

**Request for Life Safety Appliances Monitoring, Inspections, Testing and Maintenance**



**OFFICE OF FACILITIES & CAPITAL PROJECTS**

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A L A B A M A   A G R I C U L T U R A L   &   M E C H A N I C A L   U N I V E R S I T Y

BID Release Date ..... August 18, 2022

Deadline for Submitting Questions.....October 4, 2022 at 12:00 P.M. CST

Deadline for Submitting Bids..... October 11, 2022 2:00 P.M CST

**Bid No. 2K22-03F**

## ADVERTISEMENT FOR BIDS

Sealed proposals will be received by **Alabama A&M University in Normal, AL** at the office of Jeffery Robinson, Alabama A&M University, Department of Purchasing – Room 305 Patton Hall 4900 Meridian Street Normal, Alabama 35762, until 2:00 P.M. CST, Tuesday October 11, 2022 for

**Request for Life Safety Appliances Monitoring, Inspections, Testing and Maintenance**  
at which time and place they will be publicly opened and read.

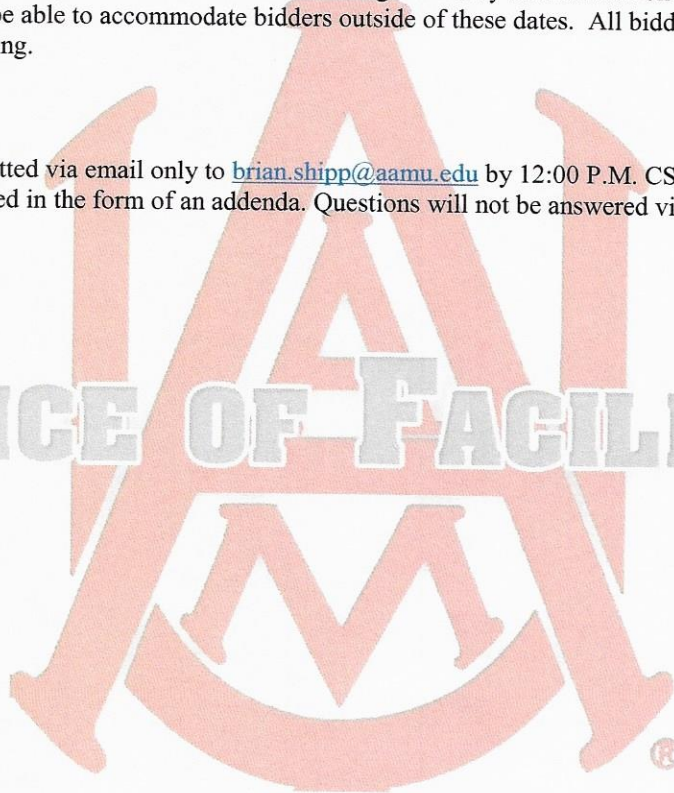
Specifications may be examined at the office of Alabama A&M Facilities Department, 453 Buchanan Way, Normal, AL 35762 and AAMU Facilities site ([www.aamu.edu/administrativeoffices/business-and-finance/facilities/pages/default.aspx](http://www.aamu.edu/administrativeoffices/business-and-finance/facilities/pages/default.aspx) )

A Mandatory Pre-Bid Conference will be held on September 7, 2022 at 9am. Contractors shall attend the pre-bid and be prepared to walk through all residence halls. Buildings will only be available on these dates for inspections. The University will not be able to accommodate bidders outside of these dates. All bidders shall meet at the Facilities Services Building.

Questions shall be submitted via email only to [brian.shipp@aamu.edu](mailto:brian.shipp@aamu.edu) by 12:00 P.M. CST October 4, 2022. All questions will be answered in the form of an addenda. Questions will not be answered via phone.

