

**REQUEST FOR PROPOSALS**

**BID NO. 24-10-3508LE**

**PROPOSAL DUE DATE** : **December 04, 2024 5:00 pm DST**

**DESCRIPTION** : **OFFICE & JANITORIAL EQUIPMENT/SUPPLY  
(Multi-Year Contract)**

**CONTACT PERSON** : Mr. Ian G. Begay  
Department of Emergency Medical Service  
Division of Public Safety  
Telephone # (928) 656-5544  
ibegay@navajoems.org

**RETURN ALL RESPONSES TO** :

**DELIVER TO (PHYSICAL)** : THE NAVAJO NATION  
PURCHASING SECTION  
OFFICE OF THE CONTROLLER  
1<sup>ST</sup> Floor, Administration Building #1  
Window Rock, AZ 86515  
ATTN: Ms. Lorita Etsitty, Buyer  
Telephone # (928) 871-6316  
**\*NOTE: THE BID NUMBER AND THE VENDOR MUST BE INDICATED ON  
THE OUTSIDE OF THE PACKAGE.**

**MAIL TO** : THE NAVAJO NATION  
PURCHASING SECTION  
OFFICE OF THE CONTROLLER  
POST OFFICE BOX 9000  
WINDOW ROCK, AZ 86515  
ATTN: Ms. Lorita Etsitty, Buyer  
Telephone # (928) 871-6316  
**\*NOTE: THE BID NUMBER AND THE VENDOR MUST BE INDICATED ON  
THE OUTSIDE OF THE PACKAGE.**

**SECTION I**

**INFORMATION ONLY NO RESPONSE TO THIS SECTION IS REQUIRED**

- A. **ISSUING OFFICE:** This Request for Proposals (RFP) is issued by the Purchasing Services Department of the Navajo Nation, P.O. Box 9000, Window Rock, AZ 86515
- B. **PURPOSE:** This RFP provides prospective respondents with sufficient information to enable them to prepare and submit proposals of considerations.
- C. **SCOPE:** This RFP contains the instructions governing the proposals to be submitted and material to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.
- D. **SCHEDULE OF ACTIVITIES:**

	<b>DEADLINE:</b>
1. Public Advertisement	November 14, 21, 2024 RFPs and Advertisements (nnooc.org)
2. Prospective respondent's inquiry deadline (No questions accepted after this date) Inquiries and questions will be answered at any time prior to this date. Questions to this RFP may be verbal, in writing and email.	November 27, 2024 at 5:00 pm DST
3. Due date for proposal	December 04, 2024 5:00 pm DST
4. Opening of proposals and evaluation	December 11, 2024
5. Award date for contract	December 18, 2024
- E. **INQUIRIES:** Prospective respondents may make telephone, written or email inquiries concerning this RFP to obtain clarification of requirements. Email inquiries may be emailed to [ibegay@navajoems.org](mailto:ibegay@navajoems.org). No inquiries will be accepted after the inquiry deadline listed in Section D. Mailed inquiries are to be addressed to:

**THE NAVAJO NATION  
PURCHASING SERVICES DEPARTMENT  
POST OFFICE BOX 9000  
WINDOW ROCK, AZ 86515  
ATTN: Ms. Lorita Etsitty, Buyer  
TELEPHONE (928) 871-6316**

Note: Please mark on the outside of the envelope or subject line of email – **Office & Janitorial Equipment/Supplies.**

- F. **ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** In the event that it becomes necessary to revise any part of this RFP, an addendum will be issued.
- G. **PROPOSALS SUBMISSION:** Bidders who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. It is recommended they be sent by certified/priority mail with tracking to the physical address indicated on the cover sheet of this RFP.
- H. **TWO (2) IDENTICAL PROPOSALS ARE REQUIRED:** Delivered in a sealed envelope; also include the name and address of the individual or firm submitting the proposal. Allow sufficient time for physical and/or mailing delivery to addresses found on the cover page of this RFP. Email proposals will not be accepted.
- I. **LATE RECEIPT OF PROPOSALS:** Late proposals will not be accepted. It is the responsibility of the bidder to ensure the proposal arrives in the Purchasing Section of the Office of the Controller prior to the date and time specified.
- J. **REJECTION OF PROPOSALS:** The Purchasing Section reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.
- K. **PROPRIETARY INFORMATION:** Any restriction on the use of data contained within any proposals must be clearly stated in the proposals itself. Proprietary information submitted in the response to this RFP will be handled in accordance with applicable purchasing procedures. Each and every page of the proprietary material must be labeled or identified with the word "proprietary".

- L. **RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFP shall become the property of the Navajo Nation and will not be returned to the bidder. Responses received will be retained in file and may be reviewed by any person after final selection has been made, subject to Paragraph K above. The Purchasing Section has the right to use any or all system ideas presented in reply to this RFP, subject to limitations outlined in paragraph K above. Disqualification or non-selection of a bidder or bid does not eliminate this right.
- M. **INCURRING COSTS:** The Navajo Nation Purchasing Section is not liable for any cost incurred by the bidders prior to issuance of an agreement, contract and/or purchases order.
- N. **ACCEPTANCE OF PROPOSAL CONTENT:** The contents of the proposals of the successful bidder will become contractual obligations if acquisition action ensues. Failure of the successful bidder to accept these obligations in a professional service contract, purchase order, delivery order or similar acquisition instrument may result in cancellation of the award and such bidder may be removed from the future solicitations. The Navajo Nation Purchasing Section reserves the right to pursue appropriate legal action in the above set of circumstances.
- O. **EVALUATION PROCEDURES AND CRITERIA:**

1. General Procedures:

- a. An ad hoc committee will judge the merit proposals received in accordance with the criteria defined herein.
- b. Failure of a bidder to provide any information requested in this RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the offeror or to the execution of the proposal.
- c. The sole objective of the ad hoc committee will be to select the bidder whose proposal is most responsive to the Navajo Nation Purchasing Section. The specifications within this RFP represents the minimum performance necessary for response. On the basis of the evaluation criteria established in this RFP, the ad hoc committee will select and recommend the bidder who best meets this objective.
- d. Evaluation Criteria: The following criteria will be used by the ad hoc committee in the selecting process for contract award. The technical proposals factors will be rated on a scale of 5-100 with weight relations as stated below:

Technical Proposal Factors:

Possible Points:

Office & Janitorial Supply Specifications

35

Offeror's meeting the minimum specifications and requirements as listed in Section III herein

Qualifications of Firm

25

Offeror's qualifications, including work on similar projects, experience of personnel

Quality, Accuracy, and Completeness of the Proposal

10

The quality, accuracy, and completeness of the Offeror's proposal in response to the RFP specifications and requirements

Cost

30

Price offered is responsive to the RFP requirements and instructions, and is realistic in respect to specifications and requirements

TOTAL: 100

- P. **STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provisions into any contract negotiations as a result of a proposal submitted in response to this RFP.
- Q. **RETURN OF PROPOSALS:** The Navajo Nation has no obligation to return any proposal received in response to this RFP.
- R. **GOVERNING LAW:** This procurement and any agreement with offerors that may result shall be governed by the laws of the Navajo Nation. The Navajo Nation is not bound to enter a contract under the RFP or RSQ and may issue a subsequent RFP or RSQ for the same services. The Navajo Nation is a sovereign government and that all contracts entered into as a result of the RFP shall comply with Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act. Navajo Business Opportunity Act, 5 NNC will apply.

## SECTION II

### PROPOSAL FORMAT AND ORGANIZATION

#### **A. NUMBER OF PROPOSALS**

Proposer shall provide two (2) identical proposals to the location specified for the submission of proposals in Section I, Paragraph H, on or before the closing date and time for receipt of proposal. Allow sufficient time for physical and/or mailing delivery to addresses found on the cover page of this RFP. Email proposals will not be accepted.

