

**The Navajo Nation Zoo  
Department of Fish and Wildlife  
Division of Natural Resources**

**REQUEST FOR PROPOSALS**

**For**

**PARKING LOT AND ROAD REVITALIZATION AT TSE BONITO TRIBAL PARK**

**RFP Bid No. 23-10-3135KS**

**Contact: David Mikesic, Zoologist, 928-871-6573, dmikesic@navajozoo.org**

This Navajo Zoo Program is seeking a qualified contractor to complete multiple aspects of a road/parking lot paving improvement project for Tse Bonito Park, Window Rock AZ. Tse Bonito Park is located in Window Rock Arizona and is the home to the Navajo Nation offices of Parks and Recreation Department, Museum, and the Zoo. This park has had been developed beginning in the 1960s and continues today. Most of the roads and parking lots are in need of resurfacing with asphalt and a 632 ft. section of road that is composed of compacted limestone gravel also needs an asphalt surface. Prior to the pandemic, the Zoo received over 50,000 visitors annually, and is now back near that number. The park also serves as daily-use offices for each of these three Navajo Nation offices. The Zoo and Museum also typically received visitation by school field trips, most of which come in April and May.

**I. RFP PROCESS**

**A. PROCUREMENT OF RFP:**

This procurement shall be conducted in accordance with all applicable Navajo Nation law and regulations including the Navajo Business Opportunity Act. All applicable rules, regulations, and laws shall also be followed. Prospective respondents shall familiarize themselves with Navajo Nation regulations prior to submitting responses to this RFP.

**B. SCHEDULE OF ACTIVITIES:**

1. Public Advertisement: October 12, 2023
2. **Voluntary Site Visit: October 19, 2023 @ 2pm @ Navajo Nation Zoo**
3. Prospective offerors written questions deadline: October 31, 2023
4. Responses to questions: November 3, 2023
5. **Due Date for Proposals: November 10, 2023 at 5PM**
6. Opening of Proposals and evaluation by Review Team: November 13-17, 2023
7. Selection of successful offeror will be notified: November 17, 2023

- C. INQUIRIES:** Prospective respondents shall submit written questions concerning this RFP to obtain clarification of requirements to David Mikesic, Zoologist, Navajo Zoo Program at (928) 871-6573 and/or by email to: [dmikesic@navajozoo.org](mailto:dmikesic@navajozoo.org).
- D. For proper estimation of construction costs, the Navajo Zoo Program will be conducting a pre-proposal site visit on October 19, 2023 @ 2pm for any/all firms interested to bid. Pre-proposal site visit is not mandatory for submission of proposals, but is highly recommended.**
- E. ADDENDUM/SUPPLEMENTAL TO THIS REQUEST FOR PROPOSAL:** In the event that it becomes necessary to revise any part of this RFP, an addendum will be issued. Addendum(s) will be made emailed to all Site Visit attendees, and made available through the Office of the Controller website under the 'RFPs' page: <https://nnooc.org/request-for-proposals/>.
- F. PROPOSAL SUBMISSION:** Proposals are due no later than November 10, 2023 at 5pm at the Navajo Nation Zoo office or Mail to PO Box 1329, Window Rock AZ 86515. Proposals may be sent via UPS/FedEx to: Navajo Nation Zoo, Hwy.264, Bldg.34, Window Rock, AZ 86515. Proposals will be opened during the week of November 6-10, 2023 at the Navajo Nation Zoo; the opening of proposals shall not be public. Proposals must be received on or before 5:00 PM., November 10, 2023 (MST). Respondents who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated above. No electronic submittals. Late proposals will not be accepted.
- G. FOUR SETS OF PROPOSALS ARE REQUIRED:** Four sets of the proposal must be delivered in a sealed envelope. The outside of each envelope and outside mail packet should be clearly marked with the project name, "RFP Bid No. 23-10-3135KS", name and address of the firm submitting the proposal, and the firm's priority status under the NBOA.

