0.049" wall, 304 stainless steel tubing with the appropriate number of stainless steel spray nozzles to lubricate the brush with enough soapy water to properly wash all vehicles and keep the brush clean.
4. The brushes shall be arranged in pairs. Each brush shall be driven by a single electric motor rated at 208-230/460 volts, 3 phase, 60 hertz. The brush motors shall be specifically designed for use in a water intensive environment and shall be rated at a maximum of 2 hp to minimize energy costs in the machine operation.
5. Each brush shall be made up of 7-3/4" long, standard size sections. The 7-3/4" maximum sections of brush shall be required to allow replacements of any small section of brush that might wear. The 7-3/4" is to allow for cost effective replacement brush based upon the varying brush wear patterns. The brush fill material shall be securely attached to the brush shaft. The brush fill material shall be made of polyethylene fiber and flagged ends so as not to scratch glass windows. The shape shall be of a cruciform to improve the water flow.



Each brush pad shall have a rubber backing and must be fastened to a 4- 3/4" diameter steel shaft with 3 brush rivets. Brushes, when mounted on the brush shafts, shall have a diameter not less than 40".

6. Each pair of brush shall provide continuous washing action on the bodies of vehicles being washed. After the vehicle has passed beyond the brushes, automatically cease operation and assume a ready position for the next wash cycle.

#### E. VESSELS

1. All holding vessels shall be made of inert corrosion resistant material such as linear polyethylene. This material must resist ultraviolet rays, stress cracking and be warranted for a minimum of three years. It shall be a completely enclosed vessel to eliminate any overflow other than through the proper overflow piping. It shall incorporate a screw down manhole cover made out of the similar material to allow container inspection as required.
2. The main water storage tank for fresh water shall be 1500-gallon capacity. Tank shall be float control monitored for appropriate fluid levels to protect pumps from cavitation.
3. Each flat-bottomed vessel shall be free standing and not require any external support. Reclaim water storage tanks shall be above ground and equipped with a "Continuous Flow" return system to control algae and bacteria and to prevent odors.

#### F. PUMPING MOTOR

1. The pump motor shall be designed to the latest NEMA standards, shall utilize the latest in Class B insulating technologies and be built for severe environmental duty applications. It shall utilize non-regreaseable ball bearings to minimize maintenance and ensure contamination free bearing life. It must be built to NEMA standards and shall be built with UL recognized components.
2. All steel components are to be coated with rust inhibiting undercoat and overcoat of durable enamel. All rotors are to be coated with a rust inhibitor and the inside of the motor is to be painted to eliminate internal rust from condensation.
3. The motor must use non hydroscopic Class "F" varnish impregnated windings. The motor is to be a minimum (2) 20 HP 208-230/460 volt, TEFC, and rated to run continuously 24 hours a day. It must be batch tested for efficiency performance. The motor shall be a 3,500 rpm motor speed.

#### G. PUMPING MODULE

1. The pump shall be a 2 stage centrifugal type designed to produce the correct pressures for the spinner arch. In order to get maximum impact, a higher flow and lower pressure is used. Pressures above 325 psi shall not be allowed due to the high potential for damage to chrome, window seals and paint, etc.

2. The volute case shall be high tensile gray iron casting and bronze wear rings. The seal bracket shall be high tensile gray iron casting. Discharge and suction positions must be adjustable to a variety of rotational positions.
3. The pump shall be a type design using a short steel shaft (AISI 1045) for minimum overhang and minimum shaft deflection, and capable of being mounted horizontally or vertically. The shaft sleeve shall be SAE 660bronze.
4. Impellers shall be dual enclosed bronze impellers, hydraulically and dynamically balanced, mounted back to back for reduced axial thrust, delivering vibration free operation and minimum bearing load.
5. The seal seat shall be Ni-resistant with a carbon rotating seal.
6. Both suction and discharge ports shall be threaded. Suction shall be 2-1/2" in diameter and discharge 1-1/2" in diameter.

