



REQUESTS FOR PROPOSELS  
FOR  
PRE-POSITION DISASTER DEBRIS  
MONITORING RFP# 2025-04

**I. PURPOSE:**

The City of Claremore is soliciting sealed proposals for preposition monitoring services to provide Disaster Debris Monitoring Services.

**II. INSTRUCTIONS TO PROPOSERS:**

Firms or companies desiring to provide services, as described in the Scope of Work, shall submit – no later than 12:00 p.m. (CST) June 3, 2025, with original and four (4) complete copies and one (1) electronic copy on a USB device in a sealed envelope addressed to:

City of Claremore  
Attn: Asst. City Finance Director  
Grady Lemons  
104 Muskogee Ave.  
Claremore, Oklahoma 74017

Offers by email, telephone, or telegram shall not be accepted. Also, the proposers are instructed **NOT** to fax their proposal. Faxed proposals shall be rejected as non-responsive regardless of where or when the fax is received.

Respondents are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your proposal is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. The City of Claremore will not be responsible for deliveries made to any place other than the specified address.

It is the sole responsibility of the bidder to ensure that his or her proposal reaches the city. The time and date for receipt of proposals will be scrupulously observed. Late deliveries or mail delays will be rejected as non-responsive of the reason for the delay.

### III. TERMS AND CONDITIONS

1. The city reserves the right to accept or reject any or all proposals, with or without cause, to wave technicalities, or to accept the proposal which, in its sole judgement, best serves the interest of the city, or to award a contract to the next most qualified proposers if a successful proposer does not execute a contract within fifteen (15) days after approval of the selection by the City. The City reserves the right, to cancel a solicitation at any time prior to approval of the award by the city.
2. The city reserves the right to request clarification of information submitted and to request additional information from one or more applicants.
3. Any proposal may be withdrawn by the date and time set above for the submission of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, To provide to the city the services set forth in this Request for Proposals, or until one or more of the proposals have been awarded.
4. Proposals shall be sealed, and proposers should indicate on the packaging of their proposal to following:
  - a. RFP 2025-04 - City of Claremore, Disaster Debris Monitoring
  - b. Name and address of proposer.
5. The cost of preparation of a response to this request for proposals are solely those of the proposers. The city assumes no responsibility for any such cost incurred by the proposer. The proposer also agrees that the city bears no responsibility for any cost associated with any administrative or judicial proceedings resulting from the solicitation process.
6. The proposer receiving the award will obtain or possess the following insurance coverage and will provide Certificates of Insurance to the City to verify such coverage at the time of contract execution.
  - a. Workers' Compensation – The Vendor shall provide coverage for its employees with statutory workers' compensation limits, and no less than \$1,000,000 for employers' liability. Said coverage shall include a waiver of subrogation in favor of the city and its agents, employees, and officials.
  - b. Commercial General Liability - The vendor shall provide coverages for all operations including, but not limited to contractual, products and completed operations, and personal injury. The limits shall not be less than \$1,000,000.00 per occurrence, with a \$2,000,000.00 aggregate.
  - c. Business Automobile Liability – The vendor shall provide coverage for all owned, non-owned, and hired vehicles with limits of not less than 1,000,000 per occurrence, combined single limits (CSL), or its equivalent.

- d. Professional Liability (Errors & Omissions) - the vendor shall provide coverage for all claims arising out of the services performed with limits not less than \$1,000,000 per claim. The aggregate limit shall either apply separately to this contract or shall be at least twice the required per claim limit.
7. Proposer shall be required to provide a \$500,000 performance bond at the time of Notice to Proceed.
8. The entity awarded this contract shall maintain adequate records to justify all charges, expenses, and cost incurred in estimating and performing the work for at least three (3) years after completion of the contract resulting from this RFP. The city shall have access to all records, documents, and information collected and/or maintained by others during the administration of the agreement. This information shall be made accessible at the awardees' place of business to the city, including the comptroller's office and/or its designees, for purposes of inspection, reproduction and audit without restriction. The consultant will work with the city to provide all documentation necessary and required for federal reimbursement.
9. It is the intent of the city to enter a one (1) year agreement, with a renewal option clause for two (2) additional one (1) year renewal terms for services as described herein.
10. Proposers shall include a draft contract in their RFP submission. The contract must meet all contracting requirements of 2 CFR 200 and FEMA.
11. A notice to proceed may be issued as early as twenty-four (24) hours after the contract award. The Proposer shall be willing and prepared to start work immediately.

