



JACKSONVILLE STATE UNIVERSITY

**INVITATION TO BID
ITB# 26-11-06-0002**

**Custodial Services – Jack Hopper
Dining**

**BID MUST BE RECEIVED BY:
3 PM, November 6, 2025**

Bid Delivery Address:

**Jacksonville State University
Attn: Shasta Platt
Procurement and Fixed Assets
700 Pelham Rd N
324 Angle Hall
Jacksonville, AL 36265**

INVITATION TO BID

SIGNATURE CERTIFICATION PAGE

Bid Number: Jax State ITB# 26-10-31-0002
Description: Custodial Services – Jack Hopper Dining Hall
Due Date: November 6, 2025 **Time:** 3:00 PM
ITB Issue Date: October 22, 2025

BIDS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED ABOVE. THE BID PACKAGE AND ENVELOPE MUST BE SEALED AND PROPERLY MARKED WITH THE BID NUMBER, DATE AND TIME OF OPENING AND RESPONDENT’S RETURN ADDRESS.

One (1) original and one (2) unbound copies of all documents must be submitted. It is the responsibility of the respondent to ensure that the bid packet arrives in the Procurement and Fixed Assets office on time. The bid packet should be hand delivered or sent by FedEx or UPS. No electronic copies will be accepted. Questions concerning the ITB and submission process should be submitted in writing to Shasta Platt at splatt@jsu.edu.

Company Name: _____

Name (Type or Print) _____

Title: _____

Address: _____

Telephone Number: _____

E-Mail Address: _____

Alabama law (section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting and remitting Alabama state and local sales, use and and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with State of Alabama Act No. 2006-557 and acknowledges that the awarding authority may declare the contract void if the certification is false.

The bid shall be awarded to the lowest responsible and responsible bidder whose bid meets the requirements as set forth in this Invitation to Bid. Jacksonville State University reserves the right to accept or reject all bids or any portion thereof. JSU assumes no liability for expenses incurred by firms in the preparation of their responses to this ITB. Once received, all bids become the property of Jax State.

Signature of authorized agent: _____

**INVITATION TO BID
CUSTODIAL SERVICES – JACK HOPPER DINING
HALL
JACKSONVILLE STATE UNIVERSITY**

Project Overview

This INVITATION TO BID (ITB) seeks sealed bids to provide custodial services for approximately 18,306 square feet of space on the Jacksonville State University campus. As a proud Association of Physical Plant Administrators (APPA) member, Jacksonville State University (Jax State) acknowledges the significant impact of educational facilities on academic programming. We firmly believe that our facilities' quality directly impacts the quality of our educational offerings.

APPA standards outline five levels of cleaning, each representing a distinct standard of cleanliness and maintenance. Contracting the services described in this ITB aims to implement a performance-based cleaning program that achieves quality levels consistent with the APPA CUSTODIAL STANDARDS. Under the Association of Physical Plant Administrators (APPA) there are five levels of cleaning. Please refer to the standards below for each level.

Levels of Cleaning Level 1: Orderly This level establishes cleaning at the highest level. It was Spotlessness developed for the corporate suite, the donated building or the historical focal point. This is show-quality cleaning for that prime facility. • Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls. • All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges or fingerprints. • Washroom and shower tile and fixtures gleam and are odor-free. Supplies are adequate. • Trash containers and pencil sharpeners are empty, clean, and odor-free.

Companies must respond to all individual parts; similarly, the contract may be awarded to a single company. The selected vendor should be CIMS certified or certified within the past five years. **This is a one-time contract.**

Scope of Work

This ITB includes the former Jack Hopper Dining Hall on the Jacksonville State University campus. The buildings encompass more than 18,306 cleanable square feet and consist of traditional campus-style dining facilities, a kitchen, community restrooms, private dining areas, and office space.

1. Clean the bathrooms to include the following:
 - a. Clean the inside and outside of the sink basin, including faucets and plumbing pipes under the sink.
 - b. Thoroughly clean the toilet stalls, partitions, and toilet bowls, both inside and outside. This includes the base next to the floor and the area behind the toilet. Clean and wipe inside and out.
 - c. The inside windows should be cleaned and wiped down to remove mildew, dirt, cobwebs, and debris from the windows, ledges, and seals.
 - d. Clean all walls, mirrors, stainless steel shelves, doorknobs and handles, exhaust vents, and light fixtures.
 - e. Sweep and mop the bathroom floor.