#### H. SPINNER

1. The spinner shall be Model Quadra jet series as manufactured by N/S Corporation or approved equal. To be constructed of a stainless steel rotating unit with aluminum manifold, stainless steel piping and a zero-degree nozzle attached to the end of four adjustable position spray arms. The stainless steel arms shall be of different lengths to provide dual circular cleaning motion on the vehicle surface.
2. The spinners are to be located in a position to completely cover the front, sides and rear of the vehicle being washed. There are to be five spinners on each side of the wash bay.
3. The rotation assembly is to employ a pair of long life silicon carbide mechanical seals instead of detergent or chemical sensitive O rings in the backing. The seals are to be hydraulically balanced with micro lapped seal faces that will turn on a super fine film of water to eliminate friction as much as is practicable. The seals shall be mechanically activated by a single coil spring of stainless steel construction. The two stationary floating assemblies shall employ solid silicon carbide inserts that are interchangeable. Rotating seal plate must be easy to clean, relap and reuse.
4. The thrust load on the floating seal must be counterbalanced to allow for a low torque operation to allow the rotating assembly to operate at pressures up to 1,500psi.
5. All internal components of the union must be contained in the assembly by a socket head cap screw, which allows easy disassembly and inspection of the internal components. Service and repair of the rotating union shall require no special tools and component parts will be OEM available.
6. A spray manifold connecting the spray piping to the rotating union shall be of all aluminum construction bored and threaded to achieve proper water distribution.
7. This union is to provide a spinning mechanism that will operate with recycled water at high pressure and require no complicated maintenance or repair procedures. Except for the seals, all components of the rotating union must be completely stainless steel. Internal Oil

pump or hydraulic motor operation will not be allowed due to the increase complexity of maintenance and service.

8. Rotational speed shall be adjusted by positioning the spray arms to the correct angle to achieve the desired rotation and spray diameter. These arms shall be fixed in place by an internal fastening system. Rotational speed shall be totally adjustable.

#### I. GUIDE RAIL AND SKID PLATE SYSTEM

1. One (1) set of four (4) inch diameter rotating tubular galvanized steel wheel guide rails (complete with anchor galvanized bolts, installation brackets and angled inlet sections) shall be furnished and installed for the full length of each wash lane.
2. All sections of guide rails shall be smooth to prevent damage to tires. Ends of guide rails shall be capped. The height to the top of the rotating guide rails shall be nine (9) inches (minimum). Guides shall be installed to accommodate the vehicle width as specified by the engineer.
3. Guide rails shall be constructed in five (5) foot (maximum) sections with a support bracket at the end of each section. The bracket-bearing surface shall be a cylindrical tube. The cylinder shall protrude not less than 1-1/2" into the rotating wheel guide rails. Sufficient circumferential clearance between the rotating wheel guide and the bracket-bearing surface shall be provided to allow free turning even with dirt accumulation.
4. The support bracket of the guide rail shall be fabricated of 1/2" thick steel plate. The brackets shall be additionally braced with two (2) 3" x 5" x 3/8" structural angles to form a heavy-duty weldment. The galvanized angles shall be anchored to the floor by means of not less than four (4) 1/2" diameter (minimum) galvanized bolts each. The tubular section shall rotate freely on the brackets to reduce the chance of wheels climbing rails.
5. The entrance to the system shall be angled in a V shape to allow some off center tolerance of the approaching vehicle. A pair of flat, mill finished, 1/4" thick, stainless steel skid plates shall be provided and installed at the angled entry section of the tire guides to minimize tire side wall damage caused by resistance to lateral movement resulting from misaligned entry to the vehicle washer. Plates shall be nominally 44" wide tapering with tire guide angle to 36" wide at the entrance to straight section of the tire guides.