Proposal Format:

Offerors shall provide information in the following format:

Part A. Written Proposal

Section 1: Cover Letter and Offeror overview

Section 2: Company Credentials, Qualification and Staff Resume showing evidence of at least two previous fence installation projects

Section 3: Building Inventory Assessment Experience

Section 4: List of similar services provided to other clients on Navajo Nation in proportion to requested services for the last five years.

Section 5: Signed W-9 Form and Suspension/Debarment Form

Section 6: Certification of Insurance

Section 7: NBOA Priority Certificate

Section 8: Certificate of Good Standing with Navajo Business Regulatory issued no later than one year prior to the date of proposal submission

Section 9: Bid bond (if over \$50K)

Section 10: evidence of ability to bond for full project for performance and payment bonds.

Section 11: All proposals must be endorsed with the signature of a responsible official having the authority to bind the offeror to the execution of a contract.  
Part B. Cost Proposal (Sealed separately in envelope)

- H. **COST PROPOSAL:** Cost proposals shall be sealed separately. Cost proposals will be opened only when the offeror has met the minimum qualifications. If offeror fails to submit Cost Proposal separately from proposal, the offeror shall be deemed as not having met minimum qualifications.
- I. **REJECTION OF PROPOSALS:** The Navajo Zoo Program reserves the right to reject any and all proposals. This RFP may be canceled at any time and all proposals may be rejected in whole or in part when the Navajo Zoo Program determines it is in the best interest of the Navajo Nation.
- J. **PROPRIETARY INFORMATION:** Any restriction on the use of data contained within any proposals must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable procurement procedures. Each and every page of the proprietary material must be labeled or identified with the word “proprietary”.
- K. **RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFP shall become property of The Navajo Nation and will not be returned to the bidder. Responses received will be retained by Navajo Zoo Program and may be reviewed by any person after final selection has been made, subject to paragraph I above. The Navajo Zoo Program has the right to use any or all system ideas presented in reply to this RFP, subject to limitations in paragraph I above. Disqualification or non-selection of a bidder or proposal does not eliminate this right.
- L. **INCURRING COSTS:** Navajo Zoo Program is not liable for any cost incurred by the Contractor prior to issuance of a contract.
- M. **ACCEPTANCE TIME:** Navajo Zoo Program intends to make a selection within five (5) working days after the opening date for receipt of proposals.
- N. **SUFFICIENT APPROPRIATION:** A contract awarded as a result of this RFP is contingent upon the availability of funds. A contract may be terminated or reduced in scope if sufficient funds do not exist; written notification shall be issued to the Contractor by the Zoo Program Manager if this situation occurs. The Navajo Zoo Program decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by the Contractor.
- O. **EVALUATION PROCEDURES AND CRITERIA.**
  - 1. An evaluation team will judge the proposals received in accordance with the evaluation criteria listed below. The team may request oral presentations and each Offeror should be prepared to provide any additional information the team feels necessary for the fair evaluation of proposals.
  - 2. Failure of an offeror to provide any information requested in the RFP will result in disqualification of the proposal.

3. The sole objective of the review team will be to select the offeror who is most responsible and responsive to the needs of Navajo Zoo Program. The specifications in this RFP represent the minimum performance necessary for a response. On the basis of the evaluation criteria established in this RFP the review team will select and recommend the offeror who best meets this objective. If the Navajo Zoo receives only one (1) Offer to its RFP, it may evaluate that Proposal; if evaluation finds the Offeror is Responsible and Responsive, the Navajo Zoo may select that Offeror.
4. Evaluation Criteria: Offerors should be able to demonstrate reasonable experience in applying asphalt surfaces to roads and/or parking lots, and show evidence of at least two asphalt projects of 75K sq.ft. or greater. The following criteria will be used by an ad-hoc committee in the selection process for contract award. Each proposal will be evaluated to determine the best opportunity for Navajo Zoo Program. Qualifying Point Criteria:
  - i. Company Credentials & qualifications in performing the services sought. 0-20 points
  - ii. Resume or other description of experience and knowledge. 0-20 points
  - iii. Responsiveness to Scope of Work 0-15 points
  - iv. Meeting criteria established for form/format of proposal 0-15 points
  - v. List of experience/similar services provided to other clients on Navajo Nation in proportion to requested services for the last five years. 0-10 points
  - vi. Delivery of all services at a reasonable cost. 0-20 points