- f. Remove all dead insects and cobwebs.
- g. Remove all trash and replace trash liners.
- h. Clean all stand-up urinals
- 2. Cleaning the hallways to include the following:
 - a. Wipe down all baseboards.
 - b. Sweep and mop all floors, remove dirt, debris, cobwebs, and trash.
 - c. Clean all water fountains.
 - d. Remove all trash from trash bins and replace trash liners.
 - e. Scrub, strip, and wax tile floors.
- 3. Clean all auxiliary areas (office area and private dining)
 - a. Sweep and mop floors.
 - b. Wipe down all furniture (tables, chairs, couches, etc.) to remove dirt, dust, cobwebs, etc.
 - c. Clean and wipe down all countertops and tabletops.

Kitchen area and Equipment

- 1) Surfaces and Preparation Areas
- 2) **Scrub and Sanitize:** Thoroughly scrub and sanitize all countertops, tables, and food preparation surfaces using approved detergents and sanitizers.
- 3) **Drains:** Clean and sanitize drains to prevent buildup and odor.
- 4) **Floors:** Sweep, scrub, and mop floors to remove debris, grease, and spills.
- 5) Equipment and Appliances
- 6) **Degrease:** Use appropriate degreasers to remove stubborn grease buildup on ovens, fryers, grills, and ventilation hoods.
- 7) **Fryers:** Drain the oil, then clean the inside and basket of the fryer to remove grease and food particles.
- 8) **Vents and Hoods:** Scrub vent hoods and remove grease buildup to prevent fire hazards.
- 9) **Hard-to-Reach Areas**
- 10) Surfaces and Preparation Areas
- 11) Scrub and Sanitize: Thoroughly scrub and sanitize all countertops, tables, and food preparation surfaces using approved detergents and sanitizers.
- 12) Drains: Clean and sanitize drains to prevent buildup and odor.
- 13) Cutting Boards: Disinfect cutting boards properly to eliminate bacteria and prevent cross-contamination.
- 14) Floors: Sweep, scrub, and mop floors to remove debris, grease, and spills.
- 15) Equipment and Appliances
- 16) Hard-to-Reach Areas Above Equipment:
- 17) Use extension tools and brushes to clean areas behind and under equipment, including walls, light fixtures, and ventilation systems.
- 18) **Ceilings and Walls:**
- 19) Clean ceiling fans and walls, paying attention to any splashes or areas with grease accumulation.
- 20) Use extension tools and brushes to clean areas behind and under equipment, including walls, light fixtures, and ventilation systems.
- 21) Ceilings and Walls:
- 22) Clean ceiling fans and walls, paying attention to any splashes or areas with grease accumulation.

Equipment

The awarded vendor must supply its own cleaning supplies and equipment, including

appropriate cleaning products, vacuums, and cleaning carts. Please specify the types and brands of cleaning products that will be used in the written bid. The cleaning service will be responsible for maintaining the inventory of all necessary supplies, including trash bags and shower curtains.

All equipment and materials must be stored at the end of each workday. The university will assist with identifying storage locations.

Intent/Timeframe

Jax State intends to establish a clear understanding of the requirements for both parties involved in the Agreement resulting from this ITB through this ITB and the contract conditions outlined herein. Only

Contractors with relevant experience and the ability to deliver high-quality services promptly are encouraged to apply.

The bid specifications are listed herein. All bids must include labor and labor-related costs, supervision, management, overhead, supplies, equipment, consumables, and all other costs associated with service delivery. Bids for services that deviate from these specifications may be considered invalid.

In addition to the outlined expectations and scope of work for our upcoming cleaning project, Jax State would like to emphasize the importance of adhering to a specific cleaning schedule. This schedule has been carefully designed to accommodate Jax State's summer camp program, ongoing fire alarm replacement project, and renovation projects.

The successful bidder must align with the following tentative schedule, starting **November 10, 2025**. Jax State acknowledges the logistical challenges of these concurrent activities and appreciates your flexibility in coordinating them. Adhering to this schedule will ensure minimal disruption to our campus operations and reinforce our commitment to maintaining a clean and safe environment for the Jax State community.

Mandatory Pre-Bid Conference and Site Inspection

Jax State will conduct a **mandatory pre-bid conference and site inspection tour on October 30, 2025, at 9:00 a.m. CST.**

Pre-Bid Conference Location:

Jack Hopper Dining Hall at Jacksonville State University

The Pre-Bid Conference aims to provide an overview of the process, answer questions, and clarify the ITB document and specifications.

The site tour will take place on October 30, 2025, immediately following the pre-bid conference. This mandatory site inspection allows all contractors to become fully informed about the conditions they will face and the nature of the work to be completed.

INSURANCE REQUIREMENTS

Proof of General Liability and Workers Compensation Insurance must be provided with the

ITB response. General Liability:

- \$1,000,000 Bodily injury and property damage combined occurrence
- \$3,000,000 Bodily injury and property damage combined aggregate
- \$1,000,000 Personal injury aggregate
- Comprehensive Form including Premises/Operation, Products/Completed Operations, Contractual, Independent contractors, Broad Form property damage and personal injury.
- Jacksonville State University should be listed as an additional insured.