#### J. CONTROLS

1. Automatic control of the vehicle wash equipment shall be designed so that each stage of the vehicle wash is actuated ahead of the approaching vehicle and deactivated after the vehicle has passed. Actuation of all washing phases shall be by electric eyes. Sufficient electric eyes shall be supplied to provide fully automatic operation. A PLC & touch screen to control individual wash component is required. All electrical boxes shall be UL approved

#### K. ACTIVATORS SWITCHES

1. The activator switches shall be mounted on stands along the side of the wash as hip switches to permit easy adjustment. The activator switches shall consist of an electric eye that is capable of withstanding direct water spray. The electric eye shall be activated only when the infrared beam is blocked.

## L. OPTIONAL EQUIPMENT

1. Speed control warning system.
2. Above ground reclaim system. (No in ground tanks required)
3. Six (6) 10HP dryer/ blower system.
4. Side brush configuration to wrap around configuration.

## PART 3 - EXECUTION

## 3.1 SCOPE OF RESPONSIBILITY

## A. Wash System

1. The wash system supplier shall be responsible for the design and erection to provide all necessary equipment and material for a complete operational automatic drive through wash system, including activating switches, electrical solenoids and motor starters. The wash system supplier shall be responsible for the erection and testing of the wash system and customer training. Full shop layout drawings will be supplied by wash manufacturer.

## B. Electrical

1. All field electrical work, including conduit and wiring runs and interconnections between all wash system components and power to the wash control panel is the responsibility of others (future contract)

## C. Plumbing and Mechanical

1. All field plumbing and mechanical work including plumbing supplies and shut off valves required between all wash system components is the responsibility of others (future contract).

## 3.2 TRAINING &amp; WARRANTY

1. Training shall consist of at least four (6) hours of instruction on the operation, maintenance and repair of the system. The warranty period for labor and material for the installed control system and warning devices shall be one (1) year. The large vehicle wash manufacturer will coordinate with architect and GC on final placement of equipment along with an additional trip for final testing and training, start & sign off of equipment if necessary.

## 3.3 ADJUSTING AND CLEANING

- A. Repair damaged and defective work, where possible, to eliminate functional and visual defects; where not possible to repair, replace.

- B. Clean, lubricate, and adjust hardware.
- C. Clean equipment on exposed and semi exposed surfaces. Touch up shop-applied finishes to restore damaged or soiled areas.

**Requirements:** Alabama Agricultural and Mechanical University ("AAMU", "the Awarding Authority") must receive each vendor's bid package by mail or hand delivered no later than 2:00 P.M. Central Time on the bid submission deadline, which will also be the date and time of the bid opening. Unless otherwise noted, the bid opening will take place at:

Alabama A&M University  
Purchasing Department  
4900 Meridian Street  
Patton Hall, Room 305  
Normal, AL 35762

All bids received must be provided in a sealed envelope. A faxed or emailed bid does not meet the requirements of the statute because it is not sealed, and all such bids will be deemed ineligible for award.

Mailed sealed bids/bids sent to the Purchasing Department by logistics carriers such as FedEx, UPS, DHL, Airborne Express, and the U.S. Postal Service (USPS) must be sent to the following address:

Alabama A&M University  
Purchasing Department  
4900 Meridian Street  
Patton, Hall, Room 305  
Normal, AL 35762

**Bid Preparation:** Alabama Agricultural and Mechanical University bid forms must be completed and returned as a part of the bid quote/bid. Bids should be as thorough and detailed as possible so that AAMU may be able to properly evaluate a bidder's capabilities to provide the required products or services. All bidders must send descriptive literature and/or manufacturer's specifications along with any supplemental specifications necessary to compare the items bid with the requirements set forth in the bid form. **All bids must be submitted within a sealed package with the bid number, opening date and time, and bidder's name and address clearly indicated on the envelope.** Bidders are required to submit all items required in the bid package.

