

DATE: 5/06/2015

Page: 5

BID NO.: 50-00113230

BID FORM
Non Public Works

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 7/31/2015

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

8-10 WKS - A.R.O

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

N/A**THIS SECTION MUST BE COMPLETED BY BIDDER:**FIRM NAME: WESCO DISTRIBUTION, INCADDRESS: 3011 LAUSAT STREETCITY, STATE: METairie, LA ZIP: 70001TELEPHONE: (504) 835-0008 FAX: (504) 837-7320EMAIL ADDRESS: Tweeks@wescodist.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: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

REJECTED
ALL BID REQUIREMENTS NOT MET

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED SIGNATURE: [Signature]Thunder Weeks
Printed NameTITLE: Branch Manager

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.

DATE: 5/06/2015

INVITATION TO BID FROM JEFFERSON PARISH - continued

Page 6

BID NO.: 50-00113230

SEALED BID

| ITEM NUMBER | QUANTITY | U/M | DESCRIPTION OF ARTICLES | UNIT PRICE QUOTED | TOTALS |
|----------------|----------|-----|---|----------------------|-----------|
| 1 | 100.00 | EA | <p>PROCUREMENT OF STERNBERG LIGHTING POST-TOP LED CONVERSATION KITS FOR A850 OLD TOWN ACORN LIGHT FIXTURES</p> <p>0010 - LED Light Fixture to include Lens, Driver, and Retro-fit kit for filter. Manufacturer - Sternberg</p> <p>***** AS PER ATTACHED SPECIFICATIONS *****</p> <p>***** NOTE THIS IS A EXACT REPLACEMENT FIXTURE/LENS THAT MUST FIT INTO EXISTING EXTERIOR LIGHT POLE *****</p> <p>This is for materials only, library department personel will install the lens/fixture. There is no labor required.</p> | 983.85 | 98,385.00 |

PRODUCT

STERNBERG LIGHTING POST-TOP LED CONVERSION KIT FOR A850 OLD TOWN ACORN

ITEM NO.

A850FA-PARKGRN/PDBR-POLISH/XRLED-12L-45-T5MDL21-682

SPECIFICATIONS**Optical:**

High Output, high brightness LED's.
Operation, -40°C (-40°F) to + 50°C (122°F) ambient air temperature range
Typical CRI of 75, OCT of 4500
LM-79 and LM-80 tests in accordance with IESNA standards
Lumen depreciation rated 50,000 hrs.
RoHS Compliant
UL or ETL listed in U.S.

Electrical:

120-277 volt standard
Minimum drivers power factor >0.9
Electrical surge protection in accordance with IEEE/ANSI C62.41.2 guidelines (10KA)

Controls:

Supplied with dimmable driver (0-10 volts)

Driver:

MDL121: 2100mA, 120-277V

Mechanical:

Anodized aluminum heatsink
Rugged cast aluminum filter cap
Designed for Sternberg 5pP fitters

Options:

682 retrofit tool-less driver carrier

Warranty & Standards:

LED Systems and Drivers – 5 years
All fixtures shall be free from all defects in materials and workmanship for a period of 5 years from date of manufacture. The luminaire manufacturer shall the LED boards/systems, during the stated warranty period, against failure as defined as more than 10 percent on non- operating LED's.

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT _____, 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.

*PER THE
ATTACHED*

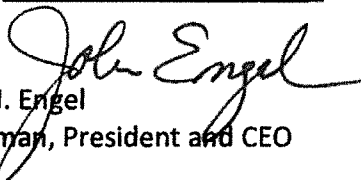
SECRETARY-TREASURER

DATE



Date: January 6, 2015
To: Vice Presidents of Operations
Directors of Operations and General Managers
Sales Directors (Utility)
District Managers
Branch Managers
From: WESCO Corporate Headquarters
Subject: Signatory Authority Delegation

