

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO ✓

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

2-3 weeks

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Just Print-It

ADDRESS: 1200 S. Hugh Wallis Rd

CITY, STATE: Lafayette LA ZIP: 70508

TELEPHONE: (337) 236-5509 FAX: (337) 234-5050

EMAIL ADDRESS: sales@jpioffice.com

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: One

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 32,108.75

AUTHORIZED SIGNATURE: [Signature]

Steven Macek

Printed Name

TITLE: President

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121856

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			two year contract for the supply of shirts and silk screening to be ordered on an as needed basis by the department of parks and recreation and all jeff parish departments and municipalities		
1	50.00	EA	0100 - Group A Tee Shirts Size: Adult 3X-Large Short Sleeve	5.25	262.50
2	50.00	EA	0110 - Group A - Tee Shirts Size: Adult 4X-Large Short Sleeve Special Order Not All Colors Available Color Varies With Size Increase	5.25	262.50
3	80.00	EA	0120 - Group A - Tee Shirts Size: Adult 5X-Large Short Sleeve Special Order Not All Colors Available Color Varies With Size Increase	5.25	420.00
4	80.00	EA	0130 - Group A - Tee Shirts Size: Adult 2X-Large Short Sleeve	3.95	316.00
5	220.00	EA	0140 - Group A - Tee Shirts Size: Adult X-Large Short Sleeve	2.25	495.00
6	250.00	EA	0150 - Group A - Tee Shirts Size: Adult Large Short Sleeve	2.25	562.50
7	500.00	EA	0160 - Group A - Tee Shirts Size: Adult Medium Short Sleeve	2.25	1125.00
8	1,500.00	EA	0170 - Group A - Tee Shirts Size: Adult Small Short Sleeve	2.25	3375.00
9	1,200.00	EA	0180 - Group A - Tee Shirts Size: Youth Large	2.25	2700.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121856

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
10	1,600.00	EA	Short Sleeve 0190 - Group A - Tee Shirts Size: Youth Medium	2.25	2750.00
11	1,700.00	EA	Short Sleeve 0200 - Group A - Tee Shirts Size: Youth Small	2.25	3825.00
12	240.00	EA	Short Sleeve 0210 - Group A - Tee Shirts Size: Youth Extra-Small	2.25	540.00
13	4.00	EA	Short Sleeve 0220 - Group A - Tee Shirts Size: Adult 2X-Large	6.15	24.60
14	30.00	EA	Long Sleeve 0230 - Group A - Tee Shirts Size: Adult X-Large	4.60	138.00
15	4.00	EA	Long Sleeve 0240 - Group A - Tee Shirts Size: Adult Large	4.60	18.40
16	4.00	EA	Long Sleeve 0250 - Group A - Tee Shirts Size: Adult Medium	4.60	18.40
17	60.00	EA	0300 - Group B - Henley Tee Shirts Or Equal <i>Augusta 426</i> Size: Adult 2X-Large	7.95	477.00
18	75.00	EA	0310 - Group B - Henley Tee Shirts Size: Adult X-Large <i>Augusta 426</i> Imprint Left Chest	6.80	510.00
19	150.00	EA	0320 - Group B - Henley Tee Shirts Size: Adult Large <i>Augusta 426</i> Imprint Left Chest	6.80	1020.00

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
20	200.00	EA	0330 - Group B - Henley Tee Shirts Size: Adult Medium Imprint Left Chest <i>Augusta 426</i>	<i>6.80</i>	<i>1360.00</i>
21	125.00	EA	0340 - Group B - Henley Tee Shirts Size: Adult Small Imprint Left Chest <i>Augusta 426</i>	<i>6.80</i>	<i>850.00</i>
22	50.00	EA	0400 - Group C - Coaches Shirts Size: Adult 3X-Large	<i>6.70</i>	<i>335.00</i>
23	4.00	EA	0410 - Group C - Coaches Shirts Size: Adult 4X-Large	<i>6.70</i>	<i>26.80</i>
24	80.00	EA	0420 - Group C - Coaches Shirts Size: Adult 2X-Large	<i>6.70</i>	<i>536.00</i>
25	80.00	EA	0430 - Group C - Coaches Shirts Size: Adult X-Large	<i>4.65</i>	<i>372.00</i>
26	150.00	EA	0440 - Group C - Coaches Shirts Size: Adult Large	<i>4.65</i>	<i>697.50</i>
27	150.00	EA	0450 - Group C - Coaches Shirts Size: Adult Medium	<i>4.65</i>	<i>697.50</i>
28	150.00	EA	0460 - Group C - Coaches Shirts Size: Adult Small	<i>4.65</i>	<i>697.50</i>
29	30.00	EA	0500 - Group D - Heavy Weight Pocket Tee Shirt Size: Adult 3X-Large	<i>6.36</i>	<i>190.80</i>
30	20.00	EA	0510 - Group D - Heavy Weight Pocket Tee Shirt Size: Adult 2X-Large	<i>6.36</i>	<i>127.20</i>
31	80.00	EA	0520 - Group D - Heavy Weight Pocket Tee Shirt	<i>4.74</i>	<i>379.20</i>