**The bid submission deadline for Bid No. 2K18-24B is Wednesday, August 22, 2018 at 2:00 P.M. CST.**

**Bidders should submit five (5) hard copies of the bid and three (3) flash drives of the bid with all required supporting documentation saved in soft copy format within the sealed package. The bid on each flash drive may be in Read-Only format so to allow for user viewing but no data manipulation.**

An authorized representative of the Bidding Agency shall sign bid documents. All information requested must be submitted. Failure to submit all information requested may result in rejection of the proposal. Mandatory requirements are those required by law or regulation or are such that they

cannot be waived and are not subject to negotiation.

All supporting documentation submitted with the proposal should be bound in that single volume.

Ownership of all data, materials, and documentation originated and prepared for the University pursuant to the bid shall belong exclusively to AAMU and be subject to public review.



Purchasing Department  
P. O. Box 1627  
Normal, Alabama 35762  
(256) 372-5227 Office  
(256) 372-5223 Fax

## **Contractor's E-Verify Clause and Affidavit**

Effective immediately, this notice shall be included in all Requests for Proposals (RFPs) or Invitations to Bid to provide labor, supplies, or services for Alabama A&M University pursuant to contracts to be signed on or after January 1, 2012.

### **E-VERIFY – NOTICE (RFP)**

The Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535, *Code of Alabama (1975) § 31-13-1 through 31-13-30* (also known as and hereinafter referred to as “the Alabama Immigration Act”) is applicable to contracts with Alabama A&M University (the “University”). As a condition for the award of a contract and as a term and condition of the contract with the University, in accordance with § 31-13-9 (a) of the Alabama Immigration Act, any business entity or employer that employs one or more employees shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien and shall attest to such by sworn affidavit signed before a notary. Such business entity or employer shall provide a copy of such affidavit to the University as part of its bid or proposal for the contract along with documentation establishing that the business entity or employer is enrolled in the E-Verify program. The required affidavit form is included at the end of this notice. ***A response to this RFP/Invitation which does not include the required affidavit and proof of E-Verify enrollment will be considered non-conforming and non-responsive. The University at its sole discretion may allow a reasonable period, not to exceed ten (10) business days, for non-conforming bids to be amended to comply with the Alabama Immigration Act. However, the University has no duty to alert any bidder that their response is non-conforming in any aspect.***

At the time of execution of the awarded contract, the contractor will be required to execute another affidavit in substantially the same form. In addition, during the performance of the contract, such contracting business entity or employer shall continue to participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. The contracting business entity or employer shall assure and require that every subcontractor performing under the contract shall also comply with §31-13-9(c), and the contracting business entity or employer shall maintain records that are available upon request by the University, state authorities, or law enforcement to verify its compliance and the compliance of all subcontractors with the requirements of the Alabama Immigration Act. Failure to comply with these requirements may result in breach of contract, termination of the contract or subcontract, and possibly suspension or revocation of business licenses and permits in accordance with §31-13-9 (e) (1) & (2) or in the case of a subcontractor, in accordance with §31-13- 9 (f) (1) & (2).

**E-Verify Affidavit**

Compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535, *Code of Alabama (1975) § 31-13-1 through 31-13-30* (also known as and hereinafter referred to as "the Alabama Immigration Act") is required for Alabama A&M University contracts as a condition of the contract performance. Please provide a duly executed and notarized affidavit in the appropriate form as describe below.

AFFIDAVIT 1

I, \_\_\_\_\_, a duly authorized officer or agent of \_\_\_\_\_(contractor), do execute this affidavit on behalf of \_\_\_\_\_(contractor) and by executing this affidavit, the undersigned contractor verifies that it is a sole proprietorship, partnership, corporation or other business entity (circle one) that has no employees.

The undersigned agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Alabama A&M University, that the Contractor will secure from such subcontractor(s) verification of compliance with *Code of Alabama (1975) § 31-13-9* in a form substantially similar to this affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Alabama A&M University, at the time the subcontractor is retained to perform such services.