**TOTAL POSSIBLE POINTS = 100**

**P. COMPLIANCE WITH LAWS AND REGULATIONS:**

The selected Contractor shall comply with all Federal, Tribal, State, and local laws, regulations and Navajo Nation rules and policies pertaining to work under its charge, and shall, at its expense, procure any permits that may be required.

**Q. INDEMINIFICATION:**

To the fullest extent permitted by law, or as otherwise defined in the Contract, the Contractor shall indemnify and hold harmless the Navajo Nation and its officials, employees and agents from and against all claims, liens or demands that result in losses, liabilities, defense costs and expenses (including but not limited to attorney's fees and costs of litigation) arising out of the term, conditions and performance under the contract. The Contractor further agrees to indemnify and hold harmless the Navajo Nation, its agents, or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by the Contractor, its agents, associates, or employees. The indemnification provided above shall obligate the Contractor to defend at its own expense or to provide for such defense, at the Navajo Nation's option, of any and all claims of liability and all suits and actions of every name and description that may be brought against the Navajo Nation which may result from the operations and activities under any Contract resulting from this RFP. The award of this Contract to the Offeror shall obligate the Contractor to comply with the foregoing indemnity provision

## II. SCOPE OF WORK GENERAL OVERVIEW

This RFP is seeking a qualified contractor to complete the various aspects of resurfacing asphalt parking lots, new asphalt of existing gravel road, and replacement of one culvert. Overall, this project includes the following aspects:

- A. Replace one 50' culvert with larger diameter beneath Park Entrance Road and add riprap;
- B. Resurfacing asphalt on Parks & Recreation Parking Lot;
- C. Resurfacing asphalt on Museum Parking Lot, Entry Drive and Rear Entrance;
- D. Complete surface preparations and new asphalt surface to Zoo Main Entry Road;
- E. Complete surface preparations and new asphalt surface to Zoo Employee Parking Lot and entry;
- F. Complete surface preparations and new asphalt surface to Parks & Recreation Turn-out;
- G. Provide new sealcoating to existing asphalt Zoo Parking Lot.

## III. SCOPE OF WORK DETAILS

Navajo Zoo Program expects the selected firm to be able to complete all aspects of this contract to resurface existing parking lots, replacement of one culvert, and creating a solid, clean asphalt surface over an existing limestone gravel road. The selected firm will provide all personnel, materials, machinery, and other equipment will need to be provided by the contractor for the asphalt surfacing.

### A. REPLACING 50' CULVERT & INSTALLING RIP RAP

The main entrance road to the Tse Bonito Park Complex has one main culvert near the cattle guard that has been a major problem area. This culvert is slightly undersized at 18" round and is quick to fill with sand and become unusable for water delivery. The culvert spans the width of the entry road and is topped with asphalt. The contractor will be responsible for replacing this culvert with a larger sized (preferably 4') and shaped to fit the drainage area (preferably 'Pipe Arch' or similar shape) with a lower profile than round. The existing culvert is 50' long and the replacement will be at least that length. Most importantly, an appropriate-sized area upstream of the culvert will need a rip rap structure installed to prevent clogging during high water events. The design of the rip rap structure will need to be appropriate for the loose sand and low-vegetation conditions that exist upstream of the culvert, and will need to be approved by the project sponsor prior to installation. This section of road will then be prepared and resurfaced with asphalt as described below. The culvert and rip rap areas are in purple in Fig.1.