1. **Purpose:** The purpose of this memorandum is to delegate to you the authority to sign bid documents, customer contracts and related documents, provided that said documents and contracts have been first approved internally in accordance with the Corporate Levels of Authority (LOA). The LOA document is available at <http://fasttrack/Levels%20of%20Authority/Forms/AllItems.aspx>.
2. **Authority:** The WESCO Distribution, Inc. Board of Directors adopted a Delegation of Authority Resolution on February 28, 1994, authorizing me to delegate authority to you to perform certain duties in the ordinary conduct of WESCO's business. I hereby delegate to you the signatory authority described in paragraph 1 hereof. You shall not re-delegate this authority to any other person.
3. **Acquisitions and Divisions:** The signatory authority described in paragraph 1 shall include the management of WESCO's acquired subsidiaries, divisions and all business locations.
4. **Performance of Duties:** In addition to exercising this authority in accordance with the review and approval requirements set forth by the LOA, at the end of each calendar month, you should submit a list of all documents that you have signed pursuant to this delegation of authority to Samantha L. O'Donoghue at the e-mail address provided below.
5. **Expiration:** This delegation of authority shall continue in full force and effect until December 31, 2015, unless terminated earlier by me.
6. **Questions:** Questions regarding this delegation of authority should be referred to Samantha L. O'Donoghue, Corporate Secretary, at (412) 454-2377 or sodonoghue@wesco.com.


John J. Engel
Chairman, President and CEO

Attachment: Extract of Board Resolution, dated February 28, 1994



WESCO DISTRIBUTION, INC.

**EXTRACT FROM MINUTES OF MEETING OF THE
BOARD OF DIRECTORS**

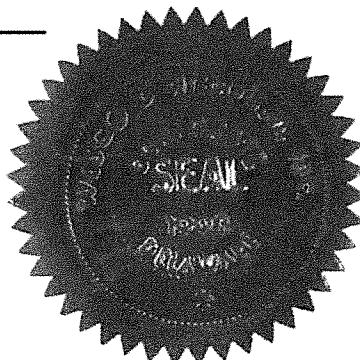
HELD ON FEBRUARY 28, 1994


RESOLVED, that, effective March 1, 1994, the Chairman and the President of the Corporation be, and each of them hereby is, authorized, in the ordinary course of the Corporation's business and to the extent permitted by the General Corporation Law of the State of Delaware, and the Certificate of Incorporation and By-Laws of the Corporation, (i) to sign all bonds and obligations, (ii) to sign, execute and bind the Corporation with respect to all contracts, deeds, leases, powers of attorney, releases, waivers, claims documents and other documents of a contractual nature and (iii) to sign applications for regulatory permits and licenses and other governmental forms, other than tax returns, on behalf of the Corporation, attested by the Corporation's seal, if requested or required; provided, however, that each of the above-specified officers is also authorized to delegate his respective signature authority by a writing (x) specifying the scope of the authority being delegated by the writing, (y) identifying the delegate either by name or as the incumbent of a position and (z) advising the delegate that he or she shall have no authority to redelegate the signatory authority being delegated.

I, Samantha L. O'Donoghue, Corporate Secretary, DO HEREBY CERTIFY that the foregoing is a true and correct copy of resolution adopted at meeting of the Board of Directors of said Corporation held on February 28, 1994, at which meeting a quorum was present.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Corporation.

Dated: 1/6/2015




Samantha L. O'Donoghue
Corporate Secretary

Non-Public Works Bid

AFFIDAVIT

STATE OF LOUISIANA

PARISH/COUNTY OF JEFFERSON

BEFORE ME, the undersigned authority, personally came and appeared: THUNDER
WEEKS, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized BRANCH MANAGER of WESCO DISTRIBUTION (Entity),
the party who submitted a bid in response to Bid Number 50-00113230 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 ✓ 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 ✓ 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.

John Wood

Signature of Affiant

Thunder Weeks

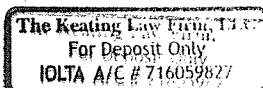
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 28th DAY OF March, 2015.

James J. Lantry
Notary Public

Printed Name of Notary



Notary/Bar Roll Number

My commission expires upon death

32915

| | | |
|---|---|---|
| Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service | 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) WESCO DISTRIBUTION, INC. | | |
| Business name, if different from above REILY ELECTRICAL SUPPLY | | |
| Check appropriate box: <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (disregarded entity, C corporation, S corporation, partnership) <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) | | |
| Address (number, street, and apt. or suite no.) 225 West Station Square Drive Suite 700 City, state, and ZIP code Pittsburgh, PA 15219 | | Requester's name and address (optional) |
| Use 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 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 _____ or Employer identification number 25-1723345 | | |
| 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). 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 4. | | |
| Sign Here Signature of U.S. person <i>[Signature]</i> | | Date 1/27/2010 |
| General Instructions Section references are to the Internal Revenue Code unless otherwise noted. | | |
| 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, 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. Note: If 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 on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income. The person who gives 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 is in the following cases: • The U.S. owner of a disregarded entity and not the entity, | | |