Alabama A&M University

**OFFICE OF FACILITIES**



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CONTRACT SPECIFICATIONS AND SCOPE OF WORK

The successful Contractor shall be required to participate in the State of Alabama Immigration Law Act 2011-535. The Contractor must complete an affidavit of compliance with the Act and the E-Verify Memorandum of Understanding as a part of the construction contract. Information is posted under "Guidance for Compliance with E-Verify" on the Alabama State Department of Education's website at <http://www.al.sde/home/Communications/E-VerifyInformation.aspx> .



**PROPOSAL FORM (revised)**

To: Alabama A&M University in Normal AL

Date: \_\_\_\_\_

In compliance with your Advertisement for Bids and subject to all the conditions thereof, the undersigned

\_\_\_\_\_  
(Legal Name of Bidder)

hereby proposes to furnish all labor and materials and perform all work required for the

**Request for Life Safety Appliances Monitoring, Inspections, Testing and Maintenance**

in accordance with Specifications, prepared by Alabama A&M University.

The Bidder, which is organized and existing under the laws of the State of \_\_\_\_\_,

having its principal offices in the City of \_\_\_\_\_,

is:  Corporation  Partnership  individual  (other) \_\_\_\_\_.

**LISTING OF PARTNERS OR OFFICERS:** If Bidder is a Partnership, list all partners and their addresses; if Bidder is a Corporation, list the names, titles, and business addresses of its officers:

\_\_\_\_\_  
OFFICE OF FACILITIES  
\_\_\_\_\_  
\_\_\_\_\_

**BIDDER'S REPRESENTATION:** The Bidder declares that it has examined the site of the Work, having become fully informed regarding all pertinent conditions, and that it has examined the Drawings and Specifications (including all Addenda received) for the Work and the other Bid and Contract Documents relative thereto, and that it has satisfied itself relative to the Work to be performed.

**ADDENDA:** The Bidder acknowledges receipt of Addenda Nos. \_\_\_\_\_ through \_\_\_\_\_ inclusively.

**Sales Tax:** All bids are to include sales taxes, including Base Bid and Alternates.

**BASE BID:** For services complete as shown and specified below:

Monitoring per specifications and NFPA 72, 25 and 17 (to include any programming and installation charges) \$ \_\_\_\_\_ per/yr price as single service \$ \_\_\_\_\_ per/yr

Fire Alarm Testing, Maintenance and Inspections per specifications as required per NFPA 72.

\$ \_\_\_\_\_ per/yr price as single service \$ \_\_\_\_\_ per/yr

Standard Hours Monday thru Friday (7:00 am to 4:00 pm)



- Technical Support \$\_\_\_\_\_per/yr price as single service \$\_\_\_\_\_per/yr
- Destination Charge \$\_\_\_\_\_per/yr price as single service \$\_\_\_\_\_per/yr
- Field Labor Rate \$\_\_\_\_\_per/yr price as single service \$\_\_\_\_\_per/yr

After Hours Monday thru Saturday

- Destination Charge \$\_\_\_\_\_per/yr price as single service \$\_\_\_\_\_per/yr
- Field Labor Rate \$\_\_\_\_\_per/yr price as single service \$\_\_\_\_\_per/yr

Sunday / Holiday Hours

- Destination Charge \$\_\_\_\_\_per/yr price as single service \$\_\_\_\_\_per/yr
- Field Labor Rate \$\_\_\_\_\_per/yr price as single service \$\_\_\_\_\_per/yr

Material Mary-up percentage on all parts \_\_\_\_\_%

Material Discount off List on all parts \_\_\_\_\_%

Cost for Wireless Alarm Dialers (include total cost of installation and operation)\$\_\_\_\_\_per/unit

Fire Sprinkler System Testing, Maintenance and Inspections per specifications as required per NFPA 25.  
\$\_\_\_\_\_per/yr for all systems listed in the specifications.

\$\_\_\_\_\_price as single service.

Fire Suppression Systems Testing, Maintenance and Inspections per specifications as required per NFPA 17.  
\$\_\_\_\_\_per/yr for all systems listed in the specifications.