#### **B. PROPOSAL FORMAT**

All proposals must be typewritten on standard 8.5 x 11 paper (larger paper is permissible for charts, spreadsheets, etc.) and bound with tabs/dividers delineating each section, as necessary.

##### 1. Proposal Organization

The proposal must be organized and indexed in the following format and must contain as minimum all list items in the sequence indicated.

- a. Table of Contents
- b. Letter of Transmittal
- c. Cost Proposal
- d. Response to the Specifications request
- e. Professional References (List of similar services provided by the Offeror to tribal governments, enterprises, preferably organizations within 75-mile radius of the Navajo Nation within the last five (5) years)
- f. Certifications/Licenses (i.e., manufacturer, Business), if any
- g. Credentials (W-9, Insurance)
- h. Appendix (if needed)

Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

Proposer may attach other materials which they feel may improve the quality of their response. However, the material should be included as items in the appendix.

##### 2. Letter of Transmittal

Each proposal must be accompanied by a letter of transmittal. The letter of transmittal must:

- a. Identify the submitting organization with a brief description;
- b. Identify experience, capability, and capacity
- c. Identify the name and title of the person authorized to contractually obligate the organization;
- d. Identify the name, title, and telephone number of the person authorized to negotiate the contract on behalf of the organization;
- e. Identify the names, title, and telephone numbers of person to be contacted for clarification;
- f. Be signed by the person authorized to contractually obligate the organization; and
- g. Acknowledge receipt of any and all amendments to the RFP

## **SECTION III**

### **Specifications**

#### **INTRODUCTION**

The purpose of this Request for Proposal (RFP) is to establish a multi-year (5 years) contract with a qualified respondent to supply and deliver office & janitorial equipment/supplies to the Department of Emergency Medical Services (DEMS). Qualified respondents shall adhere to the specifications set forth within this section (Section III). All proposals must be completed in the requested format set forth in Section II.

Qualified respondents must:

- Provide a wide range of products, this includes branded and generic products.
- Provide office and janitorial supplies with 90% shelf life remaining when delivered to DEMS.
- Expirations must be listed on the products.
- Provide competitive and contract pricing. Pricing must be held firm for the duration of the contract.
- Provide warranties for applicable items.
- Prices shall be F.O.B Destination, include all taxes, transportation, and delivery charges.
- Provide delivery to all the listed locations. (See Attachment A)
- Provide quarterly and annual reports as requested.
- Provide a dedicated local (Arizona or New Mexico) account manager.
- Provide a knowledgeable, helpful customer support team.
- Provide a user-friendly dedicated website where users can access with their own passwords to view products, prices, and ordering.
- Provide training on the usage of the website to users.
- Be able to gain an understanding of the Navajo Nation DEMS's workflow and needs pertaining to office and janitorial supplies.
- Knowledge and awareness in the office & janitorial supply industry's supply and demand, particularly in challenging or shortage periods, in order to pre-empt, communicate and offer solutions to DEMS.

#### **OFFICE SUPPLIES**

Provide a wide range of office supplies.

*(Detailed office supplies are listed herein as Attachment B. Note the list may not include all office supplies.)*

#### **JANITORIAL SUPPLIES**

Provide a wide range of janitorial supplies.

*(Detailed janitorial supplies are listed herein as Attachment C. Note the list may not include all janitorial supplies.)*

#### **REFRESHMENTS**

Provide a wide range of refreshments.

*(Refreshments are listed herein as Attachment D. Note the list may not include all refreshment items.)*

## ATTACHMENT A

Shipping destination locations or point of distribution are identified at the following EMS Stations:

1. Chinle, Arizona
2. Red Mesa, Arizona,
3. Inscription House, Arizona
4. LeChee, Arizona
5. Pinon, Arizona
6. Dilkon, Arizona
7. Tuba City, Arizona
8. Kayenta, Arizona
9. Ft Defiance, Arizona
10. Window Rock, Arizona
11. Ganado, Arizona
12. Crownpoint, New Mexico
13. Tohatchi, New Mexico
14. Ojo Encino, New Mexico
15. Shiprock, New Mexico
16. To'hajiilee, New Mexico
17. Newcomb, New Mexico
18. Tse Bonito, NM (Navajo Division of Transportation)
19. Ojo Amarillo, New Mexico

*\*\*Note: New destination locations or point of destinations may be added in the future.*

Item No.	Category	Description	Specified Manufacturer	Manufacturer Product No.	Unit of Measure	Estimated Annual Quantity
1	Audio Visual	HDMI A/V cable (6 or 12 feet)	Compucessory	CCS11160 CCS11161	Each	15
2	Badges & Holders	Re-sealable Badge Holder Packs – Horizontal, w/Lanyard, 3 3/4" x 2 5/8" (Pack of 20)	Advantus	AVT91132 AVE5395	Each	200
3	Badges & Holders	Flexible Self-Adhesive Name Badge – Laser-Inkjet Plain White (Pack of 400, 160, 100 or 120)	Avery	AVE8395 AVE8720 AVE08722	Each	200
4	Badges & Holders	Nonbreakaway Lanyards - Flat Clip or J-Hook (Black/Pack of 100)	Advantus	AVT97128 AVT97126	Each	250
5	Batteries	AAA Alkaline battery (Assorted packages)	Energizer or Duracell		Each	50
6	Batteries	AA Alkaline battery (Assorted packages)	Energizer or Duracell		Each	50
7	Batteries	9-volt Alkaline (Assorted packages)	Energizer or Duracell		Each	30
8	Batteries	C Alkaline Battery (Assorted packages)	Energizer or Duracell		Each	30
9	Batteries	D Alkaline Battery (Assorted packages)	Energizer or Duracell		Each	30
10	Batteries	Lithium Button Cell Battery 3V (2 or 4 pack)	Energizer or Duracell		Each	20
11	Binders	Economy Round Ring – 1/2" (Black, Dark Blue or Red)(Pack of 1)	Business Source	BSN28526 BSN28525 BSN28527	Each	150
12	Binders	Economy Round Ring – 1" (Black, Dark Blue, Red or Green)(Pack of 1)	Business Source	BSN09976 BSN09975 BSN28550	Each	150
13	Binders	Economy Round Ring – 1 1/2" (Black, Dark Blue, Red or Green)(Pack of 1)	Business Source	BSN28556 BSN28552 BSN28551 BSN28553	Each	150
14	Binders	Economy Round Ring – 2" (Black, Dark Blue, Red or Green)(Pack of 1)	Business Source	BSN28557 BSN09977 BSN16464 BSN28660 BSN28558	Each	150

