



November 15, 2017

Jefferson Parish
Purchasing Department
P.O. Box 9
Gretna, LA 70054-0009

Account # 665999

RE: BID# 50-00121555 One Time Purchase of Various Arts & Crafts

On behalf of School Specialty Inc., it is my pleasure to submit the enclosed bid response for your consideration.

Pricing will be valid from **November 17, 2017** through **February 17, 2018**.

Once you've awarded these bid items, save time and money by:

- ☒ Providing a copy of the **bid tabulation** (and/or a copy of awarded vendors). This allows us to set up your special pricing in advance of your orders and ensures you receive the best price possible on future bids.
- ☒ Referencing your School Specialty bid number **7785875443** on your orders. This ensures fast and efficient order entry and accurate pricing.
 - ❖ *Prices do not include sales tax. If applicable, taxes will be added to your invoice. All prices are FOB destination (free shipping).*

Remember, School Specialty is even easier to do business with. We've **simplified** access to all our products. One bid covers all your educational needs. ***It's that simple!***

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Renae Adams".

Renae Adams
Bid Operations Coordinator



School
Specialty®

Contact Information

- **Questions regarding this offer:**
Rena Adams
W6316 Design Drive
Greenville, WI 54942
Phone (800) 554-7632
Fax (800) 675-1775
Email: bidwestnotices@schoolspecialty.com
- **Territory Sales Manager**
Gina Guarino
Phone: 504-376-7294
Fax: 888-388-6344
Email: gina.guarino@schoolspecialty.com
- **Customer Care:**
Questions regarding order status, shipment status, damages, shortages
Attn: Customer Care Department
W6316 Design Drive
Greenville, WI 54942
Phone (888) 388-3224
Fax (888) 388-6344
Email: <http://www.schoolspecialty.com/contact-us-email>
- **Order Processing:**
To place your order
Attn: Order Department
PO BOX 1579
Appleton, WI 54912-1579
Phone (888)-388-3224
Fax (888)-388-6344
orders@schoolspecialty.com
- **Payment Remit To:**
School Specialty Inc.
32656 Collection Center Dr.
Chicago, IL 60693-0326



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

5000121555 ONE TIME PURCHASE OF VARIOUS ARTS AND CRAFTS
Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

14-Nov-2017 08 46 38 AM

DATE: 11/13/2017

INVITATION TO BID
THIS IS NOT AN ORDER

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BID NO.: 50-00121555

JEFFERSON PARISH
PURCHASING DEPARTMENT
P.O. BOX 9
GRETN, LA. 70054-0009
504-364-2678

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: DMEVANS@jeffparish.net

Bids will be received until 11:00 AM, 11/17/2017 via online at www.jeffparishbids.net or by hand delivery, USPS mail or other courier service to Purchasing Department, 200 Derbigny Street (General Government Building), Suite 4400, Gretna, LA 70053. For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only.

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law, as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at purchasing.jeffparish.net and clicking on On-line forms

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time, however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail.

JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE

PROTESTS: Only those vendors that submitted a bid in response to this solicitation may submit a protest in writing to the Director of the Purchasing within 48 hours of bid opening. The Purchasing Director will review it in connection with the Parish Attorney's Office as appropriate and a written response will be provided as soon as possible.

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in the quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum.

All formal Addenda require written acknowledgment on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e) and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1961).

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit our E-Procurement Page at www.jeffparishbids.net to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

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1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA - RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

DATE: 11/13/2017

INVITATION TO BID
THIS IS NOT AN ORDER

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BID NO.: 50-00121555

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
GRETN, LA. 70054-0009
504-364-2678

VENDOR 27118 BLANK BID COPY VENDOR

BUYER DMEVANS

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH is expecting all products to be new and all work to be done in workman-like manner, according to standard practices. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

7-10 DAYS ARO

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

NA

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

NA

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: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

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

***** ALL BIDDERS MUST COMPLETE SECTION BELOW *****

FIRM NAME:

School Specialty, Inc.

SIGNATURE:

(Must be signed here)

Amy Fuss

TITLE:

Assistant Secretary

PRINT OR TYPE NAME:

Amy Fuss

ADDRESS:

W6316 Design Drive

CITY, STATE:

Greenville, WI

ZIP:

54942

TELEPHONE:

(800) 554-7632

FAX:

(800) 675-1775

EMAIL ADDRESS:

bidwestnotices@schoolspecialty, Inc.