\$\_\_\_\_\_price as single service.

Cost for **1600** portable fire extinguishers inspection and maintenance.

\$\_\_\_\_\_per unit \$\_\_\_\_\_price per unit as single service

\$\_\_\_\_\_Total \$\_\_\_\_\_Total price per unit as single service

The following tests and inspections are required by NFPA to be performed at specific intervals other than quarterly, semi-annually, and annually. Before any of these test or inspections are performed the University must be notified and a conformation purchase order will be issued based on the prices below. The University reserves the right to solicit other vendor for this work.

Cost per system requiring 3-year Dry Pipe Full Flow Trip Test \$\_\_\_\_\_per system

Cost per system requiring 5-year Interior Check Valve Inspection \$\_\_\_\_\_per system

Cost per system requiring 5-year Standpipe Flow Test \$\_\_\_\_\_per system

Cost per system requiring 5-year Hydrostatic Test of Dry Standpipe \$\_\_\_\_\_per system

Cost for labor and material for replacement at time of inspection of Fire Department Connection Caps  
\$ \_\_\_\_\_ each

Cost for labor and material for replacement at time of inspection of Sprinkler Heads \$ \_\_\_\_\_ each

Cost for labor and material for replacement at time of inspection of Sprinkler Gauges  
\$ \_\_\_\_\_ each

Cost for labor and material for replacement at time of inspection of Spare Sprinkler Heads  
\$ \_\_\_\_\_ each

Cost for 2 inspection per year for a new fire suppression system \$ \_\_\_\_\_ each

Cost per fusible link \$ \_\_\_\_\_ each

Cost for recharging portable fire extinguishers:

- 1. 2-1/2 gallon water/air extinguishers \$ \_\_\_\_\_ each
- 2. 2-1/2 lb. ABC extinguishers \$ \_\_\_\_\_ each
- 3. 5 lb. ABC extinguishers \$ \_\_\_\_\_ each
- 4. 10 lb. ABC extinguishers \$ \_\_\_\_\_ each
- 5. 5-1/2 BC extinguishers \$ \_\_\_\_\_ each
- 6. 10 lb. BC extinguishers \$ \_\_\_\_\_ each

Hydrostatic Test 2-1/2 gallon water/ air extinguisher incl. recharge \$ \_\_\_\_\_ each

6-year test incl. recharge \$ \_\_\_\_\_ each

**ALTERNATES:** If alternates as set forth in the Bid Documents are accepted, the following adjustments are to be made to the Base Bid: NONE

**BIDDER'S ALABAMA LICENSE:**

State License:

License Number \_\_\_\_\_ Bid Limit \_\_\_\_\_ Type(s) of Work \_\_\_\_\_

**CERTIFICATIONS:** The undersigned certifies that he or she is authorized to execute contracts on behalf of the Bidder as legally named, that this proposal is submitted in good faith without fraud or collusion with any other bidder, that the information indicated in this document is true and complete, and that the bid is made in full accord with State law. Notice of acceptance may be sent to the undersigned at the address set forth below.

By submitting this bid, the bidder is hereby certifying that they are in full compliance with ACT No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the authority may declare the contract void if the certification is false.

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ



an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

Legal Name of Bidder \_\_\_\_\_

Mailing Address \_\_\_\_\_

\* By (Legal Signature) \_\_\_\_\_

\* Name (type or print) \_\_\_\_\_ (Seal)

\* Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

\* If other than the individual proprietor, or an above named member of the Partnership, or the above named president, vice-president, or secretary of the Corporation, attach written authority to bind the Bidder. Any modification to a bid shall be over the initials of the person signing the bid, or of an authorized representative.