#### **IV. QUESTIONS REGARDING THIS RFP:**

All questions or concerns regarding this request for proposal must be submitted in writing or by e-mail to the city of Claremore, Attention: Assistant Finance Director, Grady Lemons ([Grady.Lemons@claremore.com](mailto:Grady.Lemons@claremore.com)) no later than 2:00 a.m. (CST), On May 21, 2025. It is the responsibility of the proposer to ensure that the e-mail was received. The city may issue an addendum to the request for proposal for distribution to all known prospective proposers.

No oral interpretation of this request for proposal shall be considered binding. The City shall be bound by information and statements only when such statements are written and executed under the authority of the City.

## V. PROPOSAL FORMAT:

Proposers must succinctly respond in the format delineated below. Elaborate, irrelevant, or otherwise unnecessary information will not be considered.

The following information should be tabbed to identify the required information. Failure to submit this information may render your proposal non-responsive.

### 1. QUALIFICATIONS OF THE FIRM

- a. Provide a description and history of the firm focusing on previous governmental experience. Only past experience as the prime contractor will be considered. Firm qualifications must include, at a minimum, the following:
  - i. Recent experience demonstrates current capacity and current expertise and debris removal monitoring, debris removal, solid waste and hazardous waste management, and disposal.
  - ii. Documented knowledge and experience coordinating with federal, state, and local emergency agencies.
  - iii. Experience representing local governments with various state and federal funding sources and reimbursement processes, (Federal Highway Administration), and NRCS (Natural Resources Conservation Services).
  - iv. Experience with special disaster recovery program management services including private property/right-of-entry (ROE) work, Roadway right of way and drainage channel clean-up and reimbursement, Leaning tree and hanging limb removal, hazardous material removal, asbestos abatement, data management, and holler invoice reconciliation and contracting, and FEMA appeals assistance.
- b. Provide at a minimum, three (3) references for which the firm has performed services within the past five (5) years that are like the requirements in the scope of services. Provide the reference contact name, address, E-mail address, telephone numbers, and date of the contract.

### 2. QUALIFICATIONS OF STAFF

- a. Provide an organizational chart, resumes, a summary of staff qualifications. Key project staff (management staff including, but not limited to: project manager, collection and disposal operations managers, FEMA reimbursement specialist, data manager, ETC.) Should be full-time employees of the proposing firm and have experience, working for the proposer, in the following:

- i. Experience demonstrating current capacity and current expertise in debris removal, solid waste And hazardous space management and disposal.
- ii. Documented knowledge and experience of federal, state and local emergency agencies, state and federal programs, funding sources, and reimbursement processes.
- iii. Experience with special disaster recovery program management services including private property/right-of-entry (ROE) work, Roadway right of way and drainage channel clean- up in reimbursement, leaning tree and hanging limb removal, hazardous material removal, data management, and hauler invoice reconciliation and contracting, and FEMA appeals assistance.
- iv. Debris monitors should have experience working on construction sites and be for mayor with safety regulations. It is not necessary to have professional engineers or other certified professionals perform the monitoring duties.

### 3. TECHNICAL APPROACH

- a. Provide a description of the proposer's approach to the project, to include startup procedures/requirements, Debris estimate methodology, analysis of debris recovery operations and management of the debris recovery contractors, and billing/invoices reporting procedures to FEMA and the City.
- b. Per FEMA policy document 327 public assistance debris monitoring guide, Recent advances in automated debris management tracking systems have provided real-time and automated tracking and reporting...FEMA embraces technological advancements and recognizes the potential benefits of these automated systems.

The proposer must demonstrate ownership or licensing of a proprietary automated debris tracking and reporting system. The proposer must demonstrate in its proposal that it maintains on hand sufficient automated debris tracking equipment dedicated to meeting the needs of the City. If the proposer is licensing such technology, the proposer must provide a written letter from licensor acknowledge licensor has a minimum of 100 devices on hand for proposers use in event of a disaster and that such devices will be made available to the city's recovery efforts. The proposer shall include graphic illustration and explanation of system capability and be prepared to demonstrate system functionality if requested at the time of the proposal evaluation and/or interview. Proposer shall be required to submit hourly rates (in fee schedule) for operations with

and without use of the automated system. Proposers' inability to provide automated system in a timely manner shall be grounds for default and the calling of performance bond.