TOTAL PRICE OF ALL BID ITEMS: \$ 1,502.38

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121555

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			ONE TIME PURCHASE OF VARIOUS ARTS AND CRAFTS		
1	4.00	PK	0001 Crayola Ultra-Clean Washable Marker Classpack. Worry free ink washes from skin and most clothing. Sturdy, reusable lift-lid box contains 200 markers, 25 each of 8 colors: red, orange, green, yellow, blue, violet, brown, black. Brand: Crayola Item: Not available. See photo attached.		No Bid
2	8.00	PK	0002 Color Splash Liquid Tempera Paint, Top quality color splash liquid tempera is in gallon sized 4-packs complete with 4 free paint pumps. One gallon of each color: orange, green, brown, black. Brand: Item: PT3267		No Bid
3	8.00	PK	0003 Color Splash Liquid Tempera Paint, Top-quality color splash liquid tempera is in gallon sized 4-packs complete with 4 free paint pumps. One gallon of each color: violet, turquoise, red, and magenta. Brand: Item: PT3451		No Bid
4	14.00	PK	0004 Color Splash Fabric Paint Assort Non-toxic bright colors. 4 ounce bottles with applicator tip and screw top allow for detailed raised designs on fabric, vinyl, wood, plaster, paper mache, etc. Pack of 12 includes: red, blue, yellow, green, orange, purple, magenta, white, turquoise, pink, and 2 black. Brand: Item: PT3315		No Bid
5	16.00	GL	0005 Elmer's Glue All Gallon New stronger formula glue-all is great for wood, paper, cloth and endless gluing projects. Sets fast and dries clear. Features a no-clog twist cap. Brand: Elmer's Item: No number available.	11.33 SSI# 1337118	181.28
6	4.00	EA	0006 DVD/CDG/MP3G Karaoke System with 7-inch TFT Color Screen and Record	161.11 See deviations for Brand Manufacturer Item Number SSI# 1554579	644.44

DATE: 11/13/2017

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121555

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>Function. Easily read song lyrics on 7inch TFT digital color screen. Includes 300 free MP3G songs on two discs. Accepts aux input to be used with most personal devices. Includes 2 microphones with volume control. 90 day warranty. Brand: Karaoke USA Item: GF844 See attached for full specs.</p>		
7	15.00	EA	<p>0007 Laminated Gigantic Wall Calendar Huge and highly readable, 48in by 72in</p> <p>laminated calendar makes your schedule easy for everyone to see. Printed in black with gloss polyester laminate designed for dry-erase markers. Four grommets make hanging easy. daily activity spaces measure 9 1/8in by 6 1/4in and feature guide rules. Brand: Item: LR2154</p>		No Bid
8	50.00	PK	<p>0008 Color-Me Beach Balls, 12 inch Just Inflate, color, and play.</p> <p>Individual or group activity for any season. White beach ball is .25mm thick, approximately 25 percent thicker than the average beach ball. 12inch Pack of 12. Brand: Item: SL5149</p>		No Bid
9	24.00	PK	<p>0009 Bandana, Patriotic Colors Cotton bandanas in assorted patriotic designs. 21 1/2inch square. 100 percent cotton. Pack of 12. Brand: Item: SL5560</p>		No Bid
10	10.00	EA	<p>0010 Red and White Striped Table Skirt This striped table skirt will make any plain table pop. Plastic, 14ft by 29in. Brand: Not available Item: Not available See attached for image.</p>		No Bid
11	5.00	ROLL	<p>0011 Red and White striped tablecloth Easily create a festive carnival look with this Red and White Striped Tablecloth. 40in by 100ft roll.</p>		No Bid