OFFICE OF FACILITIES



**CERTIFICATION OF COMPLIANCE  
WITH SECTION NINE OF ACT 2011-535**

The Undersigned Officer of \_\_\_\_\_ (Company) certifies to the Board of Trustees, Alabama A&M University, that the Company shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien and does attest to such by sworn affidavit signed before a notary. Furthermore, the Company certifies that it has provided its one-page E-Verity Company Profile Document to the University. During the performance of the contract, the Company shall participate in the E-Verify Program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. The Company also certifies that it will obtain sworn affidavits signed by a notary from any subcontractors furnishing goods/services under this contract attesting to the fact that they do not employ, hire for employment, or continue to employ an unauthorized alien and that they participate in the E-Verify Program and verify every employee that is required to be verified according to the applicable federal rules and regulations.

\_\_\_\_\_  
PRINT COMPANY NAME

\_\_\_\_\_  
SIGNATURE OF COMPANY OFFICER

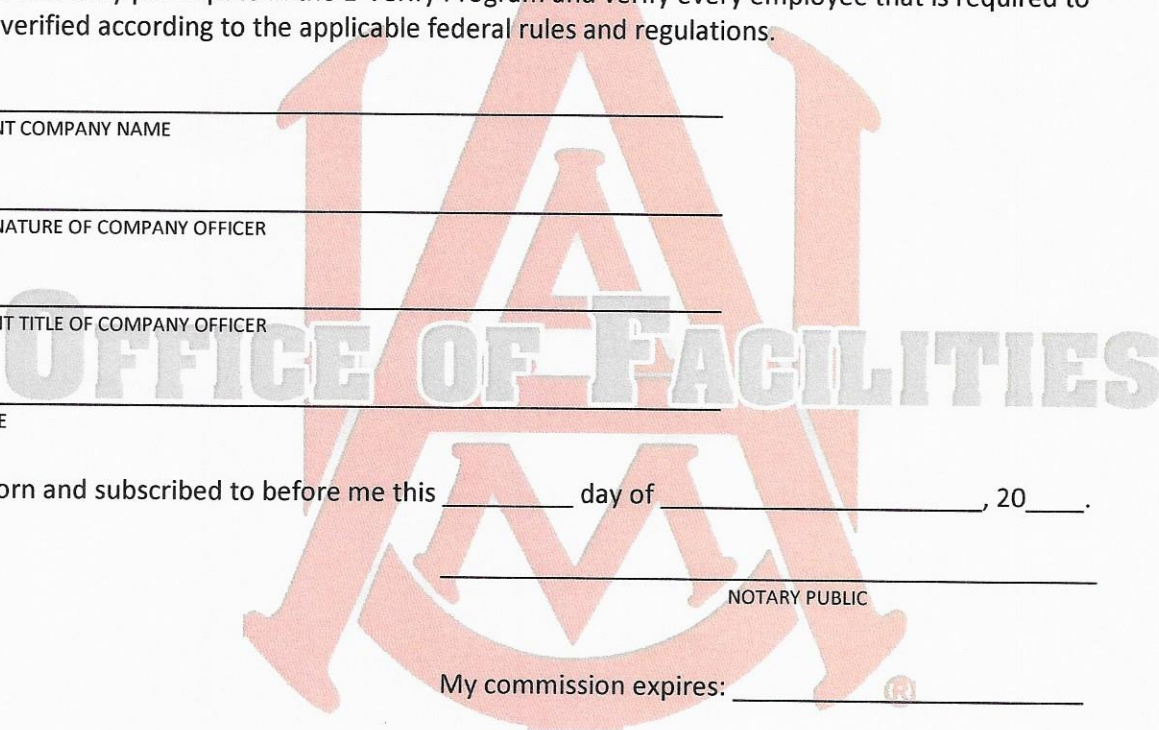
\_\_\_\_\_  
PRINT TITLE OF COMPANY OFFICER

\_\_\_\_\_  
DATE

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_



## ALABAMA IMMIGRATION ACT E-VERIFY CONTRACTOR'S E-VERIFY CLAUSE AND AFFIDAVIT

Effective immediately, this notice shall be included in all Requests for Proposals (BIDs) or Invitations to Bid to provide labor, supplies, or services for Alabama A&M University pursuant to contracts to be signed on or after January 1, 2012. Complete Affidavit 1 or 2.