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Signature of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
My commission Expires:\_\_\_\_\_

**OR**



AFFIDAVIT 2

I, \_\_\_\_\_, a duly authorized officer or agent of \_\_\_\_\_(contractor), do execute this affidavit on behalf of \_\_\_\_\_(contractor) and by executing this affidavit, the undersigned contractor verifies its compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535 (*Code of Alabama (1975) § 31-13-9*), stating affirmatively that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien and that the sole proprietorship, partnership, or corporation or other business entity (circle one) which is contracting with Alabama A&M University has registered with and is participating 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 applicability provisions of the Alabama Immigration Act.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Alabama A&M University, that the Contractor will secure from such subcontractor(s) verification of compliance with *Code of Alabama (1975) § 31-13-9* in a form substantially similar to this affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Alabama A&M University, at the time the subcontractor is retained to perform such services.

\_\_\_\_\_  
E-Verify Employment Eligibility Verification User Identification Number

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Signature of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My commission Expires: \_\_\_\_\_

## Proof of Citizenship Demonstration and Declaration

(To be provided with Affidavit Form 1)

In order for an individual, including an individual who is a sole proprietor, a partner in a partnership, a general partner in a limited partnership, a partner in a non-registered limited liability partnership, or a sole member of a single member limited liability company, who is a U.S. Citizen to receive a public benefit or conduct a business transaction with Alabama A&M University, each such citizen must declare his or her U.S. citizenship by executing the declaration at the bottom of this form, and must demonstrate his or her U.S. citizenship by presenting a legible copy of one of the following items.

Note that if the presented item does not include picture identification, please also provide a copy of a valid form of picture identification, and if the presented item does not show the person's current legal name, please also provide a copy of a supporting document to verify the legal name change. Please check which of the listed items has been provided:

- Driver's license or non-driver's identification card** (issued by Alabama *or* the division of motor vehicles or the equivalent governmental agency of another state within the United States *if* the agency indicates on the applicant's driver's license or non-driver's identification card that the person has provided satisfactory proof of United States citizenship).
- Birth certificate**
- Pertinent pages of a United States valid or expired passport** (identifying the applicant and the applicant's passport number),
- United States naturalization documents or the number of the certificate of naturalization.** (If only the number of the certificate of naturalization is provided, the applicant shall not be awarded any contract until the number of the certificate of naturalization is verified with the United States Bureau of Citizenship and Immigration Services by the designated City Official, pursuant to 8 U.S.C. § 1373(c)).
- Other documents or methods of proof of United States citizenship** (issued by the federal government pursuant to the Immigration and Nationality Act of 1952, and amendments thereto).
- Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number.**
- Consular report of birth abroad of a citizen of the United States of America.**
- Certificate of citizenship** (issued by the United States Citizenship and Immigration Services).
- Certification of report of birth** (issued by the United States Department of State).
- American Indian card, with KIC classification,** (issued by the United States Department of Homeland Security).
- Final adoption decree** (showing the applicant's name and United States birthplace).
- Official United States military record of service** (showing the applicant's place of birth in the United States).
- Extract from a United States hospital record of birth** (created at the time of the applicant's birth indicating the applicant's place of birth in the United States).

### CITIZENSHIP DECLARATION

*Under penalty of perjury, I, \_\_\_\_\_, (print name of undersigned) the undersigned do hereby declare that I am a citizen of the United States of America.*

\_\_\_\_\_  
(Declarant's Signature and Date)

## Verification, Demonstration, and Declaration of Lawfully Present Alien

(To be provided with Affidavit Form 1)

- A. SAVE Verification.** In order for an individual, including an individual who is a sole proprietor, a partner in a partnership, a general partner in a limited partnership, a partner in a non-registered limited liability partnership, or sole member of a single member limited liability company, who is a lawfully present alien to receive a public benefit or conduct a business transaction with the City, the City must verify, using the Systematic Alien Verification of Entitlement (SAVE) Program, that such alien is lawfully present in the United States. In order to obtain such verification, each such alien must provide: (1) **his or her Alien Registration Number**, which is as follows: \_\_\_\_\_; and (2) **a copy of non-citizen immigration documents**.
- B. Presumptive Lawful Presence.** In order for an individual, including an individual who is a sole proprietor, a partner in a partnership, a general partner in a limited partnership, a partner in a non-registered limited liability partnership, or sole member of a single member limited liability company, who is a lawfully present alien to receive a public benefit or conduct a business transaction on a temporary basis pending final verification, each such alien must declare that he or she is a lawfully present alien, by executing the declaration at the bottom of this form, and must demonstrate presumptive lawful presence, by presenting a legible copy of one of the following items.