DATE: 11/13/2017

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121555

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
12	5.00	PK	Brand: Not available Item: Not available 0012 Mahalo Patriotic Leis Say Aloha to Patriotic Pride with this Mahalo Leis. Red, white, and blue floral leis. Ployester. 36in by 4in. Pack of 12. Brand: Not available Item: Not available		No Bid
13	2.00	PK	0013 Mega Patriotic Assortment This 4th of July toy assortment is the perfect start to your patriotic party. Assortment may vary. 250 pieces. Brand: Not available Item: Not available		No Bid
14	48.00	PK	0014 Small Cloth American Flags on Stick Each 6inch flag is on a wooden stick. Made in the USA, pack of 12. Brand: Not available Item: Not available		No Bid
15	10.00	EA	0015 Standard Dual Temp Glue Guns Glue guns are fast, safe, and easy to use for nearly every kind of project. Trigger fed. UL listed. Brand: Item: GL505	9.36	93.60
16	15.00	PK	0016 Standard Glue Sticks Standard size multi-temperature general purpose glue sticks. Use in either high, low, or dual temp hot glue guns. Great for paper, cardboard, wood, craft projects and more. Working time range: 35 to 45 seconds. Pack of 30. brand: Item: GL618		No Bid
17	1.00	PK	0017 Round Tip Brush Assortment Classroom sized value. Pack of 144 round-head brushes. 12 sizes, 12 brushes per size. Packed in a clear tub for easy identification and storage. Brand: Item: AB3752	23.22	23.22
18	1.00	PK	0018 Flat Tip Brush Assortment Classroom sized value. Pack of 144 flat	23.22	23.22

See attached cut sheet for
specifications
SSI# 1397686See attached cut sheet for
specifications
SSI# 461018See attached cut sheet for
specifications
SSI# 461018

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121555

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
19	4.00	PK	head brushes. 12 sizes, 12 of each size. Packed in a clear tub for easy identification and storage. Brand: Item: AB3753 0019 Crayola Classpack Markers & Crayons Convenient classpack of 256 total pieces includes 128 regular crayons and 128 broad line markers. includes 16 each of 8 classic crayon and marker colors: red orange, yellow, green, blue, violet, brown, and black. Brand: Crayola Item: 5233490000	46.21 SSI# 1569582	46.21
20	4.00	PK	0020 Mega Novelty Easy Pack Includes over 250 fun toys and activities. There's enough stuff in this pack to reward kids again and again. Assortment will vary. Brand: Item: SL4533		No Bid
21	50.00	PK	0021 Patriotic Visors Kids decorate their own 4th of July visors. Add your own embellishments such as foam shapes, jewels, sequins, or paint. Adjust each foam visor to the size you need. Assorted colors. 24 inch Accessories not included. Pack of 12. Brand: Not available item: Not available		No Bid
22	16.00	EA	0022 Color Me Banner White nylon banner is ready to color with fabric markers, paint, and more. Features include grommets for hanging, ties, and a sleeve for holding a dowel. Decorating materials sold separately. Size: 3ft by 10ft. Brand: Item: FA3352		No Bid
23	4.00	ROLL	0023 Double Ticket Rolls 2,000 consecutively numbered double roll tickets. One ticket has a space for name and address on back. Color: Any color Brand: Item: SL75 SSI# 1514770 - Blue 042474 - Green 1514771 - Yellow 1514760 - Red	3.09 See attached cut sheet for specifications	12.36

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121555

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
24	8.00	PK	0024 Tachikara 2-Ply Playground Balls These 8 1/2inch playground balls are constructed of top-grade rubber cover of double thickness. Durable enough for any activity. Sold in a set of 6, one of each color: red, orange, yellow, purple, blue, green. Brand: Tachikara Item: Not available	20.64 SSI# 1005620 See attached cut sheet for specifications	165.12
25	14.00	PK	0025 Crayola Washable Dry-Erase Markers brightly hued dry erase markers wash clean from hands and clothing and easily wipe off dry-erase surfaces. Fine line markers, 12 assorted bold colors. Conical tips, low odor ink. Non-toxic. Brand: Crayola Item: Not available	4.99 SSI# 1535819	69.86
26	2.00	PK	0026 Procion Cold Water Dye, Assortment When mixed with soda ash, cold water dye is permanent, color fast, and washable. Great for tie-dye and dyeing fabrics. Bounce, 8-color assortment of yellow, orange, red, fuchsia, turquoise, blue, green and black. Brand: Procion Item: Not available.		No Bid
27	10.00	PK	0027 10-Color Kraft Tape, Assortment Includes a 10-color array of popular crepe-finish decorative paper crafting tape (not masking tape). Each roll is 1 inch wide by 60 yards long. 600 total yards. 3 inch core. Brand: Item: AS654		No Bid
28	3.00	EA	0028 Kraft Paper Rolls. heavyweight 50 pound smooth surface paper, also called 'butcher paper', is perfect for large murals, backdrops, bulletin boards, large drawings, block prints or protecting work areas. White, 36 inch by 1,000 feet. Brand: Item: PE121		No Bid
29	5.00	PK	0029 Pacon Super Value Poster Board Economy poster boards in a recloseable	12.71 SSI# 252915	63.55