15	Binders	Economy Round Ring – 3" (Black, Dark Blue or Red)(Pack of 1)	Business Source	BSN09978 BSN28661 BSN28770 BSN09952 BSN09953 BSN09966	Each	150
16	Binders	Economy Round Ring View - 1" (Black, White or Red)(Pack of 1)	Business Source	BSN09954 BSN09955	Each	150
17	Binders	Economy Round Ring View - 1 1/2" (Black, White or Red)(Pack of 1)	Business Source	BSN09967 BSN09956 BSN09957 BSN09968	Each	150
18	Binders	Economy Round Ring View - 2" (Black, White or Red)(Pack of 1)	Business Source	BSN09958 BSN09959 BSN09969	Each	150
19	Binders	Economy Round Ring View - 3" (Black, White or Red)(Pack of 1)	Business Source	QRT2544	Each	20
20	Boards & Accessories	Quartet Premium DuraMax Porcelain Dry-Erase Boards with Aluminum Frame, 4' x 3'	ACCO Brands Corporation	QRT2543	Each	20
21	Boards & Accessories	Quartet Premium DuraMax Porcelain Dry-Erase Boards with Aluminum Frame, 3' x 2'	ACCO Brands Corporation	QRTS553	Each	15
22	Boards & Accessories	Quartet Classic Combination Dry-Erase/Cork Bulletin Board, 3' x 2'	ACCO Brands Corporation	LLR42706 LLR75628	Each	15
23	Boards & Accessories	Enclosed Bulletin Boards, 3' x 2'	Lorell	SAN81505	Each	30
24	Boards & Accessories	Marker & Eraser Caddy	Lorell	GJO75626	Each	30
25	Boards & Accessories	Expo Dry-Erase Eraser	Newell Brands	GJO75627	Each	30
26	Boards & Accessories	Dry-Erase Board Cleaner (8 oz)	Genuine Joe	QRT4MCP43P2	Each	15
27	Boards & Accessories	Dry-Erase Board Wipes (50 wipes)	Genuine Joe	BSN81001 LLR10110	Each	30
28	Boards & Accessories	Quartet Prestige 2 Magnetic Total Erase 4- month Calendar, 48"W x 36"H	ACCO Brands Corporation		Each	30
29	Boards & Accessories	Push Pins – (Clear/Assorted colors) (Pack of 100)	Business Source		Each	30
30	Boards & Accessories	Thumb Tacks (Pack of 100)	Lorell		Each	30
31	Breakroom & Food Service	Dixie Perfectouch Cup & Lid Combo - 12 oz (Pack of 50)	Georgia Pacific Corp.	DXE5342COMBO6	Each	50



32	Breakroom & Food Service	Dixie Clear Cold Drink Cups - 12 oz (Pack of 25)	Georgia Pacific Corp.	DXECPET12DX	Each	50
33	Breakroom & Food Service	Dixie Ultra Pathways Paper Plates & Bowls - 10" Plate (Pack of 125)	Georgia Pacific Corp.	DXESXP10PATH	Each	50
34	Breakroom & Food Service	Dixie Ultra Pathways Paper Plates & Bowls - 12 oz Bowl (Pack of 125)	Georgia Pacific Corp.	DXESXB12WS	Each	50
35	Breakroom & Food Service	Dixie Heavy-Duty Cutlery Combo Box, Knife, Forks & Spoons (Pack of 168)	Georgia Pacific Corp.	DXECM168	Each	50
36	Breakroom & Food Service	Dixie Stir Sticks (Pack of 1000)	Georgia Pacific Corp.	DXEHS551	Each	15
37	Breakroom & Food Service	Bounty Quilted Napkins - 12 1/10" x 12" (Pack of 100)	Proctor & Gamble	PGC34884	Each	40
38	Briefcases	Kensington Simply Portable Classic Notebook Sleeve	ACCO Brands Corporation	KMW62567	Each	15
39	Briefcases	Oversize Rolling Catalog Case	Lorell	LLR61613	Each	15
40	Briefcases	Swiss Mobility Padfolio	The Bugatti Group Inc	SWZWRC1517BLK	Each	15
41	Briefcases	Business Card Storage Case, 9" x 4 3/4", 128 cards, 8 Slots Per Page	Lorell	LLR01031	Each	15
42	Calendars	Dayminder Premiere Appointment Book, 7 7/8" x 11 1/4", Black	ACCO Brands Corporation	AAGG470H00	Each	200
43	Calendars	Nonrefillable Monthly Desk Pads, 12 months, Jan-Dec, 21" x 17"	ACCO Brands Corporation	AAGSK2400	Each	50
44	Calendars	Three-Month Reference Wall Calendars, 14 months, 12"x27"	ACCO Brands Corporation	AAGPM1128	Each	50
45	Clipboards & Formsholders	Hardboard Clipboards - Standard Metal Clip or Flat Clip w/Rubber Grips, 9" x 12 1/2"	Business Source	BSN65637	Each	50
46	Clipboards & Formsholders	Hardboard Clipboards - Standard Metal Clip or Flat Clip w/Rubber Grips, 9" x 15 1/2" (Pack of 3)	Business Source	BSN28554	Each	50
47	Clipboards & Formsholders	Plastic Clipboards with Spring Clip, Smoke, 9" x 12"	Business Source	BSN01861	Each	50
48	Clipboards & Formsholders	Plastic Clipboards with Low Profile Clip, Smoke, 9" x 12"	Business Source	BSN01870	Each	50
49	Clips, Clamps & Fasteners	Paper clips - Standard Regular Size, .003 Wire Gauge (Pack of 1000)	Business Source	BSN65638	Each	35
50	Clips, Clamps & Fasteners	Paper clips - Standard Jumbo Size, .041 Wire Gauge (Pack of 1000)	Business Source	BSN65639	Each	35

51	Clips, Clamps & Fasteners	Binder Clips – Mini (Pack of 12)	Business Source	BSN65364	Each	50
52	Clips, Clamps & Fasteners	Binder Clips – Small, 3/4" Wide (Pack of 12 or 40)	Business Source	BSN36550 BSN65366	Each	50
53	Clips, Clamps & Fasteners	Binder Clips – Medium, 1 1/4" Wide (Pack of 12 or 36)	Business Source	BSN36551 BSN65368	Each	50
54	Clips, Clamps & Fasteners	Binder Clips – Large, 2" Wide (Pack of 12)	Business Source	BSN36552	Each	50
55	Clips, Clamps & Fasteners	Cubicle Clips (Box of 24)	Lorell	LLR80673	Each	50
56	Clips, Clamps & Fasteners	Self-Adhesive Fasteners – 2 3/4" C-C Prongs, 1" (240 Pgs) or 2"(480 Pgs), (Pack of 100)	Smead	SMD68210 SMD68220 BSN24305	Each	25
57	Computer Accessories:	Power Dusters, 10 oz (Pack of 1, 2 or 6)	Business Source	BSN24302 BSN24306	Each	35
58	Computer Accessories:	Screen Cleaning Wipes (100 wipes)	Compucessory	CCS24224	Each	45
59	Computer Accessories:	MagPro 24.0" Monitor Privacy Screen with Magnetic Strip	ACCO Brands Corporation	KMWK58357WW	Each	75
60	Computer Accessories:	MagPro 27.0" Monitor Privacy Screen with Magnetic Strip	ACCO Brands Corporation	KMWK58359WW	Each	75
61	Computer Accessories:	MagPro 15.6" (16:9) Laptop Privacy Screen with Magnetic Strip	ACCO Brands Corporation	KMWK58353WW	Each	45
62	Computer Accessories:	Advanced Wireless Combo - Keyboard & Mouse	Logitech	LOG 920008671	Each	75
63	Computer Accessories:	Pro Fit Ergo Wireless Keyboard & Mouse	ACCO Brands Corporation	KMW75406	Each	75
64	Computer Accessories:	Wireless Notebook Multi-Trac Blue LED Mouse, Black	Verbatim	VER97992	Each	75
65	Computer Accessories:	Lybra Wrist Rest	Compucessory	CCS23719	Each	75
66	Computer Accessories:	Mousepad with Wrist Support	Compucessory	CCS23718	Each	75
67	Computer Accessories:	Store 'n' Go V3 USB 3.0 Drives - 32 GB (Black/Gray)	Verbatim	VER49173	Each	200
68	Computer Accessories:	Multifunctional Stylus Pen	Zebra Pen	ZEB33111	Each	75
69	Desktop Accessories	8-Digit Portable Display Calculator	Canon	CNMLS82Z	Each	30
70	Desktop Accessories	Slimline Wall Clock	Lorell	LLR61008	Each	50
71	Desktop Accessories	Monitor Mount Document Clip	3M	MMMDH240MB	Each	50
72	Desktop Accessories	Desktop Document Holder	3M	MMMDH340MB	Each	50