4. COST PROPOSAL

- a. Each proposer must complete and submit the Cost Proposal Form/FEE Schedule included herein. The Cost Proposal will be evaluated on the hourly rates submitted on the cost proposal form for the labor positions listed. All non-labor projected costs will be billed to the City at cost without a markup. All Mileage Expenses shall be billed directly to the City at a rate not exceeding the IRS Mileage Rate. All Per Diem Expenses shall be billed directly to the city at a rate not exceeding the GSA per diem allowance for the project area.

5. OTHER INFORMATION

- a. Proposers shall include a draft contract with the RFP submission. The contract must meet all contracting requirements of 2 CFR 200 and FEMA. Furthermore, all attachments should be completed and included in the RFP submission. Submittal requirements include:
  - i. Proof of insurance
  - ii. W-9
  - iii. DUNS Number
  - iv. Attachment B: Cost Proposal Form
  - v. Attachment C: Non-Collusion Affidavit of Vendors
  - vi. Attachment D: Certification Regarding Lobbying
  - vii. Attachment E: Certification Regarding Debarment, Suspension, and Other Responsibility Matters
  - viii. Attachment F: MOB/WOB/Section # Business (if Applicable)
  - ix. Attachment G: Conflict of Interest Certification

VI. SELECTION CRITERIA

The following weighted criteria will be utilized to select the consultant awarded this contract.

Qualifications of Firm	25
Qualifications of Staff	25
Technical Approach	35
Cost Proposal	15
TOTAL	100

## VII. SCOPE OF SERVICES

### 1. SCOPE FOR DISASTER DEBRIS MONITORING SERVICES

The selected firm will be expected to provide disaster debris monitoring services to include debris generated from the public right-of-way, Private property, drainage areas, and other areas designated as eligible by the City.

Specific services may include:

- a. Providing Technical Support and guidance in selecting A debris removal contractor. This shall include the preparation, review, and recommendations of request for proposals and/or bids for debris removal.
- b. Coordinating daily briefings, work progress, staffing, and other key items with the city.
- c. Providing support with the selection and permitting of temporary debris storage and reduction site (TDSRS) locations and other permitting/regulatory issues as requested.
- d. Scheduling work for team members and contractors daily.
- e. Hiring, scheduling, and managing field staff.
- f. Monitoring recovery contractor operations and making/implementing recommendations to improve efficiency and speed up recovery work.
- g. Assisting the city with responding to public concerns and comments.
- h. Certifying contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
- i. Utilizing an electronic ticketing system, the debris monitoring company shall utilize an electronic ticketing system to generate electronic debris load tickets for each load of debris generated. The electronic ticketing system shall capture a digital photograph, GPS coordinates, electronic signature, and a timestamp for each load of debris generated as it is loaded and as it is dumped. These systems shall also capture before and after photos of each leaner, hanger, and stump removed along with GPS coordinates and time stamps. This information shall be transmitted electronically to a central information database that provides real-time Access to debris removal activities via a web-based interface. Along with digital records, the system shall also have the ability to generate paper receipts in the field for redundancy and debris removal crew validation at no additional cost if requested by the city. The system shall also be capable of providing a real-time connection to the cities GIS system and shall be customizable to meet specific needs of the city with no additional cost to the city. The purpose of the electronic ticketing system is to provide the city with complete documentation of every load of debris generated for auditing and reimbursement purposes.
- j. Developing daily operational reports to keep the city informed of work progress.