### E-VERIFY – NOTICE (BID)

The Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535, *Code of Alabama (1975) § 31-13-1 through 31-13-30* (also known as and hereinafter referred to as “the Alabama Immigration Act”) is applicable to contracts with Alabama A&M University (the “University”). As a condition for the award of a contract and as a term and condition of the contract with the University, in accordance with § 31-13-9 (a) of the Alabama Immigration Act, any business entity or employer that employs one or more employees shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien and shall attest to such by sworn affidavit signed before a notary. Such business entity or employer shall provide a copy of such affidavit to the University as part of its bid or proposal for the contract along with documentation establishing that the business entity or employer is enrolled in the E-Verify program. The required affidavit form is included at the end of this notice. ***A response to this BID/Invitation which does not include the required affidavit and proof of E-Verify enrollment will be considered non-conforming and non-responsive. The University at its sole discretion may allow a reasonable period, not to exceed ten (10) business days, for non-conforming bids to be amended to comply with the Alabama Immigration Act. However, the University has no duty to alert any bidder that their response is non-conforming in any aspect.***

At the time of execution of the awarded contract, the contractor will be required to execute another affidavit in substantially the same form. In addition, during the performance of the contract, such contracting business entity or employer shall continue to participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. The contracting business entity or employer shall assure and require that every subcontractor performing under the contract shall also comply with §31-13-9(c), and the contracting business entity or employer shall maintain records that are available upon request by the University, state authorities, or law enforcement to verify its compliance and the compliance of all subcontractors with the requirements of the Alabama Immigration Act. Failure to comply with these requirements may result in breach of contract, termination of the contract or subcontract, and possibly Page 21 of 27 suspension or revocation of business licenses and permits in accordance with §31-13-9 (e) (1) & (2) or in the case of a subcontractor, in accordance with §31-13- 9 (f) (1) & (2).

### E- Verify Affidavit

Compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535, *Code of Alabama (1975) § 31-13-1 through 31-13-30* (also known as and hereinafter referred to as “the Alabama Immigration Act”) is required for Alabama A&M University contracts as a condition of the contract performance. Please provide a duly executed and notarized affidavit in the appropriate form as describe below.



**AFFIDAVIT 1**

I, \_\_\_\_\_, a duly authorized officer or agent of

\_\_\_\_\_ (contractor), do execute this affidavit on behalf of

\_\_\_\_\_ (contractor) and by executing this affidavit, the undersigned contractor verifies that it is a sole proprietorship, partnership, corporation or other business entity (circle one) that has no employees.

The undersigned agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Alabama A&M University, that the Contractor will secure from such subcontractor(s) verification of compliance with *Code of Alabama (1975) § 31-13-9* in a form substantially similar to this affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Alabama A&M University, at the time the subcontractor is retained to perform such services.

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Signature of Authorize Officer or Agent of Contractor

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_ 2016.

\_\_\_\_\_  
Notary Public

My commission Expires: \_\_\_\_\_



## AFFIDAVIT 2

I, \_\_\_\_\_, a duly authorized officer or agent of

\_\_\_\_\_ (contractor), do execute this affidavit on behalf of

\_\_\_\_\_ (contractor) and by executing this affidavit, the undersigned contractor verifies its compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535 (*Code of Alabama (1975) § 31-13-9*), stating affirmatively that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien and that the sole proprietorship, partnership, or corporation or other business entity (circle one) which is contracting with Alabama A&M University has registered with and is participating in the federal work authorization program known as "E-verify", web address <https://e-verify.uscis.gov/enroll> operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions of the Alabama Immigration Act.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Alabama A&M University, that the Contractor will secure from such subcontractor(s) verification of compliance with *Code of Alabama (1975) § 31-13-9* in a form substantially similar to this affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Alabama A&M University, at the time the subcontractor is retained to perform such services.