73	Desktop Accessories	Paper Mate Dryline Grip Correction Film - Green or Assorted (Pack of 1 or 2)	Newell Brands	PAP660415K PAP662415K PAP87813	Each	50
74	Desktop Accessories	Paper Mate Fast Dry & Smooth Coverage Correction Fluid	Newell Brands	PAP5640115	Each	50
75	Desktop Accessories	Onyx Mesh Organizers (6-Pocket)	Safeco	SAF9431BL	Each	50
76	Desktop Accessories	Onyx Mesh Organizer, Five-Drawer	Safeco	SAF9432BL	Each	50
77	Desktop Accessories	Onyx Colored Mesh Desktop Organizers - Triple Letter Tray	Safeco	SAF3271BL	Each	50
78	Desktop Accessories	Two & Six Desk Organizer	Lorell	LLR37523	Each	50
79	Desktop Accessories	Letter Trays	Lorell	LLR84154	Each	50
80	Desktop Accessories	Sorter	Lorell	LLR84153	Each	50
81	Desktop Accessories	Pencil Cup	Lorell	LLR84149	Each	50
82	Desktop Accessories	Pencil Cup, Divided	Lorell	LLR84140	Each	50
83	Desktop Accessories	Paper Clip Holder	Lorell	LLR84150	Each	50
84	Desktop Accessories	Wall Pocket	Lorell	LLR84144	Each	50
85	Desktop Accessories	Mesh Desktop Organizer	Lorell	LLR84240	Each	50
86	Desktop Accessories	Mesh Phone Holder	Lorell	LLR84155	Each	50
87	Desktop Accessories	Drawer Organizer	Lorell	LLR60006	Each	50
88	Desktop Accessories	Steel Three & Three Combination Rack	Business Source	SAF3167BL	Each	50
89	Desktop Accessories	Desktext Glaciermat Glass Desk Pad - 36" x 20"	Floortex	FLR FCDE2036G	Each	50
90	Desktop Accessories	Desktext Glaciermat Glass Desk Pad - 24" x 19"	Floortex	FLR FCDE1924G	Each	50
91	Desktop Accessories	Desktext Antistatic Desk Pad - 36" x 20"	Floortex	FLRFBDE32036V	Each	50
92	Desktop Accessories	Desktext Antistatic Desk Pad - 24" x 19"	Floortex	FLRFPDE31924V	Each	50
93	Desktop Accessories	Double-Sided Adhesive Dot Rollers - (Pack of 4)	3M	MMM6055BNS	Each	25
94	Desktop Accessories	Double-Sided Adhesive Dot Rollers - Dispenser or Refill	3M	MMM6055 MMM6055R	Each	30
95	Desktop Accessories	General Purpose Hooks - Holds 3 lbs (Pack of 6)	3M	MMM170016ES	Each	30
96	Desktop Accessories	Picture Hanging Products - Holds 4 lbs (Pack of 8)	3M	MMM17206ES	Each	30
97	Desktop Accessories	SHERPA Desk Reference System (Assorted Colors)	Durable	DBL554200	Each	35
98	Desktop Accessories	XLR Pencil Sharpener	Elmer's Products	EPI1818X	Each	15
99	Desktop Accessories	Staedtler Cylinder Metal Blade Pencil Sharpener	Staedtler Inc.	STD51163	Each	35
100	Desktop Accessories	Swingline LightTouch Desktop Punch	ACCO Brands Corporation	SWI74030	Each	35
101	Desktop Accessories	Swingline Comfort Handle Two-Hole Punch	ACCO Brands Corporation	SWI74050	Each	35
102	Desktop Accessories	Quality Rubber Bands - Assorted Sizes, Size #54	Business Source	BSN15745	Each	35

103	Desktop Accessories	12" Standard Plastic Ruler	Sparco	SPR01488	Each	35
104	Desktop Accessories	Titanium Bonded Scissors, 8" Straight, Gray/Yellow (Single or 2 pack)	Acme United	ACM13529 ACM13901	Each	35
105	Desktop Accessories	X-Stamper Stock VersaDaters "Received"	Shachihata, Inc	XST66211	Each	20
106	Desktop Accessories	X-Stamper One-Color Title Stamps - "Confidential"	Shachihata, Inc	XST1130	Each	20
107	Desktop Accessories	X-Stamper One-Color Title Stamps - "Copy"	Shachihata, Inc	XST1006	Each	20
108	Desktop Accessories	X-Stamper One-Color Title Stamps - "Draft"	Shachihata, Inc	XST1360	Each	20
109	Desktop Accessories	X-Stamper One-Color Title Stamps - "Emailed"	Shachihata, Inc	XST1650	Each	20
110	Desktop Accessories	Refill Inks, 10 ml Bottle (Red or Blue)	Shachihata, Inc	XST22111 XST22113	Each	20
111	Desktop Accessories	Swingline Stapler - Heavy Duty	ACCO Brands Corporation	SWI39002	Each	35
112	Desktop Accessories	Swingline Compact Commercial Desk Stapler	ACCO Brands Corporation	SWI71101	Each	15
113	Desktop Accessories	Staple Remover	Business Source	BSN65650	Each	35
114	Desktop Accessories	Heavy Duty 1/2" Staples - (1000 per box)	ACCO Brands Corporation	SWI35312	Each	20
115	Desktop Accessories	Value Pack Staples, 5 Boxes of SF1 (25,000)	ACCO Brands Corporation	SWI35101	Each	20
116	Desktop Accessories	SF1 Standard Staples, Chisel, 1/4" L (5000)	ACCO Brands Corporation	SWI35108	Each	20
117	Desktop Accessories	C38 Tape Dispenser (Single)	3M	MMMC38BK	Each	35
118	Desktop Accessories	Premium Invisible Tape Refill in Value Pack (Pack of 12)	Business Source	BSN32953	Each	20
119	Desktop Accessories	Heavy-Duty Packaging Tape (4 Rolls)	3M	MMM38504RD	Each	20
120	Desktop Accessories	Swingline ClassicCut Lite Trimmer (Single)	ACCO Brands Corporation	SWI9312	Each	20
121	Envelopes	Business Envelope (500/Bx)	Business Source	BSN42250	Each	15
122	Envelopes	Confidential Inter-Departmental Envelopes (Pack of 100)	Quality Park	QUA63778	Each	15
123	Envelopes	Inter-Departmental Envelopes - String & Button Closure (Pack of 100)	Business Source	BSN42255	Each	15
117	Filing	Fastab Hanging Folders, Blue, Green and Red, (Pack of 18)	Smead	SMD64053	Each	30
124	Filing	Interiors Folders, Assorted or Manila, (Pack of 100)	Smead	SMD10229 SMD10230	Each	30
125	Filing	Steel Hanging Folder Frames, Letter (Pack of 2)	Smead	SMD64870	Each	30
126	Filing	Pressboard Classification Folders with SafeSHIELD Fasteners, 3 Dividers, 3" Expansion, Blue, Bright Red, Dark Blue, or Green, (Pack of 10)	Smead	SMD14094 SMD14095 SMD14096 SMD14097	Each	30