### B. RESURFACING OF ASPHALT OF THREE AREAS

Due to the age and overall condition of existing parking lots and the main entrance road, they are in need resurfacing with a fresh layer of asphalt. **The contractor will be responsible to provide asphalt milling services by removing the top layer of asphalt, repair the pavement underneath, and**

**application of new asphalt layer. The asphalt application must comply with Navajo Division of Transportation standards for product and application.**

These areas are as follows:

**B.1. Park Entrance Road to P&R Parking Lot** - this section of road has an aging asphalt surface that measures 100' x 31' (3,100 sq.ft.). This section begins at the cattle guard at the turnoff from Postal Loop Road and ends at the limestone-covered section described below in 3.a. This section of road has the 50' culvert running underneath that needs replaced as described above in section 1. This area is outlined in light yellow color in Fig.1.

**B.2. Parks and Recreation (P&R) Parking Lot** - this parking lot extends north from the Park Entrance Road and is currently has an aging asphalt surface. The parking lot measures approximately 106' x 118' (12,508 sq.ft.). In addition to creating a smooth asphalt surface over this parking lot, the contractor will be responsible to: 1) add fill dirt throughout this parking lot to raise to road-surface level (approximately 6 inches), and 2) create a smooth transition of asphalt from the Entrance Road to this Parking Lot. This area is outlined in reddish-salmon color in Fig.1.

**B.3. Museum Parking Lot, Entrance Drive and Rear Entrance** - these areas are currently covered with aging asphalt and comprise the largest area needing resurfaced with a fresh asphalt coating. The Entrance Drive runs south from the Park Entrance Road to the Museum Parking Lot and measures 75' x 41' (3,075 sq.ft.). The Rear Entrance runs south from the southwest corner of the parking lot to the rear entrance of the Museum and measures 225' x 20'. The contractor will also be responsible to resurface the Museum Parking Lot with asphalt, and it measures 235' x 311' (73,085 sq.ft.). These areas are outlined in green and light blue in Fig.1.

**C. ASPHALT SURFACING A STRETCH OF LIMESTONE GRAVEL ROAD**

The continuation of the Park Entrance Road from the P&R Parking Lot to the Navajo Zoo parking lot (Main Entry Road) currently has a compacted crushed limestone-gravel surface. This "Main Entry Road" is used by Zoo staff and all visitors to the Navajo Nation Zoo, including school buses and delivery trucks. This surface was provided and installed by Apache County District II Roads Program in June 2016. The surface has held up fairly well, and the contractor will be responsible to provide an asphalt surface to this section of road. Given the current condition of the road, The Zoo Program expects a small amount of surface preparation is needed prior to applying the asphalt surface. The contractor will need to assess the existing limestone road to determine the surface preparation needed, and to execute surface preparations prior to paving. This section of road measures approximately 632' x 26' (16,432 sq.ft.), and is outlined in bright yellow in Fig.1. Included in this asphalt surfacing is the turn-out to the Parks and Recreation yard. It is expected that the contractor will create a smooth transition from the road, and include the turn-out in the new asphalt surfacing. This turn-out is currently sand/gravel covered and measures approximately 50' x 40' (2,000 sq.ft.). This small area is outlined in white in Fig.1.

#### **D. ASPHALT SURFACING OF ZOO EMPLOYEE PARKING LOT AND ENTRY**

The Navajo Zoo is in the process of constructing a restroom facility in a section of the Employee Parking Lot on the west side of the main building. After restroom construction is completed in early spring of 2024, the contractor selected under this RFP will provide an asphalt surface in the remainder of the Zoo Employee parking lot, and its entry road. The parking lot is currently gravel and well compacted from years of use, but will likely require some surface preparations for leveling and grading prior to asphalt application. The entry road to parking area is in the same condition and will likely require some treatment. The contractor will be responsible to create a smooth transition of asphalt from the Main Entrance Road to this Employee Parking Lot/Entry Road. Zoo staff will provide the painted parking lines after the new sealcoat cures. The total surface area of the Zoo Employee Parking Lot is approximately 6,000 sq.ft., and the entry road is 1,620 sq.ft. This area is outlined in red in Fig.1.