Cat. No. 10211X

Form W-9 (Rev. 10-2007)

NU-LITE Electrical WHOLESALERS

. . . . SERVICE ~ QUALITY ~ INTEGRITY



5/26/15

REJECTED
ALL BID REQUIREMENTS NOT MET

PROPOSITION # 5000113230

**RE : PROCUREMENT OF STERNBERG LIGHTING
POST-TOP LED CONVERSION KITS FOR
A850 OLD TOWN ACORN LIGHT FIXTURES**

100 STERNBERG A850FA/GFF-PG/PBDR-POLISHED/XRLED-12L45T3-MDL21

LED retrofit kit for Old Town series A850 luminaires, complete with lens, 120-277V driver (0-10V dimmable), retrofit kit for filter, 5-year warranty

QUOTE TOTAL : \$98,500.00

NOTES :

- All lamps included
- Per spec sheets sent as separate attachment
- All product is "as specified/prior approved"
- Quote valid for (100) pcs only.
- Freight allowed
- Split shipments will incur freight charges

**Thank you,
Jeff Pierre**



Jefferson Parish Advertised Bid:

PROCUREMENT OF STERNBERG LIGHTING
POST-IT LED CONVERSATION KITS FOR
A850 OLD TOWN ACORN LIGHT FIXTURES

PROP. NO: 5000113230 BID OPENING DATE: 5/28/2015

As per specifications on file in the:
Jefferson Parish Purchasing Department
200 Derbigny Street, Suite 4400
Gretna, Louisiana 70053
(504) 364-2678

AVAILABLE FOR VIEWING AND ELECTRONIC SUBMISSION AT:

<http://purchasing.jeffparish.net>

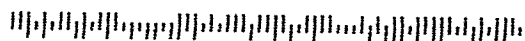
NEW ORLEANS
Jefferson Parish
Purchasing Department
200 Derbigny
Suite 4400
Gretna, LA 70053



U.S. POSTAGE & FIFTY CENTS

ZIP 70053 \$ 000.34⁰
02 1W
0001337133 MAY 07 2015

NU-LITE ELECTRICAL WHOLESALERS
PO BOX 23581
HARAHAN LA 70183-0581





**5000113230 PROCUREMENT OF STERNBERG LIGHTING POST-TOP LED
CONVERSION KITS FOR A850 OLD TOWN ACORN LIGHT FIXTURES**
Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

13-May-2015 09:20:21 AM



Bid Number 50 – 00113230

**PROCUREMENT OF STERNBERG LIGHTING POST-TOP LED
CONVERSION KITS FOR A850 OLD TOWN ACORN LIGHT FIXTURES AT
THE JEFFERSON PARISH EAST BANK LIBRARY PARKING LOT**

Bid Opening Date: May 28, 2015 at 2:00 p.m., local time

ATTENTION VENDORS!!!

**Please review all pages and respond accordingly, complying with all provisions
in the technical specifications and Jefferson Parish Instructions for Bidders and
General Terms and Conditions. All bids must be received in the Purchasing
Department by the bid due date and time.**

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Buyer's Name: Ms. Sidney Duffy, Buyer II
Buyer's Email: sduffy@jeffparish.net
Buyer's Phone: (504) 364-2682**

DATE: 5/06/2015

INVITATION TO BID
THIS IS NOT AN ORDER

BID NO.: 50-00113230

Page: 1

JEFFERSON PARISH

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

BUYER: SDuffy@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 5/28/2015 AND PUBLICLY OPENED THEREAFTER.

LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

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 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.

All vendors submitting bids must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Forms to register may be downloaded from www.purchasing.jeffparish.net and clicking on Vendor Information.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

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 alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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. Please note that all official communication will be expressed in the form of an addendum.