- k. Development of maps, GIS applications, etc. as necessary.
- l. Comprehensive review, reconciliation, and validation of debris removal contractor(s) Invoices prior to submission to the city for processing.
- m. Project worksheet and other pertinent report preparation required for reimbursement by FEMA, FHWA and any other applicable agency for disaster recovery efforts by city staff and designated debris removal contractors.
- n. Final report and appeal preparation and assistance
- o. Debris monitors roles include:
  - x. Measure and certify truck capacities (recertify on a regular basis)
  - xi. Complete and physically control load tickets.
  - xii. Validate hazardous trees, including hangers, leaners, and stumps.
  - xiii. Ensure that trucks are accurately credited for their load.
  - xiv. Ensure that trucks are not artificially loaded to maximize reimbursement.
  - xv. Ensure that hazardous waste is not mixed in with hands.
  - xvi. Ensure that all debris is removed from trucks at the debris management site.
  - xvii. Report to project manager if improper equipment is mobilized and used.
  - xviii. Report to project manager of contractor personal safety standards are not followed.
  - xix. Report to project manager at public safety standards are not followed.
  - xx. Report to project manager if completion schedules are not the one target
  - xxi. Ensure that only debris specified in the scope of work is collected and identify work as potentially eligible or ineligible.
  - xxii. Monitor site development and restoration of the debris management site.
  - xxiii. Ensure daily loads meet permit requirements.
  - xxiv. Report to project manager if debris removal work does not comply with all local ordinances as well as state and federal regulations.

**VIII. TIMETABLE FOR PROPOSALS**

The following is a detailed schedule of the RFP process, which is subject to modification by the city:

May 11 -25, 2024:	Advertise RFP
May 21, 2025:	Questions due to the city at 2:00pm (CST)
May 23, 2025:	Responses to submitted questions posted online
June 3, 2025:	RFQ responses due to the city, not later than 12:00pm (CST)
June 5, 2025:	Selection Committee evaluation of proposals

# ATTACHMENT A

## Proposal Ranking Form

Company \_\_\_\_\_

Committee Member \_\_\_\_\_

<b>Selection Criteria</b>	<b>Points Available</b>	<b>Points Awarded</b>
Qualifications of Firm	25	
Qualifications of Staff	25	
Technical Approach	35	
Cost Proposal	15	
Total	100	

# ATTACHMENT B

## Cost Proposal Form Debris Monitoring RFP

The hourly labor rates shall include all applicable overhead and profit. All non-labor related project costs will be billed to the City at cost without mark-up. All Per Diem Expenses shall be billed directly to the City at a rate not exceeding the GSA Per Diem Allowance for the project area. The rates listed below shall be straight time rates. All hours in excess of 40 per week shall be billed at 1.5 times the straight time rate. Cost proposal may be provided on an additional sheet provided each position is accounted for.

### Disaster Debris Monitoring Services

<u>Positions</u>	<u>Hourly Rates</u>
Principal	\$ _____
Project Manager	\$ _____
Operations Manager	\$ _____
Field Supervisors	\$ _____
Load Site Monitors	\$ _____
Debris Site/Tower Monitors	\$ _____

# ATTACHMENT C

## Non-Collusion Affidavit of Vendor

The following affidavit **MUST** accompany your response to this proposal.

COUNTY OF \_\_\_\_\_ ) SS.  
STATE OF \_\_\_\_\_ )

### AFFIDAVIT

I, \_\_\_\_\_, declare under oath, under penalty of perjury, that I am lawfully qualified and acting officer and/or agent of \_\_\_\_\_ (Firm's Name) and that:

1. That the affiant has not been party to any collusion among proponents in restraint of freedom of competition by agreement to propose at a fixed price or to refrain from making a proposal; or with any official of the state or political subdivision of the State, including The City of Claremore, as to quantity, quality, or price in the matter of the attached proposal, or any other terms of said prospective contract; or in any discussions between proponents and any official of the state, including the City of Claremore concerning the exchange of money or other thing of value for special consideration in the letting of a contract and,
2. \_\_\_\_\_ (Firm's Name) has not pled guilty to or been convicted of a felony charge for fraud, bribery, or corruption involving sale of real or personal property to any state or any political subdivision of a state.
3. That no person, firm, corporation subsidiary, parent, predecessor or other entity affiliated with or related to \_\_\_\_\_ (Firm's Name) has been convicted of a
  - a. felony charge for fraud, bribery, or corruption relating to sale of real or personal property to any state or political subdivision of a state.