Workers Compensation and Employers Liability:

- \$100,000 Limit each occurrence

BID GUIDELINES

- Complete the attached State of Alabama Disclosure Statement
- Memorandum of Understanding as documentation of vendor registration with the Federal E Verify system (contact your Human Resources Dept or register at <https://www.e-verify.gov/employers>)
- Three References
- Certificate of Insurance - General Liability
- Certificate of Insurance - Workers Compensation
- State of Alabama Business License (or proof of qualification to do business in the State of Alabama)
- Beason-Hammon Act Certificate of Compliance Ala. Code 31-13-1
- Certificate of Compliance Ala. Code 41-16-5 (Boycott)
- Certificate of Compliance Ala. Code 41-169-160 (Economic Boycott)
- Bid Bond

Consideration of Bids

All bids must be complete and convey all the information requested. If the bid fails to conform to the essential requirements of this ITB, Jax State alone will determine whether it is a candidate for further consideration.

Bids will be reviewed in consideration to the following selection criteria, factors in determining to whom to award a contract:

1. The contract amounts
2. The reputation of the vendor and of the vendor's services
3. The quality of the vendor's services
4. The extent to which the services meet the University's needs
5. The vendor's past relationship with the University
6. The total long-term cost to the University to retain the vendor's services (when applicable)
7. Ability to comply with bid specifications as written herein
8. Any other relevant factor provided in response to the request contained herein
9. This contract may include a provision requiring the contractor to bear the cost of criminal background checks (state and federal criminal convictions and sex offender registry status for the last seven years) for all employees, agents, or subcontractor performing work on university property.

BID REVIEW AND CRITERIA

Please submit a signed written bid and two (2) copies by **November 6, 2025, 3:00 PM CST**. After reviewing and evaluating the bid, the selected company will be notified of the awarded contract.

Terms

The awarded vendor may not assign the contract associated with this ITB without prior written consent from the University. Any violation of the contract or agreement shall constitute a breach and default of this agreement. Upon such breach, Jax State will have the right to immediately terminate the contract and withhold further payments. Such termination will not relieve the Provider of any liability to Jax State for damages sustained by virtue of a breach by the provider. The awarded vendor must accept purchase orders. Jax State's payment terms are net thirty days.

The awarded vendor will be responsible for the building master keys (if provided) to obtain access to the rooms for cleaning. Loss and/or damage of these keys will result in fines being assessed to cover the cost or rekeying the facility and/or the lost/damaged key and could be grounds for terminating the contract with the vendor.

Bid Bond

A bid bond in the amount of five thousand dollars (\$5,000.00) is required from each bidder submitting a bid. A certified/cashier's check or other irrevocable negotiable

instrument made payable to the Jacksonville State University is acceptable in lieu of a bid bond. The bid bond, or certified/cashier's check or other irrevocable negotiable instrument, as herein required, shall be submitted in the envelope containing the bid. The bid bonds, certified checks, and irrevocable negotiable instruments will be returned to all bidders upon award of the bid or award of bids to the successful bidder or successful bidders, unless earlier or otherwise required by law.

Bid Submission Instructions

Bids must be received before 3:00 PM CST on November 6, 2025. It is the responsibility of the respondent to ensure that the ITB packet arrives in the Procurement and Fixed Assets office on time. **One (1) original and one (2) unbound copies of all documents must be submitted.** To ensure timely receipt, the bid packet should be hand-delivered or sent by FedEx or UPS to the address below. **Please note that overnight delivery to Jacksonville cannot be guaranteed; therefore, plan accordingly, as late submissions will not be accepted.**

Bid Delivery Address:

**Jacksonville State University
Attn: Shasta Platt
Procurement and Fixed Assets
700 Pelham Road North
324 Angle Hall
Jacksonville, AL 36265**

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**CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN
PROTECTION ACT
(Ala. Code § 31-13-1)**

**RE: Contract/Grant/Incentive (*describe by number or subject*): _____
by and between _____ ("Contracting Party") and
Jacksonville State University.**

The undersigned hereby certifies to Jacksonville State University as follows:

The undersigned holds the position of _____ with the Contracting Party named above and is authorized to provide representations set out in this Certificate as the official and binding act of that entity and has knowledge of the provisions of Ala. Code § 31-13-1, known as The Beason-Hammon Alabama Taxpayer and Citizen Protection Act ("Act").

The Contracting Party is a business entity or employer as those terms are defined in Ala. Code §31-13-3(2) and (5).

By signing this certification, the Contracting Party certifies that, for the duration of the agreement, it will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. A contracting party found to be in violation of this provision shall be deemed in breach of the agreement referenced above and shall be responsible for all damages resulting therefrom.