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121555

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
30	2.00	EA	<p>carton for easy storage. 50 sheets per carton. 22 inch by 28 inch. Recycled and Recyclable. Brand: Pacon Item: 76510</p> <p>0030 Map Quest Game Use team work and build geography skills</p> <p>while playing a variety of games and activities like 'Team Map Maze', 'Name the State', 'Name the Capital' on the huge 7ft by 11ft map. Printed on two sections of PVC mat material with sewn perimeter and hook and loop connection down the middle. Includes activity guide Brand: Item: W11915</p>		No Bid
31	8.00	EA	<p>0031 Hoop Storage Bag, 36 inch. Conveniently stores up to twelve 36inch, twelve 30 inch, and twelve 24 inch diameter hoops. Quality constructed bag features a 2-way zipper with a large opening for easy access, a handle and strap for carrying and a mesh front for instant visual check of contents. bag measures approx. 39 inch diameter and 10 inch wide. Brand: Item: W10346</p>	10.99	87.92
32	4.00	PK	<p>0032 Sport Sunglasses, Youth Size Sporty sunglasses in assorted styles and radical colors fit snugly for active fun. Youth sizes. Pack of 12. Brand: Item: SL1341</p>	See attached cut sheet for specifications SSI# 1478841	No Bid
33	4.00	PK	<p>0033 Black Nomad Sunglasses, Adult Sizes Classic styling with UV blocking lens, metal detailing, adult size. Pack of 12. Brand: Item: SL1302</p>		No Bid
34	2.00	EA	<p>0034 Patriotic Parachute. Patriotic flag inspired parachute that features red, white, and blue panels and 50 stars representing the 50 states. 12ft diameter parachute is made with durable polyester fabric. Designs uses 1inch wide webbing for the 12 handles,</p>		No Bid

DATE: 11/13/2017

INVITATION TO BID FROM JEFFERSON PARISH - continued

Page: 11

BID NO.: 50-00121555

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
35	7.00	PK	<p>stitched around the perimeter for added strength and can be used to hold onto the parachute. Brand: Item: W12830</p> <p>0035 Tru-Ray Sulphite Construction Paper 9 inch by 12 inch, 10-color assortment.</p> <p>76 pound paper, high bulk and high strength, with long, strong, sulphite-dyed fibers that score, fold and curl evenly. Fade-resistant colors. 500 sheets per pack. Brand: Pacon Tru-Ray Item: 6588</p>		No Bid
36	20.00	PK	<p>0036 Designer Canvas Board Set II Real artist stretched canvas pre-printed</p> <p>with ready to paint designs. Color with oils, acrylic paints, or markers. Two of each six broad appeal designs. Pack of 12. 6 1/2inch square. Brand: Item: PS1398</p>		No Bid
37	2.00	PK	<p>0037 Hook and Loop Self-Adhesive Coins Self-adhesive hook and loop coins.</p> <p>100 sets in a handy dispenser box. 5/8 inch. brand: Item: W10346</p>		No Bid
38	4.00	PK	<p>0038 Color Splash Dough unscented, non-toxic modeling dough that packs extra color punch. Comes in 3 pound reusable tubs: 6 tubs of assorted colors in each set. Ideal for very young children. Dough can be painted or baked for more advanced projects. Water clean-up. Brand: Item: CL319</p>		No Bid



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda C. Patel
Director

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

The East bank Office of Purchasing is now open! We are located in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Bidders may submit bid responses at this location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages. NOTE: Bidders submitting bids on the day of bid opening, bidders must submit at the West Bank location only.**

Other Changes Continued:

- For all advertised sealed bids, written evidence of signature authority must be included with bid submission.
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- Upon contract execution, successful bidder must produce final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

Bidders should reference the "Additional Requirements" section of the bid instructions and/or the "Important Notice to Bidders" included in the bid package for specific requirements to respond accordingly.

For more information, please call Jefferson Parish Purchasing at 504-364-2678.



Jefferson Parish #6.0006
Our item #1554579

Supersonic SC-3077K Portable Bluetooth Karaoke Speaker



This speaker delivers durability, flexibility, and outstanding audio performance with exceptional range! Features a 7-inch LCD display, 5-inch full range with 1 inch tweeter speaker. Built-in BT 3.0 receiver allows you to wirelessly connect to your iPad, iPhone, iPod, Smartphone and more. Top loading DVD and CD Karaoke System. USB/SD/Aux inputs allow you to connect your non-BT external audio devices and charge them at the same time via the USB. Features FM radio, volume/bass/treble/mic volume, 2 mic inputs (2 mic included), 1 guitar input, and remote control. Built-in handle and wheels for easy transport.