\_\_\_\_\_  
(Officer or Agent)

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**(SEAL)**

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
(Notary Public)

# ATTACHMENT D

## Byrd Anti-Lobbying Amendment Certification

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub- grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature	
Printed Name	
Position	
Date	

# ATTACHMENT E

## Certification Regarding Debarment, Suspension, and Other Responsibility Matters

In accordance with 2 CFR Part 2424 and 24 CFR Parts 5, 6, et al (US Department of Housing and Urban Development: Implementation of OMB Guidance on Debarment and Suspension; Final Rule) the Respondent certifies, to the best of his or her knowledge and belief, that:

- (1) No employee of the Respondent who will materially participate in the Respondent's delivery of labor or work product under this RFP is currently suspended or debarred under the applicable laws or regulations in effect on the date of certification.
- (2) No sub-contractor, partner or other party who will materially participate in the Respondent's delivery of labor or work product under this RFP is currently suspended or debarred under the applicable laws or regulations in effect on the date of certification.
- (3) The undersigned Respondent shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature	
Printed Name	
Position	
Date	

# ATTACHMENT F

Instructions: If the Respondent is a Minority Owned Business (MOB) or Women Owned Business (WOB) or qualifies as a Section 3 business, the Respondent completes Form F.1. If the Respondent intends to utilize a MOB/WOB or Section 3 business in the performance of the proposed contract, the respondent completes Form F.2

## F.1. CERTIFICATION AS A MINORITY OWNED, WOMEN OWNED OR SECTION 3 BUSINESS

I, \_\_\_\_\_ certify that \_\_\_\_\_ is a Minority Owned, Women Owned or Section 3 Business.

Business Registered Name	
Business Registered Address 1	
Business Registered Address 2	
State of Registration	
Certificate or Registration Number	
Certifying Agency	

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. The City reserves the right to withdraw or terminate the proposed contract should the representation of fact be false.

Signature	
Printed Name	
Position	
Date	

## F.2: STATEMENT OF INTENT OF MOB/WOB/SECTION 3 UTILIZATION

I, \_\_\_\_\_ certify that \_\_\_\_\_ will utilize Minority Owned Business (MOB) or Women Owned Business (WOB) as subcontractor(s), vendor(s), supplier(s), or professional service(s). The estimated **dollar value** of the amount that we plan to pay the MOB or WOB subcontractor(s), vendor(s), supplier(s), or professional service(s) is \$ \_\_\_\_\_

Description of Work	MOB Amount	WOB Amount	Section 3 Amount	Name of MOB/WOB/Section 3

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. The City reserves the right to withdraw or terminate the proposed contract should the representation of fact be false.

Signature	
Printed Name	
Position	
Date	

# ATTACHMENT G

## Conflict of Interest Certification

In accordance with 24 CFR 85.36(b)(3) the Bidder certifies that no member, officer, or employee of the City or its designees or agents, no member of the governing body of the City of Claremore in which the program is situated, and no other public official of the City who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, has any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof for work to be performed in connection with the program assisted under the Agreement. The Bidder shall incorporate, or cause to be incorporated, in all subcontracts, a provision prohibiting such interest pursuant to the purposes of Section 24 CFR part 85.36 (3).

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Bidder Name	
Signature	
Printed Name	
Position	
Date	

# Attachment H

RFP-2025-04

## Indemnification Form

The following indemnification agreement shall be, and is hereby a provision of any contract. Failure to submit this form with your proposal response shall result in your proposal being rejected as unresponsive.

The successful contractor agrees to indemnify, investigate, protect, defend and save harmless the City, its officials, officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm, or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation which may be injured or damaged by the contractor in the performance of this contract. In any case, the foregoing provisions concerning indemnification shall not be construed to indemnify the City for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the City or its employees. This indemnification shall survive the expiration or early termination of this contract.

**COMPANY** \_\_\_\_\_

**TAXPAYER IDENTIFICATION NUMBER** \_\_\_\_\_

**AUTHORIZED SIGNATURE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_

**TOLL-FREE NUMBER** \_\_\_\_\_

**FAX NUMBER** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

# Attachment I

Form **W-9**  
(Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

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

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶	4 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>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

<b>Part I Taxpayer Identification Number (TIN)</b> 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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. <b>Note:</b> If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	<b>Social security number</b> [ ][ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ][ ][ ][ ][ ] <b>or</b> <b>Employer identification number</b> [ ][ ] - [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]
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<b>Part II Certification</b> 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. <b>Certification instructions.</b> 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 for Part II, later.
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<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.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### 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-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, later.*