The Contracting Party certifies that it is enrolled in E-Verify and will continue to be enrolled in E-Verify for the duration of the contract/agreement.

Contracting Party Name (Printed)

E-Verify User Identification Number

By: Authorized Officer or Agent of Contracting Party (Signature)

Title of Authorized Officer or Agent of Contracting Party

Printed Name of Authorized Officer or Agent of Contracting Party

Vendor Disclosure Statement Information and Instructions

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

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

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

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

Definitions as Provided in Act 2001-955

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

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

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

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

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

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

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

Instructions

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

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



State of Alabama Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

()

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

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

()

This form is provided with:

☐

Contract

☐

Proposal

☐

Request for Proposal

☐

Invitation to Bid

☐

Grant Proposal

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

☐

Yes

☐

No

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

STATE AGENCY/DEPARTMENT

TYPE OF GOODS/SERVICES

AMOUNT RECEIVED

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

☐

Yes

☐

No

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

STATE AGENCY/DEPARTMENT

DATE GRANT AWARDED

AMOUNT OF GRANT

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

NAME OF PUBLIC OFFICIAL/EMPLOYEE

ADDRESS

STATE DEPARTMENT/AGENCY

OVER

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

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

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

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

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

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS

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

Signature _____ Date _____

Notary's Signature _____ Date _____ Date Notary Expires _____

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

CERTIFICATE OF COMPLIANCE WITH ALA. CODE 41-16-5

RE: Contract _____ (describe by number or subject), by and between Jacksonville State University and _____ (“Contracting Party”)

The undersigned hereby certifies and agrees as follows:

1. The undersigned holds the position of _____ with the Contracting Party named above, is authorized to provide the verification as the official and binding act of that entity and has knowledge of Ala. Code § 41-16-5.
2. The Contracting Party is a corporation, partnership, limited liability company, organization or other legal entity conducting or operating any trade or business in Alabama OR is a corporation, organization, or other legal entity operating in Alabama that is exempt from taxation under Section 501(c)(3) or (4) of the Internal Revenue Code.
3. The Contracting Party represents that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade. Boycott is defined as “to blacklist, divest from, or otherwise refuse to deal with a person or business entity when the action is based on race, color, religion, gender, or national origin of the targeted person or entity or is based on the fact that the boycotted person or entity is doing business in a jurisdiction with which this state can enjoy open trade and with which the targeted person or entity is doing business.”

Verified this _____ day of _____, 20 _____.

Signature of Contractor’s Authorized Representative

Printed Name and Title of Contractor’s Authorized Representative

CERTIFICATE OF COMPLIANCE WITH ALA. CODE 41-16-160

RE: Contract _____ **(describe by number or subject), by and between Jacksonville State University and** _____ **("Contracting Party")**

The undersigned hereby certifies and agrees as follows:

1. The undersigned holds the position of _____ with the Contracting Party named above, is authorized to provide the verification as the official and binding act of that entity and has knowledge of Ala. Code § 41-16-160.
2. The Contracting Party is a for-profit entity, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company with 10 or more full-time employees.
3. The Contracting Party, without violating controlling law or regulation, does not and will not, during the term of the contract, engage in economic boycotts. Without an ordinary business purpose, the Contracting Party does not and will not refuse to deal with, terminate business activities with, or otherwise take any commercial action that is intended to penalize or inflict economic harm on a company solely because the company, without violating controlling law or regulation, does any of the following:
 - a) Engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy, timber, mining, or agriculture.
 - b) Engages in, facilitates, or supports the manufacture, import, distribution, marketing or advertising, sale, or lawful use of firearms, ammunition, or component parts and accessories of firearms or ammunition.
 - c) Does not meet, is not expected to meet, or does not commit to meet environmental standards or disclosure criteria, in particular to eliminate, reduce, offset, or disclose greenhouse gas emissions.
 - d) Does not meet, is not expected to meet, or does not commit to meet corporate employment or board composition, compensation, or disclosure criteria.
 - e) Does not facilitate, is not expected to facilitate, or does not commit to facilitate access to abortion or sex or gender change surgery, medications, treatment, or therapies.

Verified this _____ day of _____, 20_____.

Signature of Contracting Party's Authorized Representative

Printed Name and Title of Contracting Party's
Authorized Representative

Form W-9
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to 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.

Print or type. See Specific Instructions on page 3.	1 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.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: 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. ☐ Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	3b 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 ☐	
	5 Address (number, street, and apt. or suite no.). See instructions. 6 City, state, and ZIP code 7 List account number(s) here (optional)	Requester's name and address (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.

Social security number									
				-					
or									
Employer identification number									
				-					

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.

**Sign
Here**

Signature of
U.S. person

Date

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.

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