#### **SUMMARY OF ASPHALT APPLICATION:**

##### **Resurfacing of existing asphalt:**

**Park Entrance Road - 100' x 31' (3,100 sq.ft.) - Fig.1 light yellow**

**P&R Parking Lot - 118' x 106' (12,508 sq.ft.) - Fig.1 salmon \*Fill dirt needed to raise parking lot prior to asphalt paving**

**Museum Entry Drive - 75' x 41' (3,075 sq.ft.) - Fig.1 green**

**Museum Rear Entrance - 225' x 20' (4,500 sq.ft.) - Fig.1 green**

**Museum Parking Lot - 311' x 235' (73,085 sq.ft.) - Fig.1 light blue**

##### **Asphalt Covering of existing gravel/dirt road:**

**Main Entry Road - 632' x 26' (16,432 sq.ft.) - Fig.1 bright yellow**

**Zoo Employee Parking – 100' x 60' (6,000 sq.ft.) – Fig 1. Red**

**Zoo Employee Parking Entry - 135' x 12' (1,620 sq.ft.) – Fig 1. Red**

**P&R Turn-out - 50' x 40' (2,000 sq.ft.) - Fig.1 white**

**TOTAL AREA FOR NEW ASPHALT= 122,320 sq.ft.**

#### **E. SEALCOATING OF EXISTING ASPHALT ZOO PARKING LOT**

The Navajo Zoo parking lot was provided an asphalt surface in 2016 by Navajo Department of Transportation, with funding from the Office of the President/Vice-President. The surface of the asphalt is still mostly free of cracks and fissures, but needs a new sealcoat applied to weather protection. The contractor will be responsible to clean the surface, then apply a fresh sealcoat over the entire parking lot. Zoo staff will provide the painted parking lines and ADA markings after the new

sealcoat cures. The total surface area of the Zoo parking lot is approximately 18,250 sq.ft. This area is outlined in dark blue in Fig.1.

## DESCRIPTION OF SERVICES

The selected contractor shall provide the following services and personnel to:

- Offeror must have the materials, equipment, and labor for the removal and replacement of 50' culvert with larger diameter, and preferably 'pipe arch' shaped, along with installing rip rap immediately upstream of culvert.
- Offeror must have the materials, equipment, and labor to perform asphalt resurfacing to a smooth even surface over the Park Entrance Road, Parks & Recreation Parking Lot and Museum Parking Lot, Entry Road and Rear Entrance.
- Offeror must have road grading service for existing limestone gravel road to provide suitable sub-surface for asphalt paving;
- Provide materials, equipment, and labor to provide a new asphalt layer over the gravel Navajo Zoo entry road and P&R Turn-out to provide smooth road surface;
- Contractor will be responsible to remove all old material removed during construction;
- Offeror must be able to demonstrate ability to successfully plan and execute asphalt road surfacing with competency; all asphalt must comply with Navajo Division of Transportation standards for product and application; and offerors must provide list of at least two recent projects with a contact reference for each;
- Offeror must be able to meet all Navajo Nation requirements to enter a contract to complete this project prior to fall 2024.

## ENVIRONMENTAL COMPLIANCE

All compliances for this project are completed and thus this project should be considered 'shovel-ready'. The Navajo Nation Zoo lies completely within the Tse Bonito Tribal Park, which was withdrawn for Tribal use in 1963. Thus, the land is already designated for Tribal Zoo, Museum, and Parks & Recreation Department usage; there is no need for additional chapter resolutions, other approvals, or public involvement. The Navajo Nation Zoo Program has acquired the necessary Biological Clearance from the Department of Fish and Wildlife for the entire Zoo tract as of 8/1/2017. The Navajo Nation Zoo Program has acquired the necessary Cultural Clearance for any/all projects for the entire Zoo tract as of 7/25/2017. And the Navajo Nation Zoo Program had requested the necessary Clean Water Act (Sect.401) clearance from the Navajo Nation Environmental Protection Agency for this project as of 3/9/2019; however, NEPA has failed to provide any response. The selected firm will be responsible to ensure this project complies with all Navajo EPA compliances. Copies of the Biological and Cultural clearances will be provided to the selected firm to prove appropriate clearances.