Jefferson Parish
Quote 50-00121555
School Specialty Bid #7785875443



Jefferson Parish #15.0015
Our item #1397686

Stanley Dual Melt Glue Gun, Gray, High/Low Switch



Stanley Dual Melt Glue Gun in gray offers an easy and efficient way of getting the tasks done. With the touch of the high/low selector switch it changes from high to low temperature. It features quick heat up and rapid bonding with an astounding 60 seconds and a built-in stand that folds out for safe positioning during usage. Complete control over the glue flow is achieved precise trigger-feed mechanism.

Jefferson Parish
Quote 50-00121555
School Specialty Bid #7785875443



Jefferson Parish #17.0017
Our item #461018

**Sax Round White Bristle Short Handle Brush School Pack,
Assorted Size, Natural, Pack of 144**



Sax White Bristle Round Brush School Pack with short, natural finish handles, seamless aluminum ferrules is an affordable assortment for the whole classroom. This value pack of 144 brushes has twelve each of 12 assorted sizes from 1 - 12 sizes, designed and packed in a durable plastic bucket. Sold as 144 per pack

Jefferson Parish
Quote 50-00121555
School Specialty Bid #7785875443



Jefferson Parish #17.0018
Our item #461015

**Sax Flat White Bristle Short Handle Brush School Pack,
Assorted Size, Natural, Pack of 144**



Sax White Bristle Flat Brush School Pack with short, natural finish handles, seamless aluminum ferrules are an affordable assortment for the whole classroom. This value pack of 144 brushes has twelve each of 12 assorted sizes from 3/16 in - 7/8 in sizes, designed and packed in a durable plastic bucket. Sold as 144 per pack.

Jefferson Parish
Quote 50-00121555
School Specialty Bid #7785875443

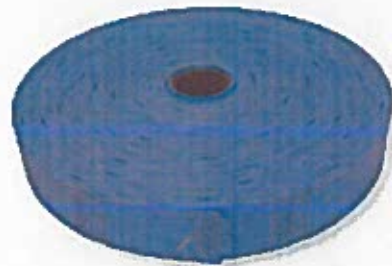


Jefferson Parish #23.0023
Our item #042474

**Sax Flat White Bristle Short Handle Brush School Pack,
Assorted Size, Natural, Pack of 144**

Roll Tickets

Stock roll tickets are consecutively numbered and have 2000 per roll. Choose from Single, 1" x 2" tickets per roll or Double roll, which has room on the back for name and address.



Item #	Description	Quantity	List Price
Single			
9-042450-030	Blue	Pack of 2000	\$5.09
9-042453-030	Green	Pack of 2000	\$5.09
9-042462-030	Yellow	Pack of 2000	\$5.09
9-1514759-030	Red	Pack of 2000	\$5.09
Double			
9-1514770-030	Blue	Pack of 2000	\$9.99
9-042474-030	Green	Pack of 2000	\$9.99
9-1514771-030	Yellow	Pack of 2000	\$9.99
9-1514760-030	Red	Pack of 2000	\$9.99
Dispenser			
9-1469223-030		Each	\$4.99

School Specialty Double Roll Green Ticket is consecutively numbered. Measures 2 x 2 inches. These double roll tickets have room on back for name and address. Printed on each ticket is "Drop This Ticket in Proper Place" on one side and "Keep This Coupon" on the other. Sold as 2000 per pack.