127	Filing	Liberty Heavy-Duty Storage Boxes, Letter, 750 lbs Stacking Weight (Pack of 4 or 12)	Fellowes	FEL0001103 FEL00011	Each	45
128	Filing	R-Kive Heavy Duty Storage Boxes, Letter/Legal, 800 lbs Stacking Weight (Pack of 12)	Fellowes	FEL12775	Each	45
129	Frames & Certificates	Double Fold Linen Certificate Holders with Foil Closures, Navy (Pack of 5)	Geographics	GEO47837	Each	60
130	Footrest & Backrests	Memory Foam Backrest (Single)	ACCO Brands Corporation	KMW82025	Each	45
131	Index Dividers, Tabs and Flags	Index Maker Print & Apply Clear Label Dividers with White Tabs 11" x 8 1/2", Regular Tab, (5 Tabs, 8 Tabs or 12 Tabs) (Pack of 5 Sets)	Avery	AVE11436 AVE11437 AVE11429	Each	45
132	Index Dividers, Tabs and Flags	Index Maker Print & Apply Clear Label Plastic Dividers 11" x 8 1/2", 8 Tabs, Multi-Colored (Pack of 5 Sets)	Avery	AVE12433	Each	45
133	Index Dividers, Tabs and Flags	Index Maker Print & Apply Clear Label Dividers with Colored Tabs 11" x 8 1/2", 5 or 8 Tabs, Multi-Colored (Pack of 5 Sets)	Avery	AVE11418 AVE11419	Each	45
134	Index Dividers, Tabs and Flags	Post-it 2" Tabs In Primary Colors, Color Bars (Pack of 24 Tabs)	3M	MMM686F1	Each	45
135	Index Dividers, Tabs and Flags	Post-it Page Markers 1/2" x 2" Bright Colors (Pack of 500 Strips)	3M	MMM67010AB	Each	45
136	Index Dividers, Tabs and Flags	Post-it Sign Here Flag Sets - .47" x 1 3/4", "Sign Here", Assorted Colors, 120 Flags	3M	MMM684SH	Each	45
137	Index Dividers, Tabs and Flags	Post-it 0.47" Arrow Flags, Bright Colors, 96 Flags	3M	MMM684ARR4	Each	45
138	Label Makers & Labels	LabelManager 210D	Dymo	DYM217085	Each	20
139	Label Makers & Labels	AC Adapter for Label Makers	Dymo	DYM40077	Each	20
140	Label Makers & Labels	Standard Polyester D1 Labels - Black on White or Black on Clear, 1/2" Width and 23' Length	Dymo	DYM45013 DYM45010	Each	20
141	Label Makers & Labels	Removable File Folder Labels - Laser/Inkjet 2/3" x 3 7/16", Assorted or White (Quantity 750)	Avery	AVE6466 AVE8066	Each	20
142	Laminations	Self-Sealing Laminating Pouches - Letter Size 9 1/16" x 11 5/8" (Pack of 25)	3M	MMMLS85425G	Each	20

143	Laminations	Self-Sealing Laminating Pouches - ID Badge with Clip 2 7/8" x 3 7/8" (Pack of 25)	3M	MMMMLS852G	Each	20
144	Mailroom	Sortkwik Fingertip Moisteners - 1 oz or 1 3/4 oz, Nonskid Base	Lee Products	LEE10400 LEE10134	Each	45
145	Mailroom	Rubber Fingertipps	ACCO Brands Corporation	SWI54032	Each	45
146	Notebooks	Wirebound Notebooks - 9 1/2" x 6" 3-Subject 150, Sheet	Mead	MEA06900	Each	45
147	Notebooks	Ampad Gold Fibre Project Planners - 9 1/2" x 7 1/4"	TOPS Products	TOP20817	Each	45
148	Pads	Pop-Up Notes Dispenser Designer Series (for 3" x 3" Notes)	3M	MMMDS330BK	Each	20
149	Pads	Post-It Dispenser Pop-Up Notes Refills 3" x 3" - Supernova Neons (Packs of 6, 10 or 18)	3M	MMMR3306SSMIA MMMR33010SSMIA MMMR33018SSMIAC	Each	45
150	Pads	Post-It Dispenser Notes Original Pop-Up Refills 3" x 3" - Beachside Café Colors (Packs of 6, 12 or 18)	3M	MMMR330AP MMMR33012AP MMMR33018APCP	Each	45
151	Pads	Post-It Dispenser Pop-Up Notes Refills 3" x 3" - Canary Yellow (Packs of 12 or 18)	3M	MMMR330YWPK MMMR33018CP	Each	45
152	Pads	Post-it Super Sticky Notes in Canary Yello - 2" x 2" (10 Pads)	3M	MMM62210SSCY	Each	45
153	Pads	Post-it Notes Super Sticky Notes in Energy Boost Colors - 2" x 2" (8 Pads)	3M	MMM6228SSAU	Each	45
154	Pads	Premium Legal Pads - 5" x 8" Narrow (White or Canary)	Business Source	BSN03105 BSN03106	Each	45
155	Pads	Premium Legal Pads - 8 1/2" x 11 3/4" Legal (White or Canary)	Business Source	BSN03107 BSN03108	Each	45
156	Pads	Post-it Easel Pads - 25" x 30" White Paper (Pack of 2)	3M	MMM559	Each	20
157	Paper	Vitality Multi-Purpose Printer Paper 8 1/2" x 11" 92 Brightness (Ream or Case)	Xerox	XER3R02047	Each	50 Cases
158	Paper	Legal-Size Paper - 8 1/2" x 14" (1 Ream)	Xerox	XER3R02051	Each	15
159	Paper	Notebook Filler Paper 8 1/2" x 11" College Ruled (100 or 200 sheets)	Sparco	SPR82110 SPR82120	Each	30
160	Paper	Two-Sided Printable Premium Clean Edge Business Cards - Laser & Inkjet 2" x 3 1/2", White (200 Pack)	Avery	AVE5871	Each	15

161	Paper	Index Cards - 3" x 5", 4" x 6" or 5" x 8", White, Ruled (Pack of 100)	Business Source	BSN65259 BSN65261 BSN65263	Each	15
162	Paper	Astrobrights Color Paper - 8 1/2" x 11" Assorted "Vintage" (1 Ream)	Neenah Paper	WAU21224	Each	15
163	Paper	Astrobrights Color Paper - 8 1/2" x 11" Assorted "Cool" (1 Ream)	Neenah Paper	WAU20274	Each	15
164	Pens, Pencils & Markers	Ticonderoga Pencils - #2 Lead Grade (Pack of 12)	Dixon-Ticonderoga	DIX13882	Each	35
165	Pens, Pencils & Markers	Paper Mate Pink Pencil & Cap Erasers - Eraser (Pack of 24)	Newell Brands	PAP70520	Each	15
166	Pens, Pencils & Markers	Paper Mate Pink Pencil & Cap Erasers - Cap Eraser (Pack of 144)	Newell Brands	PAP73015	Each	15
167	Pens, Pencils & Markers	Top Advance Mechanical Pencils 0.7 mm - Assorted (Pack of 10)	Bic	BICMPP101	Each	30
168	Pens, Pencils & Markers	Premium Lead Refills - 0.7 mm, HB/Black (Pack of 12)	Integra	ITA38015	Each	30
169	Pens, Pencils & Markers	Paper Mate FlexiGrip Ultra Retractable Pens - Medium or Fine Point, Black or Blue, (Pack of 12)	Newell Brands	PAP9530131 PAP9510131 PAP9580131	Each	30
170	Pens, Pencils & Markers	Sharpie Gel Pens - 0.5 mm, Black or Blue, (Pack of 12)	Newell Brands	PAP9560131 SAN2096145 SAN2096146	Each	30
171	Pens, Pencils & Markers	Paper Mate ComfortMate Ultra Retractable Pens - Medium Point, Red (Pack of 12)	Newell Brands	PAP6320187	Each	30
172	Pens, Pencils & Markers	Expo Low Odor Expo Dual 2-in-1 Dry-Erase Markers, 8 Marker/16-Color Set	Newell Brands	SAN1944658	Each	20
173	Pens, Pencils & Markers	Brite Liner Retractable Highlighter (Assorted 5-Pack)	Bic	BICBLP51WASST	Each	20
174	Pens, Pencils & Markers	Sharpie Twin-Tip Markers (4 Pack)	Newell Brands	SAN32174PP	Each	20
175	Pens, Pencils & Markers	Sharpie King Size Permanent Markers - Chisel Markers	Newell Brands	SAN15001A	Each	20
176	Pens, Pencils & Markers	Flip Chart Markers, 8 Color Set	Newell Brands	SAN22480PP	Each	20