All formal Addenda require written acknowledgement 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.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

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.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212(A)(1)(c) or LSA-R.S. 38:2212 (O). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212(A)(1)(c) or LSA-R.S. 38:2212 (O). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. Sole proprietors submitting bids for public works projects shall within 10 days after bid opening submit sole proprietorship certification.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: 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. IN THE EVENT OF SPLIT AWARD, THE PURCHASING DEPARTMENT MAY CONTACT VENDORS TO REQUEST REQUIRED AFFIDAVITS. THOSE VENDORS WILL HAVE 10 DAYS FROM THE DATE OF NOTICE TO SUBMIT COMPLETE, SIGNED AND NOTARIZED AFFIDAVITS IN ORIGINAL FORMATS.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

B. 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.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part 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 any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

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 A17.1-1961).

E. RESPONSE TO INVITATION: If your company is unable to bid on this request, please state your reason on bid form, and return to this office before bid opening date. Failure to do so may result in the removal of your company from Jefferson Parish's vendors list.

F. POSTING OF BIDS: A listing of bids will be posted on bulletin board in Suite 4400, Jefferson Parish General Government Building, Gretna, LA and will remain posted until close of respective bids.

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

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. Please note requirements contained in this bid package for electronic bid submission.

Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy 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 <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

13,15

1. All bidders must attend the pre-bid conference in relation to this bid; attendance is mandatory. Failure to attend will prohibit a company from submitting a bid. Vendors arriving after the mandatory pre-bid conference begins will not be allowed to sign in as evidence of attendance.
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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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.
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. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
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. 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 or 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 (in Original Format) required; Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder with bid submission within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.

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.

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 5% %INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF July 10, 2015.

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 Custom so manufacturer lead time + shipping time applies

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) n/a**THIS SECTION MUST BE COMPLETED BY BIDDER:**FIRM NAME: PEMBA IncADDRESS: 104 P StreetCITY, STATE: Belle Chasse, LA ZIP: 70037TELEPHONE: (504) 393-6441 FAX: (504) 394-6922EMAIL ADDRESS: pwsmith@pembaserv.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: 1

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 98,637.00AUTHORIZED SIGNATURE: Patricia SmithPatricia SmithTITLE: owner/president

Printed Name

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.: 50-00113230

SEALED BID

| ITEM NUMBER | QUANTITY | U/M | DESCRIPTION OF ARTICLES | UNIT PRICE QUOTED | TOTALS |
|----------------|----------|-----|---|----------------------|-------------|
| 1 | 100.00 | EA | <p>PROCUREMENT OF STERNBERG LIGHTING POST-TOP LED CONVERSATION KITS FOR A850 OLD TOWN ACORN LIGHT FIXTURES</p> <p>0010 - LED Light Fixture to include Lens, Driver, and Retro-fit kit for filter. Manufacturer - Sternberg</p> <p>***** AS PER ATTACHED SPECIFICATIONS *****</p> <p>***** NOTE THIS IS A EXACT REPLACEMENT FIXTURE/LENS THAT MUST FIT INTO EXISTING EXTERIOR LIGHT POLE *****</p> <p>This is for materials only, library department personel will install the lens/fixture. There is no labor required.</p> | \$986.37 | \$98,637.00 |

PRODUCT

STERNBERG LIGHTING POST-TOP LED CONVERSION KIT FOR A850 OLD TOWN ACORN

ITEM NO.

A850FA-PARKGRN/PDBR-POLISH/XRLED-12L-45-T5MDL21-682

SPECIFICATIONS**Optical:**

High Output, high brightness LED's.
Operation, -40°C (-40°F) to + 50°C (122°F) ambient air temperature range
Typical CRI of 75, OCT of 4500
LM-79 and LM-80 tests in accordance with IESNA standards
Lumen depreciation rated 50,000 hrs.
RoHS Compliant
UL or ETL listed in U.S.

Electrical:

120-277 volt standard
Minimum drivers power factor >0.9
Electrical surge protection in accordance with IEEE/ANSI C62.41.2 guidelines (10KA)

Controls:

Supplied with dimmable driver (0-10 volts)

Driver:

MDL121: 2100mA, 120-277V

Mechanical:

Anodized aluminum heatsink
Rugged cast aluminum filter cap
Designed for Sternberg 5pP fitters

Options:

682 retrofit tool-less driver carrier

Warranty & Standards:

LED Systems and Drivers – 5 years
All fixtures shall be free from all defects in materials and workmanship for a period of 5 years from date of manufacture. The luminaire manufacturer shall the LED boards/systems, during the stated warranty period, against failure as defined as more than 10 percent on non- operating LED's.