Note that if the presented item does not include picture identification, please also provide a valid form of picture identification, and if the presented item does not show the person's current legal name, please also provide a copy of a supporting document to verify the legal name change. Please check which of the listed items has been provided:

- A valid, unexpired Alabama driver's license.**
- A valid, unexpired Alabama non-driver identification card.**
- A valid tribal enrollment card or other form of tribal identification** (bearing a photograph or other biometric identifier).
- Any valid United States federal or state government issued identification document** (bearing a photograph or other biometric identifier, if issued by an entity that requires proof of lawful presence in the United States before issuance).
- A foreign passport with an unexpired United States Visa and a corresponding stamp or notation** (by the United States Department of Homeland Security indicating the bearer's admission to the United States).
- A foreign passport issued by a visa waiver country** (with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by the United States Department of Homeland Security indicating the bearer's admission to the United States).

### DECLARATION OF LAWFULLY PRESENT ALIEN

*Under penalty of perjury, I, \_\_\_\_\_, (print name of undersigned) the undersigned do hereby declare that I am a lawfully present alien in the United States of America.*

\_\_\_\_\_  
*(Declarant's Signature and Date)*



**ALABAMA AGRICULTURAL AND MECHANICAL UNIVERSITY**  
**PURCHASING DEPARTMENT**  
 POST OFFICE BOX 1627  
 305 PATTON HALL  
 NORMAL, ALABAMA 35762  
 TELEPHONE: (256) 372-5227

ALL BIDS WILL BE PUBLICLY OPENED ON THE OPENING DATE DESIGNATED AT ALABAMA AGRICULTURAL AND MECHANICAL UNIVERSITY, PURCHASING DEPARTMENT, PATTON HALL, NORMAL, ALABAMA 35762. BIDS RECEIVED AFTER THE SPECIFIED TIME ON THE OPENING DATE WILL NOT BE CONSIDERED.

DATE \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

BID NUMBER \_\_\_\_\_

RESPONSE DUE BY

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 2:00 P.M.

## REQUEST FOR FORMAL BID

**WHEN USING FEDEX, UPS, OR ANY EXPRESS PACKAGING/SHIPPING, THE BID NUMBER MUST BE CLEARLY PRINTED ON THE AIR BILL.**

CONTACT \_\_\_\_\_ PHONE 256 372-5227

VENDOR NO. \_\_\_\_\_

V  
E  
N  
D  
O  
R

**ALL BIDS** MUST BE SIGNED, SEALED, AND RETURNED IN AN ENVELOPE WITH THE BID NUMBER AND OPENING DATE NOTED ON FRONT. FORWARD ALL BIDS TO THE ADDRESS INDICATED ABOVE. FAILURE TO COMPLY WILL RESULT IN A "NO BID" RESPONSE IN ACCORDANCE WITH ALABAMA COMPETITIVE BID LAW 41-16-24 sub-part b.

**THE ABOVE BID NUMBER MUST APPEAR ON ALL BIDS AND RELATED CORRESPONDENCE**

NO.	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
				<b>TOTAL</b>	

SHOULD A PURCHASE ORDER BE ISSUED, THE FOREGOING AND THE TERMS AND CONDITIONS ON THE ATTACHED SHEET SHALL BE APPLICABLE AND BINDING UPON THE VENDOR.  
 I ACKNOWLEDGE THAT I HAVE SIGNATURE AUTHORITY TO SIGN ON BEHALF OF THE COMPANY AND HEREBY AGREE TO ALL GENERAL CONDITIONS OF THIS BID REQUEST.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 COMPANY REPRESENTATIVE *An affirmative action/equal opportunity institution*

**Note:** In order for an alternate bid to be considered, bidders must supply current catalogs or brochures, including pictorials and specifications.