**OFFICE SUPPLIES/EQUIPMENT**

177	Presentation, Report Covers & Sheet Protectors	Easy Load Non-Stick Top-Loading Sheet Protectors - 11" x 8 1/2" (Pack of 25 or 100)	Avery	AVE75530 AVE75091	Each	30
178	Printer Supplies	Original Laser Toner Cartridge - Magenta, Yellow, Black or Cyan	Brother	BRTTN436M BRTTN436Y BRTTN436BK BRTTN436C	Each	65
179	Printer Supplies	Drum Unit	Brother	DR433CL	Each	65
180	Printer Supplies	Waste Toner	Brother	WT-320CL	Each	65
181	Printer Supplies	Belt Unit	Brother	BU-330CL	Each	65
182	Shredders	Shredder Bags - 6-7 gals, 9 gals or 14-20 gals (Pack of 100)	Fellowes	FEL36052 FEL36053 FEL36054	Each	30
183	Shredders	Shredder Oil - 12 oz	Fellowes	FEL35250	Each	15
184	Surge Protectors & Power Strips	Electric Back-UPS 650VA Desktop UPS	Schneider Electric SA	APWBE650G1	Each	50
185	Surge Protectors & Power Strips	ECO Surge Protector with Controlled Outlets	Tripp-Lite	TRPTLP76MSGB	Each	50
186	Surge Protectors & Power Strips	Protect It! Series Surge Protectors	Tripp-Lite	TRPTLP6B	Each	50
187	Surge Protectors & Power Strips	Heavy Duty Extension Cords - 25' (Orange)	Fellowes	FEL99597	Each	50
188	Surge Protectors & Power Strips	Heavy Duty Extension Cords - 9' or 15' (Light Gray)	Fellowes	FEL99595 FEL99596	Each	50



Item No.	Category	Description	Specified Manufacturer	Manufacturer Product No.	Unit of Measure	Estimated Annual Quantity
1	Cleaning Equipment	ToiletWand Disposable Toilet Cleaning System (Pack of 1 or 6)	Clorox	CLO03191 CLO03191CT	Each	40
2	Cleaning Equipment	Scotchbrite Bath Scrubber (Pack of 1 or 4)	3M	MMM549X4 MMM549X4CT	Each	20
3	Cleaning Equipment	Scotchbrite Bath Scrubber Refills (Pack 1 or 6)	3M	MMM560R MMM560RCT	Each	40
4	Cleaning Equipment	Toilet Bowl Brush (Pack of 1)	Rubbermaid	RCP631000WE	Each	45
5	Cleaning Equipment	Toilet Bowl Brush Holder (Pack of 1)	Rubbermaid	RCP631100	Each	45
6	Cleaning Equipment	Value Plus Plunger (Pack of 1)	Genuine Joe	GJO85130	Each	25
7	Cleaning Equipment	Swiffer Duster Handle with 5 Cloths (1 or 6 pack)	Proctor & Gamble	PGC11804 PGC11804CT	Each	20
8	Cleaning Equipment	Swiffer Duster Refills (1 or 4 packs)	Proctor & Gamble	PGC21459 PGC21459CT	Each	20
9	Cleaning Equipment	Vinyl Coated Steel Handle for Dust Mop, 15/16" x 58" (Pack of 1)	Genuine Joe	GJO02332	Each	30
10	Cleaning Equipment	36" Frame Only for Dust Mop - (Pack of 1)	Genuine Joe	GJO48266	Each	30
11	Cleaning Equipment	Dust Mop Refills for 36" Frame - (Pack of 12)	Genuine Joe	GJO36500CT	Each	15
12	Cleaning Equipment	Disposable Dust Mop Refills for 36" Frame (Pack of 12)	Genuine Joe	GJO00365CT	Each	30
13	Cleaning Equipment	Adaptable Flat Mop Kit Mop Kit	Rubbermaid	RCP2132426	Each	15
14	Cleaning Equipment	18" Adaptable Flat Mop Microfiber Pad, Blue (Pack of 1)	Rubbermaid	RCP2132427	Each	30
15	Cleaning Equipment	Microfiber Cleaning Cloths (1 Each of Blue, Yellow, Green and Pink) (Pack of 4)	Genuine Joe	GJO48261	Each	45
16	Cleaning Equipment	Swiffer Wetjet Mopping Kit (Pack of 1)	Proctor & Gamble	PGC92811	Each	20
17	Cleaning Equipment	Swiffer Liquid Refill 42.2 oz (Pack of 1)	Proctor & Gamble	PGC177810	Each	20
18	Cleaning Equipment	Swiffer Mopping Pads Refill - (Pack of 24)	Proctor & Gamble	PGC08443	Each	40
19	Cleaning Equipment	Complete Mop Set - 24 oz Mop Head and 60" Wooden Handle	Genuine Joe	GJO54201	Each	20
20	Cleaning Equipment	Mop Handle - Wood Handle/Metal Head	Genuine Joe	GJO80260	Each	40
21	Cleaning Equipment	Mop Handle - Fiberglass Handle/Polypropylene Head	Genuine Joe	GJO80160	Each	40
22	Cleaning Equipment	Mop Head Refills, 20 oz Green (Pack of 12)	Genuine Joe	GJOZ20COTCT	Each	20
23	Cleaning Equipment	Mop Head Refills, 24 oz Blue (Pack of 12)	Genuine Joe	GJOZ24COTCT	Each	20

24	Cleaning Equipment	Wavebrake Down Press Combo - Mop Bucket and Wringer System 35.4 qt, Executive Down Press, Black	Rubbermaid	RCP1863898	Each	20
25	Cleaning Equipment	One Piece Mop Bucket & Wringer Combination	Rubbermaid	RCP738000YL	Each	20
26	Cleaning Equipment	"Caution Wet Floor" Safety Sign (Pack of 1)	Rubbermaid	RCP611277YW	Each	20
27	Cleaning Equipment	Auto Squeegee Scrubber - 21" (Pack of 1)	Ettore Products Company	ETO59016	Each	40
28	Cleaning Equipment	Heavy Duty Warehouse Broom (Pack of 1 or 6)	Genuine Joe	GJO12001 GJO12001CT	Each	20
29	Cleaning Equipment	Angle Brooms, 9"Width	Genuine Joe	GJO58562	Each	40
30	Cleaning Equipment	Nylon Utility Brush, 20" Handle	Genuine Joe	GJO98216	Each	40
31	Cleaning Equipment	Tampico Utility Brushes, 8 1/2" (Pack of 1)	Genuine Joe	GJO98217	Each	40
32	Cleaning Equipment	Heavy Duty Plastic Dust Pan, 12" (Pack of 1)	Genuine Joe	GJO02406	Each	40
33	Cleaning Equipment	Wide Metal Dust Pan, 16" (Pack of 1)	Genuine Joe	GJO85151	Each	40
34	Cleaning Equipment	Plastic Lobby Dust Pan Combo Kit & Broom	Genuine Joe	GJO02407	Each	20
35	Cleaning Equipment	Heavy-Duty All Purpose Floor Sweep With Handle, 24"Wide	Genuine Joe	GJO60467	Each	20
36	Cleaing Equipment	Floor & Carpet Sweepers, Dual Action, 7 1/2" Sweep Path	Rubbermaid	RCP421388BK	Each	40
37	Cleaning Equipment	Eureka Powerspeed Upright Vacuum	Midea Group	NEU180	Each	20
38	Cleaning Equipment	Eureka Turbo Powerspeed Upright Vacuum	Midea Group	NEU188	Each	20
39	Cleaning Supplies	Disinfecting Cleaning Wipes Value Pack, 75 Wipes, Lemon Scent (Pack of 6)	Clorox	CLO01628	Each	40
40	Cleaning Supplies	Scentiva Bleach Free Disinfecting Wipes (Pack of 1)	Clorox	CLO60037 RAC77182	Each	50
41	Cleaning Supplies	Lysol Disinfecting Wipes, Lemon/Lime Blossom, Early Morning Breeze, Crisp Linen Scent or Mango & Hibiscus, ((80 Wipes/Tub) Pack of 1 or 6)	Reckitt Benckiser plc	RAC77182CT RAC89347 RAC89347CT RAC89346 RAC89346CT RAC97181 RAC97181CT	Each	40