Jefferson Parish
Quote 50-00121555
School Specialty Bid #7785875443



School
Specialty®

Jefferson Parish #24.0024
Our item #1005620

Sportime Poly-PG Grade ball Set, 8-1/2 Inches, Set of 6



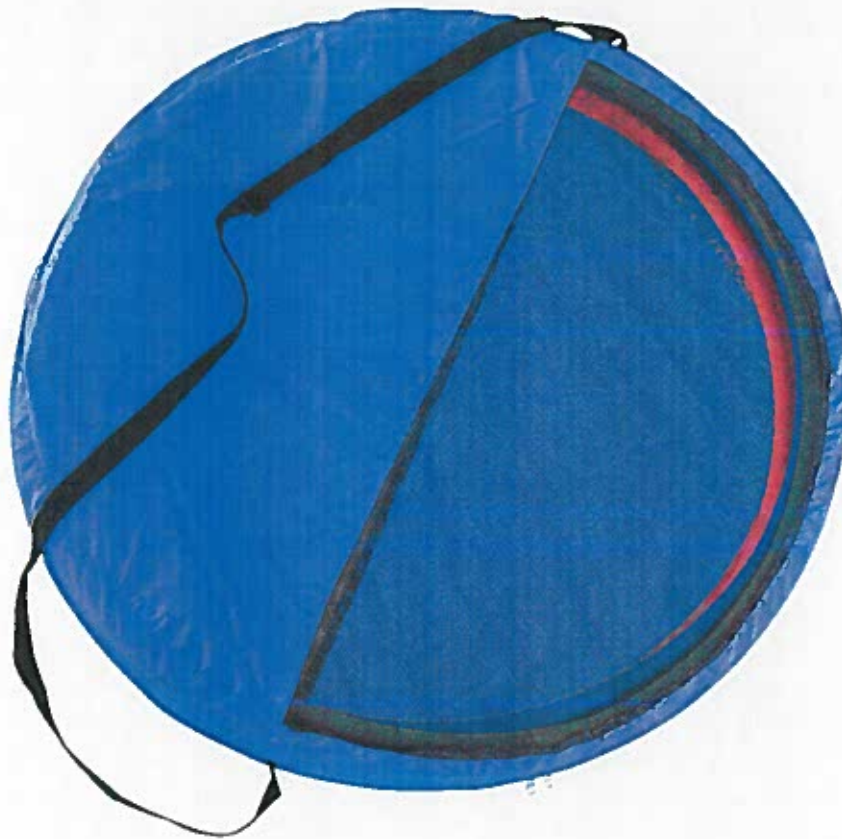
Latex free, Poly-PG Balls, provide the feel, weight, and play of rubber playground balls, but with none of the down sides. Balls are seamless for durability and has elastic-shape memory for preventing a blow out in case of moderate over-inflation.

Jefferson Parish
Quote 50-00121555
School Specialty Bid #7785875443



Jefferson Parish #31.0031
Our item #1478841

Sportime 36 inch Hula Hoop Tote-N-Store Bag, Blue



Carry and storing Hula Hoops has always been an issue for Physical Education teachers. They are awkward, because of their size and slippery surface. Our new blue Hula Hoop Tote-N-Store Bag fits 36 in hoops. The bag comes with a shoulder strap for easy carrying, even for the smallest student, and allows you to hang the bag for storage in your store room.

Jefferson Parish
Quote 50-00121555
School Specialty Bid #7785875443

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. School Specialty, Inc.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) 5 Exemption from FATCA reporting code (if any) <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) W6316 Design Drive	Requester's name and address (optional)
	6 City, state, and ZIP code Greenville, WI 54942	
	7 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 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 instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-				-	
or								
Employer identification number								
3	9		-	0	9	7	1	2 3 9

Part II Certification

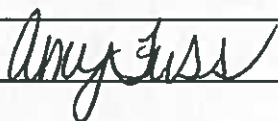
Under penalties of perjury, I certify that:

- 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 on page 3.

Sign
Here

Signature of
U.S. person ▶



Date ▶ **11/15/17**

General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

• Form 1099-C (canceled debt)

• Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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
- 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?* on page 2 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).

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.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

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

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, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

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 his or her 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 his or her 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 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include 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 Part II instructions on page 3 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 under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 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 no longer are 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.

Abuse 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, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **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. 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 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** 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.

d. **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. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity 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, "Business name/disregarded entity name." 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, you may enter it on line 2.

Line 3

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

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in 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 in 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 possession, 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 possession
- 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
- 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 8 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 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² 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) written or printed 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 possession, 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.

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 individual taxpayer identification number (ITIN). Enter it in the social security number box. 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. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 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. You may also get this form by calling 1-800-772-1213. 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/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "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, generally you will 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.

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 items 1, 4, or 5 below indicate 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), 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)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ²
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i) (A))	The grantor ¹
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ¹
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. 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
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i) (B))	The trust

¹ 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.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ 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.) Also see *Special rules for partnerships* on page 2.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

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 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 credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, *Identity Theft Prevention and Victim Assistance*.

Victims of identity theft who are experiencing economic harm or a system 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 1-877-777-4778 or TTY/TDD 1-800-829-4059.

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. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-368-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov 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 possessions for use in administering their laws. The information also may 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, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.