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121856

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
32	30.00	EA	Size: Adult X-Large 0530 - Group D - Heavy Weight Pocket Tee Shirt	4.74	142.20
33	20.00	EA	Size: Adult Large 0540 - Group D - Heavy Weight Pocket Tee Shirt	4.74	94.80
34	4.00	EA	Size: Adult Medium 0550 - Group D - Heavy Weight Pocket Tee Shirt	4.74	18.96
35	12.00	EA	Size: Adult Small 0560 - Group D - Heavy Weight Pocket Tee Shirt	6.96	83.52
36	12.00	EA	Size: Adult 4X-Large 0570 - Group D - Heavy Weight Pocket Tee Shirt	6.96	83.52
37	4.00	EA	Size: Adult 5X-Large 0600 - Group E - Coaches Shirts With Pocket	5.15	20.60
38	4.00	EA	Size: Adult Small 0610 - Group E - Coaches Shirts With Pocket	7.35	29.40
39	4.00	EA	Size: Adult 4X-Large 0620 - Group E - Coaches Shirts With Pocket	7.35	29.40
40	4.00	EA	Size: Adult 5X-Large 0630 - Group E - Coaches Shirts With Pocket	7.35	29.40
41	10.00	EA	Size: Adult 3X-Large 0640 - Group E - Coaches Shirts With Pocket	7.35	73.50
			Size: Adult 2X-Large		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121856

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
42	4.00	EA	0650 - Group E - Coaches Shirts With Pocket Size: Adult X-Large	5.15	20.60
43	10.00	EA	0660 - Group E - Coaches Shirts With Pocket Size: Adult Large	5.15	51.50
44	4.00	EA	0670 - Group E - Coaches Shirts With Pocket Size: Adult Medium	5.15	20.60
45	6,000.00	EA	0800 - Group G - Silk Screening 1 Logo 1 Location 1 Color	.50	3000.00
46	800.00	EA	0810 - Group G - Silk Screening 1 Logo 1 Location 2 Or 3 Colors	.99	792.00
47	1,800.00	EA	0820 - Group G - Silk Screening 1 Logo 1 Location 4 Colors	1.23	2214.00
48	1.00	EA	0830 - Group G - Silk Screening Cost Per Additional Location Of Logo 1 Color	.60	.60
49	1.00	EA	0840 - Group G - Silk Screening Cost Per Additional Location Of Logo 2 Or 3 Colors	.75	.75
50	1.00	EA	0850 - Group G - Silk Screening Cost Per Additional Location Of Logo 4 Colors	.75	.75
51	25.00	EA	0860 - Group G - Silk Screening Single Digit, 6 Inch Number, 1 Location	1.50	37.50

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121856

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
52	1.00	EA	0870 - Group G - Silk Screening Single Digit, 6 Inch Number, 2 Locations	2.50	2.50
53	10.00	EA	0880 - Group G - Silk Screening Double Digit, 6 Inch Number, 1 Location	1.75	17.50
54	1.00	EA	0890 - Group G - Silk Screening Double Digit, 6 Inch Number, 2 Locations	2.75	2.75
55	4.00	EA	0900 - Group G - Silk Screening Single Digit, 8 Inch Number, 1 Location	1.50	6.00
56	1.00	EA	0910 - Group G - Silk Screening Single Digit, 8 Inch Number, 2 Locations	3.00	3.00
57	4.00	EA	0920 - Group G - Silk Screening Double Digit, 8 Inch Number, 1 Location	2.00	8.00
58	4.00	EA	0930 - Group G - Silk Screening Double Digit, 8 Inch Number, 2 Locations	4.00	16.00
			***** Imprint On All Shirts Must Be Silk Screened With Selected Logos Of Various Colors For Use In Particular Programs Or Departments. Artwork Will Be Provided To Vendor Upon Ordering Of Shirts For The Particular Program Involved. *****		
59	25.00	HR	0940 - Art Work - Digital Full color print on front and rear of shirt	20	500.00
			Vendor will have to work with requestor to get final approval of shirt design.		
60	20.00	EA	0950 - Silk Screening cost per color screen up to 10 colors	10.00	200.00