**JANITORIAL SUPPLIES/EQUIPMENT**

42	Cleaning Supplies	Pledge Everyday Clean Multi-Surface Wipes – 25 Wipes	S. C. Johnson & Son, Inc	SJN336274	Each	40
43	Cleaning Supplies	Pledge Multi-Surface Cleaners Antibacterial Fresh	S. C. Johnson & Son, Inc	SJN336283	Each	40
44	Cleaning Supplies	Lysol Disinfectant Sprays, 19 oz (Commercial Use) – Original Scent (Pack of 1 or 12)	Reckitt Benckiser plc	RAC04650 RAC04650CT	Each	30
45	Cleaning Supplies	Cloroxpro Anywhere Daily Disinfectant & Sanitizer, 32 fl oz (Pack of 1)	Clorox	CLO01698	Each	30
46	Cleaning Supplies	Clorox Clean Up Disinfectant Cleaner with Bleach - Trigger spray (Pack of 1)	Clorox	CLO35417	Each	30
47	Cleaning Supplies	Clorox Clean Up Disinfectant with Bleach, Refill 1 Gallon	Clorox	CLO35420	Each	20
48	Cleaning Supplies	Clorox Clean-Up All Purpose Cleaner, Original or Fresh Scent (Pack of 1)	Clorox	CLO31221 CLO30197	Each	30
49	Cleaning Supplies	Lysol All-Purpose Disinfectant Cleaner Lemon Breeze (Pack of 1)	Reckitt Benckiser plc	RAC75352	Each	30
50	Cleaning Supplies	Pine-Sol Multi-Surface & All-Purpose Cleaners – Original Scent, 144 oz (Pack of 1)	Clorox	CLO41773	Each	20
51	Cleaning Supplies	Windex Glass Wipes 38 Wipes (Pack of 1)	S. C. Johnson & Son, Inc	SJN319251	Each	30
52	Cleaning Supplies	Windex Multi-Surface Ammonia-Free, Streak-Free Cleaner, 32 oz, (Pack of 1)	S. C. Johnson & Son, Inc	SJN322381	Each	30
53	Cleaning Supplies	Windex Glass Cleaners, Refill 1 gallon	S. C. Johnson & Son, Inc	SJN316147	Each	20
54	Cleaning Supplies	Soft Scrub with Bleach Cleanser, 36 oz (Pack of 1)	Dial	DIA15519	Each	30
55	Cleaning Supplies	Clorox Disinfecting Foamer Spray (Pack of 1)	Clorox	CLO30614	Each	30
56	Cleaning Supplies	Concentrated Germicidal Bleach, 121 oz (Pack of 1)	Clorox	CLO30966	Each	20
57	Cleaning Supplies	Tide Laundry Detergent, 92 oz, 64 Loads (Pack of 1)	Proctor & Gamble	PGC40217	Each	20
58	Cleaning Supplies	Downy April Fresh 7-In-1 Liquid Fabric Softener, 44 oz, 60 Loads (Pack of 1)	Proctor & Gamble	PGC10033	Each	20
59	Cleaning Supplies	Lysol Hydrogen Peroxide Bathroom Cleaner, 22 oz (Pack of 1)	Reckitt Benckiser plc	RAC85668	Each	30
60	Cleaning Supplies	Lysol Power Foam Bathroom Cleaner, 24 oz (Pack of 1)	Reckitt Benckiser plc	RAC02569	Each	30
61	Cleaning Supplies	Lysol Toilet Bowl Cleaner Lime & Rust Remover, 24 oz (Pack of 1)	Reckitt Benckiser plc	RAC98013	Each	30
62	Cleaning Supplies	Clorox Automatic Toilet Bowl Cleaner, 3.5 oz (Pack of 1 or 6)	Clorox	CLO30024 CLO30024CT	Each	20

**JANITORIAL SUPPLIES/EQUIPMENT**

63	Cleaning Supplies	Professional Resolve Spot & Stain Carpet Cleaner, 32 oz (Pack of 1)	Reckitt Benckiser plc	RAC97402	Each	20
64	Cleaning Supplies	Febreze AIR, 8.8 oz (Spring & Renewal, Linen & Sky, Hawaiian Aloha, Crisp Clean OR Gain Original (Pack of 1 or 2))	Procotor & Gamble	PGC96254 PGC97805 PGC96256 PGC97799 PGC96260 PGC97794	Each	40
65	Cleaning Supplies	Air Wick Scented Oil Warmer Unit (Pack of 6)	Reckitt Benckiser plc	PGC96257 PGC97810 RAC78046 RAC78473 RAC79717	Each	20
66	Cleaning Supplies	Air Wick Refills, 0.67 oz (Lavender & Chamomile, Fresh Waters, Driftwood & Sea Spray, Cherry & Coconut or White Flowers & Melon (Pack of 2))	Reckitt Benckiser plc	RAC91109 RAC91110 RAC91112	Each	30
67	Cleaning Supplies	Air Wick Freshmatic Ultra Spray Starter Kit (White Flowers & Melon & Sprayer, Pack of 1 or 4)	Reckitt Benckiser plc	RAC88410 RAC88410CT	Each	20
68	Cleaning Supplies	Air Wick Freshmatic Ultra Spray Refills (Fresh Waters, Apple Cinnamon Medley, Lavender & Chamomile, Cherry & Coconut, Fresh Linen or White Flowers & Melon, Pack of 1 or 2)	Reckitt Benckiser plc	RAC79553 RAC78283 RAC82680 RAC77961 RAC85595 RAC91099 RAC82314 RAC91101	Each	30
69	Cleaning Supplies	Dawn Dishwashing Liquids - Original 24 oz (Pack of 1)	Procotor & Gamble	PGC74067	Each	40
70	Cleaning Supplies	Stainless Steel Scrubber - 3" x 3" (Pack of 12)	Genuine Joe	GJO00059	Each	30
71	Cleaning Supplies	Scrub Dots Sponges - Non Scratch (Pack of 6)	3M	MMM203064	Each	30
72	Paper products	Puffs Facial Tissue, Tall Flat Box, 180 Tissues (Pack of 1 or 3)	Procotor & Gamble	PGC87611 PGC87615	Each	30
73	Paper products	Bounty Select-A-Size Paper Paper Towels, 90 Sheets/Roll (Pack of 12)	Procotor & Gamble	PGC06130	Each	20