Please indicate your company classification by circling the appropriate initial: Small Business (SB), a Small Disadvantaged Business (SD), a Black Small Disadvantaged Business (BD), a Woman-Owned Small Business (WB), a Woman-Owned Small Disadvantaged Business (WD), a Black Woman-Owned Small Disadvantaged Business (BW), a Large Business (LB), an Individual (IN), Educational (ED), Non-Profit (NP), a Labor Surplus Area Concern (LS), Disabled Veteran-Owned Small Business (DV), Veteran-Owned Small Business (VS), Historically Underutilized Business Zone (UZ), or a Governmental Agency (GV).

F.O.B. Point	TERMS	WARRANTY
AAMU DESTINATION ESTIMATED DELIVERY	YOUR REFERENCE NO.*	QUOTATION EFFECTIVE UNTIL

\*Your company reference number, if applicable with this bid quotation.

**Certification Pursuant To Act No. 2006-557**

**Alabama Law (Section 41-4-116, Code of Alabama 1975)** provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

-----  
COMPANY NAME (TYPE OR PRINT)

-----  
TELEPHONE NUMBER

-----  
SIGNER'S NAME (TYPE OR PRINT)

-----  
FAX NUMBER

-----  
SIGNATURE

-----  
DATE

Alabama Agricultural and Mechanical University prohibits the installation of asbestos on its campus. Suppliers and contractors will not supply any equipment, material, or supplies, which contain asbestos without prior written approval.

Failure to designate Bid Number and Opening Date on the outside of your sealed envelope containing your bid and more than one bid submitted in this envelope will result in a "No Bid" response in accordance with Alabama Competitive Bid Law 41-16-24 subpart b.

Alabama Agricultural and Mechanical University will not accept faxed bids.

Any product that fails to meet the specifications, performance requirements or compatibility requirements will be rejected and returned to the vendor at no cost to the University.

The University reserves the right to award this contract, in whole, in part, or to reject any and all quotations.

Alabama A & M University is an instrumentality of the State and is federal, state and local tax exempt.

**SPECIAL NOTE:**

Manufacturer's published product data must be included with your bid response for any alternate offerings. Any exception taken to any portion of this Request for Price Quotation must be stated on the bid response sheets or Alabama A&M University will assume compliance with all requirements as stated. The successful bidder will be responsible and accountable for providing those items as specified in its bid response.

## **Vendor Disclosure Statement Information and Instructions**

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. The disclosure statement is not required for contracts for gas, water, and electric services where no competition exists, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award.

A copy of the disclosure statement shall be filed with the awarding entity and the Department of Examiners of Public Accounts and if it pertains to a state contract, a copy shall be submitted to the Contract Review Permanent Legislative Oversight Committee. The address for the Department of Examiners of Public Accounts is as follows: 50 N. Ripley Street, Room 3201, Montgomery, Alabama 36130-2101. If the disclosure statement is filed with a contract, the awarding entity should include a copy with the contract when it is presented to the Contract Review Permanent Legislative Oversight Committee.

The State of Alabama shall not enter into any contract or appropriate any public funds with any person who refuses to provide information required by Act 2001-955.

Pursuant to Act 2001-955, any person who knowingly provides misleading or incorrect information on the disclosure statement shall be subject to a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00. Also, the contract or grant shall be voidable by the awarding entity.

### **Definitions as Provided in Act 2001-955**

**Family Member of a Public Employee** - The spouse or a dependent of the public employee.

**Family Member of a Public Official** - The spouse, a dependent, an adult child and his or her spouse, a parent, a spouse's parents, a sibling and his or her spouse, of the public official.