## **PROJECT THINGS TO CONSIDER**

The selected firm will need to provide a safe environment for visitors to the three office during construction, using cones, caution tape, signage, or other effective means to maintain safety for drivers. And efforts to coordinate activities, especially with the main entry road work, will need to happen with the three programs.

**For contracting, the selected firm will need to be in good standing with the Navajo Nation. Contractor will need to provide the three bonds required by the Navajo Nation: 1) Bid Bond equal to 10% of the cost proposal submitted; 2) Performance Bond; and 3) Payment Bond. Performance and Payment bonds will both equal to 100% of the total project amount. Offerors should provide evidence of ability to obtain performance and payment bonds within the proposal. Offerors will need to provide Navajo Nation Business Regulatory Certificates, including NBOA Priority Certificate, if applicable; proof of eligibility to do business on the Navajo Nation, either as a foreign entity, or as a Navajo entity; Contractor's License for the work required under this RFP; proof of sufficient insurance, Non-Collusion, Debarment & Suspension form attached to the RFP, and certificate of Good Standing with Navajo Nation Business Regulatory.**

**Contact David Mikesic, Zoo Manager at 928-871-6573, or [dmikesic@navajozoo.org](mailto:dmikesic@navajozoo.org) if any questions arise during the bid process.**

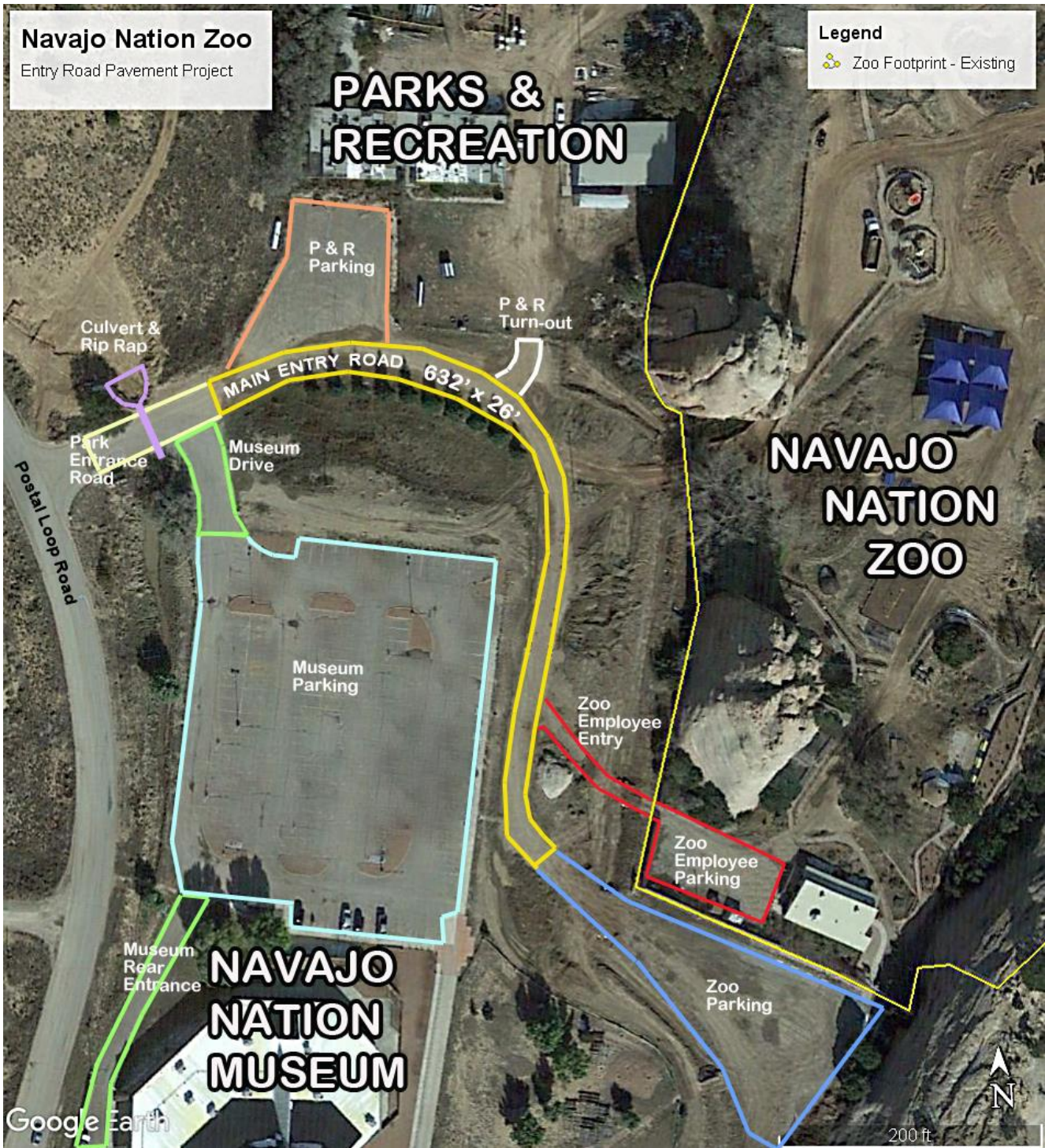


Fig.1 Map of Tse Bonito Park showing areas to be paved with asphalt, and culvert replacement.

**NAVAJO NATION CERTIFICATION**  
**Regarding Debarment, Suspension, and**  
**Contracting Eligibility**

1. Applicant entity acknowledges that to the best of its knowledge that the Applicant entity, either in its present form or in any identifiable capacity, has not, in accordance with 12 N.N.C. § 361:
  - A. Been convicted of the commission of criminal offenses incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of any such contract or subcontract;
  - B. Been convicted of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offenses indicating a lack of business integrity or honesty, which currently, seriously, and directly affect responsibility as a Navajo Nation contractor;
  - C. Been convicted under antitrust statutes arising out of the submission of bids or proposals;
  - D. Violated contract provisions, including:
    - i. Deliberate failure, without good cause, to perform in accordance with the contract specifications or within the time limit provided in the contract,