**JANITORIAL SUPPLIES/EQUIPMENT**

74	Paper products	Scott Non-Perforated Hard Roll Paper Towels, Brown Essential or White Essential (Pack of 12)	Kimberly-Clark Corporation	KCC01040 KCC04142	Each	20
75	Paper products	Scott Multi-Fold Towels, Multifold 250 (Pack of 16)	Kimberly-Clark Corporation	KCC01807	Each	20
76	Paper products	Angel Soft Ultra Professional Series Two-Ply Bathroom Tissue, 400 Sheets/Roll (Pack of 60)	Georgia Pacific Corporated	GPC16560	Each	60
77	Skin Care	Dial Complete Antibacterial Foaming Hand Wash, 15.2 oz, Original Scent (Pack of 1)	Dial	DIA98606	Each	40
78	Skin Care	Dial Complete Antibacterial Foaming Hand Wash, 1 Gallon Refill, Original Scent (Pack of 1)	Dial	DIA99795	Each	20
79	Skin Care	Softsoap Brand Hand Soap, Pump Bottle 7.5 oz or 11.25 oz, Aquarium Antibacterial or Crisp Clean (Pack of 1 or 6)	Colgate + Palmolive + Company	CPCUS04966A CPCUS04966ACT CPCUS03562A CPCUS03562ACT	Each	40
80	Skin Care	Softsoap Brand Hand Soap Refills, 50 oz, Aquarium Antibacterial or Crisp Clean (Pack of 1)	Colgate + Palmolive + Company	CPCUS05262A CPCUS05261A	Each	20
81	Skin Care	Purell Advanced Hand Sanitizer Soothing Gel, 4 oz or 12 oz (Pack of 1)	Gojo Industries	GOJ363912 GOJ963124	Each	60
82	Waste Containers & Can Liners	Standard Series Wastebaskets, Rectangular 13 Quart, Beige (Pack of 1)	Rubbermaid	RCP295500BG	Each	30
83	Waste Containers & Can Liners	Standard Series Wastebaskets, Rectangular 28 Quart, Beige (Pack of 1)	Rubbermaid	RCP295600BG	Each	30
84	Waste Containers & Can Liners	Standard Series Wastebaskets, Rectangular 41 Quart, Beige (Pack of 1)	Rubbermaid	RCP295700BG	Each	30
85	Waste Containers & Can Liners	Step-On Waste Containers, Streamline - Resin Front Step-On, 8 Gallon, Beige (Pack of 1)	Rubbermaid	RCP1883456	Each	30
86	Waste Containers & Can Liners	Step-On Waste Containers, Streamline - Resin Front Step-On, 13 Gallon, Beige (Pack of 1)	Rubbermaid	RCP1883458	Each	30
87	Waste Containers & Can Liners	Step-On Waste Containers, Streamline - Resin Front Step-On, 18 Gallon, Beige (Pack of 1)	Rubbermaid	RCP1883460	Each	30
88	Waste Containers & Can Liners	Step-On Waste Containers, Streamline - Resin Front Step-On, 24 Gallon, Black (Pack of 1)	Rubbermaid	RCP1883615	Each	30
89	Waste Containers & Can Liners	Heavy Duty Trash Containers, 55 Gallon, Gray (Pack of 1)	Genuine Joe	GJO00246	Each	30

**JANITORIAL SUPPLIES/EQUIPMENT**

90	Waste Containers & Can Liners	Lid for 55 Gallon Trash Container, Gray (Pack of 1)	Genuine Joe	GJO00247	Each	30
91	Waste Containers & Can Liners	Round Top Waste Receptacle, 12 gallon (Black/Silver)	Genuine Joe	GJO58886	Each	30
92	Waste Containers & Can Liners	Heavy Duty Trash Can Liners, 30 Gallons or 31-33 Gallons, 1.5 mil, Black (Pack of 100)	Genuine Joe	GJO01532 GJO01533	Each	30
93	Waste Containers & Can Liners	Heavy Duty Trash Can Liners, 40-45 Gallons or 55-60 Gallons, 1.5 mil, Black (Pack of 50)	Genuine Joe	GJO01534 GJO01535	Each	30
94	Waste Containers & Can Liners	Low Density Trash Can Liners, 7-10 Gallons, 0.6 mil, 24" x 23", Clear (Pack of 500)	Genuine Joe	GJO01010	Each	20
95	Waste Containers & Can Liners	Low Density Trash Can Liners, 16 Gallons, 0.6 mil, 24" x 31", Clear (Pack of 500)	Genuine Joe	GJO01011	Each	20
96	Waste Containers & Can Liners	Glad Odorshield Tall Kitchen Drawstring Trash Bags, 0.72 mil, Fresh Clean, 13 gallons, 240/Bx	Clorox	CLO78899CT	Each	30

## REFRESHMENTS

## ATTACHMENT D

Item No.	Category	Description	Specified Manufacturer	Manufacturer Product No.	Unit of Measure	Estimated Annual Quantity
1	Breakroom & Food Service	Coffee Classic Roast Canisters - Classic Roast 25.9 oz	Folgers	FOL30407	Each	30
2	Breakroom & Food Service	Coffee Classic Roast Canisters - Decaffeinated 19.2 oz	Folgers	FOL30406	Each	15
3	Breakroom & Food Service	K-Cups (Coffee Breakfast Blend, 12 Count (Pack of 4))	Folgers	B0C73P7JYX	Each	30
4	Breakroom & Food Service	Colombian Decaf Medium Roast Coffee, 72 Keurig K-Cup Pods	Folgers	B00GLSFLMW	Each	20
5	Breakroom & Food Service	Lipton Tea (Original - Pack of 100)	Unilever N.V	LIPTJL00291	Each	15
6	Breakroom & Food Service	Lipton Tea (Decaf - Pack of 72)	Unilever N.V	LIP290	Each	15
7	Breakroom & Food Service	Tea Tray Pack (Pack of 64)	Bigelow	BTC10568	Each	15
8	Breakroom & Food Service	Liquid Creamer Pump Bottle - (1.5 Liter, Sweetened Original, French Vanilla or Hazelnut)	Nestle	NES13799 NES31803 NES31831	Each	45
9	Breakroom & Food Service	Hot Cocoa with Marshmallows .73 oz (Pack of 50)	Keurig Dr Pepper Inc.	SWM47492	Each	20
10	Breakroom & Food Service	Sweet'n Low 1 g. Packets (400 Packets)	J.M. Smucker Company	SMU50150	Each	20

# Request for Taxpayer Identification Number and Certification

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

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

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type. See Specific Instructions on page 3.</b>	<b>1</b>	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	<b>2</b>	Business name/disregarded entity name, if different from above.	
	<b>3a</b>	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its 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 Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  <i>(Applies to accounts maintained outside the United States.)</i>
	<b>3b</b>	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>	
	<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. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

	<b>Social security number</b> <div style="border: 1px solid black; display: flex; justify-content: space-between; width: 100%;"> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> </div>
	<b>or</b>
	<b>Employer identification number</b> <div style="border: 1px solid black; display: flex; justify-content: space-between; width: 100%;"> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> </div>

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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>	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).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



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-NEC (nonemployee compensation).
- 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), and 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.

**Caution:** If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

**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; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. 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*, later, 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).

**Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding.** Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441-1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

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

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

**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 (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

**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 their 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 their 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 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, 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 instructions for Part II 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, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

## What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, 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 are no longer 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 (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

- **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 for 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 you filed with your application.

- **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or “doing business as” (DBA) name on line 2.

- **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** 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.

- **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. Enter any business, trade, or DBA name on line 2.

- **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner’s name on line 1. The name of the owner 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. 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, enter it on line 2.

### Line 3a

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

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

### Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

**Note:** A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

### Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on 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 on 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 territory, 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 territory.
- 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 as defined under section 581.
- 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 Information, 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) entered 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 territory, 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. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

**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 ITIN. Enter it in the entry space for the Social security number. 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.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, 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 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/EIN](http://www.irs.gov/EIN). Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "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, you will generally 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. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

**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 item 1, 4, or 5 below indicates 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), ABLE accounts (under section 529A), 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) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional 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:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. 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
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (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 on line 1, and enter your business or DBA name, if any, on line 2. 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.)

\* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

\*\* For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

**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 return 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 a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic 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 877-777-4778 or TTY/TDD 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 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Go to [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) 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 territories for use in administering their laws. The information may also 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, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

**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