\_\_\_\_\_  
E-Verify Employment Eligibility Verification User Identification Number

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Signature of Authorize Officer or Agent of Contractor

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2016.

\_\_\_\_\_  
Notary Public

My commission Expires: \_\_\_\_\_



## **Vendor Disclosure Statement Information and Instructions**

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

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

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

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

### **Definitions as Provided in Act 2001-955**

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

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

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

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

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

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

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

### **Instructions**

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

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





# State of Alabama Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

( )

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

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

( )

This form is provided with:

Contract

Proposal

Request for Proposal

Invitation to Bid

Grant Proposal

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

Yes

No

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

STATE AGENCY/DEPARTMENT

TYPE OF GOODS/SERVICES

AMOUNT RECEIVED

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

Yes

No

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

STATE AGENCY/DEPARTMENT

DATE GRANT AWARDED

AMOUNT OF GRANT

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

NAME OF PUBLIC OFFICIAL/EMPLOYEE

ADDRESS

STATE DEPARTMENT/AGENCY

OVER



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

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

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

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

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

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Notary's Signature \_\_\_\_\_ Date \_\_\_\_\_ Date Notary Expires \_\_\_\_\_

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

# 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.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> 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) _____ 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.)	Requester's name and address (optional)
6 City, state, and ZIP code	
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.

<b>Social security number</b>																	
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<b>or</b>																	
<b>Employer identification number</b>																	
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## Part II Certification

Under penalties of perjury, I certify that:

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

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

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://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:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
  2. Certify that you are not subject to backup withholding, or
  3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
  4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. 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.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, 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 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) 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](http://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](http://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](http://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 <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
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 <sup>1</sup> The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor <sup>4</sup>
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 <sup>4</sup>
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

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name 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.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) 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](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://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.



## Request for Life Safety Appliances Monitoring, Inspections, Testing and Maintenance

### A. PURPOSE

Alabama A&M University (AAMU) is requesting a bid proposal for testing, inspection, monitoring and maintenance of the following equipment and appliances for buildings listed in Exhibit A:

- Fire alarms systems
- Fire sprinkler systems
- Fire suppression systems (Kitchen, etc.)
- Fire Extinguishers

Required in the bid proposal, the service provider shall provide all current licenses and proof of insurance and professional trainings.

Service providers are required to provide a copy of a standard contract with their proposal at the time of bid.

### B. SERVICES

The services sought by AAMU will require the Service provider / Respondent to provide AAMU with services in accordance with NFPA-72, OSHA, State and Local Codes.

The service provider is to provide central station monitoring, testing, maintenance, and inspections of all listed equipment.

The successful service provider will be responsible for existing systems including certificating and any non-compliance issues at the time of signing the contract.

Service provider who is awarded the bid shall be required to complete all services, repairs and inspections of fire protection and life safety items listed within the specifications as required by customer. **If service provider cannot perform all services requested or would have to "sub-contract" out part or all of the services listed to a company separate from the company awarded the bid, service provider shall notate that wherein it is listed for each specific service in the bid packet**

#### 1. SERVICE DEFINED

The successful bidder(s) will not subcontract liabilities for equipment failures. Comprehensive routine maintenance should protect against most failures. Any failures that are covered within the scope of this agreement must be repaired without delays. The equipment shall be returned to operational duty as quickly as good repair maintenance dictates. If so directed around the clock service must be provided to return equipment to an operating condition.



C. GENERAL SPECIFICATIONS

Provide all labor, materials and equipment necessary to render service as follows: initial response times are to be within 4 hours of notification by the University's designee. Repairs are to be complete during the initial response or within 48 hours after the initial visit. Service provider shall be required to work holidays and weekends.

The cost of unscheduled service at other than normal working hours shall be the responsibility of the facility; however, the contractor shall utilize the rate structure as bid on this contract. Expected response time for emergencies will be within 1/2 hour of receiving notification from the University. Service provider shall have available technicians within a 30 minute drive of the University.