Non-Public Works Bid

AFFIDAVIT

STATE OF LOUISIANA

PARISH/COUNTY OF JEFFERSON

BEFORE ME, the undersigned authority, personally came and appeared: PATRICIA SMITH, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized PRESIDENT of PEMBA, INC (Entity), the party who submitted a bid in response to Bid Number 5000/1325 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 ☒ 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  _____ 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.

Patricia Smith
Signature of Affiant

Patricia Smith
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 26 DAY OF MAY, 2015.

[Signature]
Notary Public

ROLAND A. DITTA
Printed Name of Notary

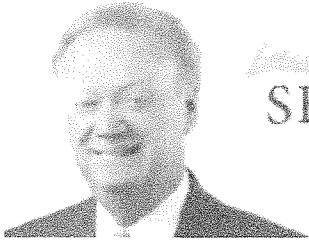
12285 NOTARY NO.
Notary/Bar Roll Number

My commission expires upon death

*Notary used
impression
stamps*

(<http://www.sos.la.gov/Pages/default.aspx>)

(<http://www.sos.la.gov/Pages/default.aspx>)



SECRETARY
OF STATE
TOM SCHEDLER

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| Name | Type | City | Status |
|-------------|----------------------|-------------|--------|
| PEMBA, INC. | Business Corporation | NEW ORLEANS | Active |

Previous Names

Business: PEMBA, INC.

Charter Number: 34565166D

Registration Date: 7/7/1997

Domicile Address

13031 PATTERSON RD.

NEW ORLEANS, LA 70131

Mailing Address

C/O PATRICIA SMITH

13031 PATTERSON RD.

NEW ORLEANS, LA 70131

Principal Office Address

13031 PATTERSON RD.

NEW ORLEANS, LA 70131

Status

Status: Active

Annual Report Status: In Good Standing

File Date: 7/7/1997

Last Report Filed: 6/21/2014

Type: Business Corporation

Registered Agent(s)

PDF GENERATED

Agent: PATRICIA SMITH
Address 1: 13031 PATTERSON RD.
City, State, Zip: NEW ORLEANS, LA 70131
Appointment Date: 10/21/2003

Officer(s)

Additional Officers: No

Officer: REBECCA NEEB
Title: Vice-President, Secretary
Address 1: 13031 PATTERSON ROAD
City, State, Zip: NEW ORLEANS, LA 70131

Officer: PATRICIA WINTERS SMITH
Title: Treasurer, President
Address 1: 13031 PATTERSON RD.
City, State, Zip: NEW ORLEANS, LA 70131

Officer: PATRICK MICHAEL SMITH
Title: Vice-President
Address 1: 13031 PATTERSON RD.
City, State, Zip: NEW ORLEANS, LA 70131

Amendments on File (1)

| Description | Date |
|--|-----------|
| Appointing, Change, or Resign of Officer | 8/31/2001 |

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**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.

| | |
|---|---|
| Name (as shown on your income tax return) PEMBA, INC. | |
| Business name/disregarded entity name, if different from above PEMBA, Lighting, Automation and Electrical | |
| Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input checked="" 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) ▶ <input type="checkbox"/> Other (see instructions) ▶ | |
| <input type="checkbox"/> Exempt payee | |
| Address (number, street, and apt. or suite no.) 104 P Street | Requester's name and address (optional) |
| City, state, and ZIP code Belle Chasse, LA 70037 | |
| 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 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.

Social security number

| | | | | | | | |
|--|--|--|---|--|--|--|--|
| | | | - | | | | |
|--|--|--|---|--|--|--|--|

Employer identification number

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 7 | 2 | - | 1 | 3 | 8 | 1 | 2 | 5 | 6 |
|---|---|---|---|---|---|---|---|---|---|

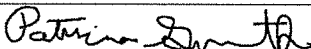
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

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).

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 4.

| | | |
|------------------|--|----------------|
| Sign Here | Signature of U.S. person ▶  | Date ▶ 5-25-15 |
|------------------|--|----------------|

General Instructions

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

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, 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:

- 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.

Note. If 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 on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income.