**Family Relationship** - A person has a family relationship with a public official or public employee if the person is a family member of the public official or public employee.

**Person** - An individual, firm, partnership, association, joint venture, cooperative, or corporation, or any other group or combination acting in concert.

**Public Official and Public Employee** - These terms shall have the same meanings ascribed to them in Sections 36-25-1(23) and 36-25-1(24), Code of Alabama 1975, (see below) except for the purposes of the disclosure requirements of this act, the terms shall only include persons in a position to influence the awarding of a grant or contract who are affiliated with the awarding entity. Notwithstanding the foregoing, these terms shall also include the Governor, Lieutenant Governor, members of the cabinet of the Governor, and members of the Legislature.

Section 36-25-1(23), Code of Alabama 1975, defines a public employee as any person employed at the state, county or municipal level of government or their instrumentalities, including governmental corporations and authorities, but excluding employees of hospitals or other health care corporations including contract employees of those hospitals or other health care corporations, who is paid in whole or in part from state, county, or municipal funds. For purposes of this chapter, a public employee does not include a person employed on a part-time basis whose employment is limited to providing professional services other than lobbying, the compensation for which constitutes less than 50 percent of the part-time employee's income.

Section 36-25-1(24), Code of Alabama 1975, defines a public official as any person elected to public office, whether or not that person has taken office, by the vote of the people at state, county, or municipal level of government or their instrumentalities, including governmental corporations, and any person appointed to a position at the state, county, or municipal level of government or their instrumentalities, including governmental corporations. For purposes of this chapter, a public official includes the chairs and vice-chairs or the equivalent offices of each state political party as defined in Section 17-16-2, Code of Alabama 1975.

### **Instructions**

Complete all lines as indicated. If an item does not apply, denote N/A (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary.

The form must be signed, dated, and notarized prior to submission.



# State of Alabama Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

( )

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

( )

This form is provided with:

Contract

Proposal

Request for Proposal

Invitation to Bid

Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

Yes

No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

Yes

No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY

OVER

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

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Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

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List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS

***By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

Notary's Signature \_\_\_\_\_ Date \_\_\_\_\_ Date Notary Expires \_\_\_\_\_

*Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.*



# Request for Taxpayer Identification Number and Certification

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

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

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

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

**Note.** If you are a U.S. person and 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 under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.

In the cases below, the following person must give 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:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (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, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% 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, payments made in settlement of payment card and third party network transactions, 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 *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

## What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be 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

### Line 1

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

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

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

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

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

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

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

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. 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 line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

**Line 2**

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

**Line 3**

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

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

**Line 4, Exemptions**

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

**Exempt payee code.**

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

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

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

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

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> 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 reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note.** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

**Line 6**

Enter your city, state, and ZIP code.

**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 this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

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

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.ssa.gov](http://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](http://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](http://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, apply for a TIN and 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 U.S. 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 items 1, 4, or 5 below indicate otherwise.

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

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

- 1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.
- 2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
- 3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.
- 4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
- 5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

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 <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations 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 <sup>4</sup>
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 Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> 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.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> 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.

<sup>4</sup> 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 2.

\*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, 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](mailto: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 (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://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. commonwealths and 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.



Purchasing Department  
P. O. Box 1627  
Normal, Alabama 35762  
(256) 372-5227 Office  
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### **INSTRUCTIONS UNIQUE TO THIS INVITATION TO BID (ITB)**

1. The sealed bid package submission deadline is August 22, 2018 at 2:00 P.M. Central Standard Time (CST). Bids not received by that time will be ineligible from further consideration. It shall not be sufficient to show that a bid was postmarked by or before the bid submission deadline.
2. Bidders must submit all provided documents with each bid response.
3. Where possible, please type Invitation to Bid responses directly into the PDF you have been provided. Handwritten responses are accepted but not preferred.
4. This bid is being advertised in the Huntsville Times, Mobile Press Register, and Birmingham News.