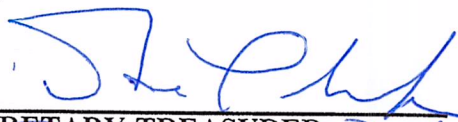
CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Just Print It
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Just Print It
INCORPORATED, DULY NOTICED AND HELD ON 2/1/2018,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Steven Macek, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.


~~SECRETARY-TREASURER~~ President

2/1/2018

DATE



JUSTP-1

OP ID: LN

CERTIFICATE OF LIABILITY INSURANCEDATE (MM/DD/YYYY)
02/12/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Unlimited- Lafayette 102 Asma Blvd., Suite 108 Lafayette, LA 70508 Michael Spielmann-7		337-232-9902 CONTACT NAME: Michael Spielmann-7 PHONE (A/C, No, Ext): 337-232-9902 FAX (A/C, No): 337-236-5566 E-MAIL ADDRESS:	
INSURED Just Print It LLC & S Mocek Enterprises, LLC 1200 Hugh Wallis Rd S Lafayette, LA 70508		INSURER(S) AFFORDING COVERAGE INSURER A: Houston Specialty Insurance Co INSURER B: Retailers Casualty Insurance INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 12936	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			SSPH180016200	12/15/2017	12/15/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			SSPH180016200	12/15/2017	12/15/2018	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ 500,000 PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	99908545	12/15/2017	12/15/2018	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Equipment Floater			SSPH180016200	12/15/2017	12/15/2018	
A	Property			SSPH180016200	12/15/2017	12/15/2018	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Silk screen printing & embroidering
 Owner Steven Mocek is not included on work comp policy

CERTIFICATE HOLDER**CANCELLATION**

JEFFE03 Jefferson Parish P.O. Box 9 Gretna, LA 70054	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Non-Public Works Bid

AFFIDAVIT

STATE OF LOUISIANA

PARISH/COUNTY OF LAFAYETTE

BEFORE ME, the undersigned authority, personally came and appeared: STEVEN MOCEK
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized PRESIDENT of JUST PRINT IT, LLC (Entity),
the party who submitted a bid in response to Bid Number 50-00121856, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required
attachment):**

Choice A _____ Attached hereto is a list of all campaign contributions, including
the date and amount of each contribution, made to current or
former elected officials of the Parish of Jefferson by Entity,
Affiant, and/or officers, directors and owners, including
employees, owning 25% or more of the Entity during the two-year
period immediately preceding the date of this affidavit or the
current term of the elected official, whichever is greater. Further,
Entity, Affiant, and/or Entity Owners have not made any
contributions to or in support of current or former members of the
Jefferson Parish Council or the Jefferson Parish President through
or in the name of another person or legal entity, either directly or
indirectly.

Choice B X _____ there are **NO** campaign contributions made which would require
disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B X There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

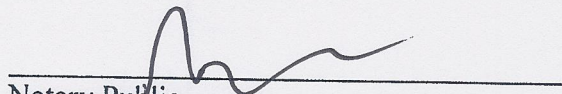
[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.


Signature of Affiant

Steven Macek
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 13th DAY OF February, 2018.


Notary Public

Jamie D. Parker
Printed Name of Notary

#25816
Notary/Bar Roll Number

My commission expires 12/26/18.

Request for Taxpayer Identification Number and Certification

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

Name (as shown on your income tax return)
Just Print It

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
☐ Other (see instructions) ▶ _____

Exemptions (see instructions):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____

Address (number, street, and apt. or suite no.)
1200 Hugh Wallis Rd. S.
City, state, and ZIP code
Lafayette, LA 70508
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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-			-		

Employer identification number								
2	0	-	1	5	0	3	9	7

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of U.S. person ▶

Steven Mock

Date ▶

1-9-17

General Instructions

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

Future developments: The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.