    - ii. A recent record of failure to perform or of unsatisfactory performance with the terms of any contract, or
    - iii. Any other cause so serious and compelling as to affect responsibility as a Navajo Nation contractor, including debarment by another governmental entity.
2. Applicant acknowledges that if the Navajo Nation determines that the executed Certification provided herein is untrue or not wholly accurate, it shall be grounds for the Navajo Nation to terminate the contract and pursue other legal remedies, at the Navajo Nation's discretion.
3. Applicant certifies to the best of its knowledge that it is eligible to do business with the

Navajo Nation, in its present form or in any other identifiable capacity, pursuant to 12 N.N.C. § 1501 and 5 N.N.C. § 301. Applicant also acknowledges that per 12 N.N.C. § 1505, it will not be eligible to contract with the Navajo Nation if deemed ineligible by the appropriate department or entity of the Navajo Nation which receives the Applicant's request for consideration for a business opportunity.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Name of individual signing on Applicant's behalf (print)

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Title of individual signing on Applicant's behalf

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Signature of individual signing on Applicant's behalf

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Date

# 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.

<b>Print or type.</b> See Specific Instructions on page 3.	<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 of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<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	Exempt payee code (if any) _____
	<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.	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____	<small>(Applies to accounts maintained outside the U.S.)</small>
	<b>5</b> Address (number, street, and apt. or suite no.) See instructions.	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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>											
				-			-				
<b>or</b>											
<b>Employer identification number</b>											
				-							

## 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 for Part II, later.

<b>Sign Here</b>	<b>Signature of U.S. person ▶</b>	<b>Date ▶</b>
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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-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, later.*