The service provider finds a deficiency during a routine inspection of any life safety system that would prevent the system from operating correctly the service provider shall notify the University's representative immediately and shall send a detailed deficiency form to the University representative outlining the found issues and include a total cost to repair / service /replacement within 48 hours.

Inspection reports shall be completed within 48 hours of inspection and sent via email to the University representative.

The contractor is to maintain an adequate inventory of necessary and customary parts in their service vehicles to make repairs at the initial visit in order to keep return visits to a minimum.

If the service provider indicates repairs that are outside the scope of this agreement, the service contractor shall provide the University in writing a price including labor, parts and materials. The University reserves the right to seek other proposals.

The service provider shall maintain a record of all maintenance service and repairs relating to the equipment. Written reports are to be submitted to the University's designee upon completion. If a problem is found that has the potential to be a major problem, or if it may be the cause for shutdown repairs, then this problem must be directly brought to the attention of the University's designee so that a plan of action can be formulated for the timeliest repair to the equipment.

The service provider guarantees that all service repairs shall be performed in a professional manner. Any claim for defective workmanship must be provided to the Service provider in written notice prior to the termination date of this agreement upon which service provider agrees to remedy and redo any such services(s) in a timely manner without cost to the University.

The service provider also warrants against defects in materials, workmanship of all the service provider part(s) or component(s) supplied hereunder for the manufacturer's warranty period. If any parts(s) or component(s) should provide defective during the aforementioned warranty period, the service provider will at its option, repair or replace any such items provided they were not damaged, abused, or affected by chemical properties. This warranty is in lieu of all other warranties, express, implied or statutory, including the implied warranties of merchantability and fitness for a particular purpose. The service provider's obligation to repair, replace, or perform a service, on any defective part(s), component(s) or service shall be facility's exclusive remedy under this agreement.



Part(s), component(s) or services furnished by the service provider carry the same guarantee to the University as the service provider receives. If the University requests parts of services not included in this agreement, it is agreed that all requested part(s), component(s) or services supplied by the service provider will be accepted subject to the service provider's conditions of sale issued with each order.

D. MINIMUM QUALIFICATIONS

This section identifies the Minimum Qualifications for bidding Service Providers and requires specific response and affirmation in the bid. The AAMU requires partnering with a service provider team that has a proven track record through demonstrated experience in providing similar services as listed in the Scope of Services. The Minimum Qualifications of this bid require that the Proposer must:

- A. Service provider shall have at least five (5) years of experience
- B. Technicians selected to perform work for this bid/contract shall have a minimum of five (5) years of experience.
- C. Bidder's technicians must possess the following current certifications (NICET, CFAT, ASEBL, and Backflow Prevention) for all technicians working at the University.
- D. Bidder's shall carry the following insurances: (General Liability, Automobile Liability, and Umbrella Liability Coverage)
- E. Be financially sound and in good standing

E. GENERAL REQUIREMENTS

The Service provider shall be responsible for adhering to the general requirements below, but are not limited to:

- A. University business hours are 8:00 a.m., to 4:00 p.m. unless otherwise indicated by an authorized University's representative.
- B. Service Provider shall not respond to a service request unless requested by the following approved persons: Director of Aramark or AAMU Life Safety Manager.
- C. The service provider shall maintain a single point of contact on a 24 hour/holiday/weekend basis.
- D. All systems maintenance work orders will provide detailed information on the work performed and that the repair has been tested to correct impairments.
- E. All technicians for the service provider shall wear identification in the form of name tag and clothing with the company name patch.
- F. All areas of work shall be left in a clean condition and all debris shall be removed daily and upon completion of service.
- G. Service provider vehicles shall be clearly marked with service provider name.
- H. Salvage equipment if requested shall be returned to the University.
- I. In the event that new equipment or parts installed by the service provider fails and is under warranty, the service provider will be responsible for replacement and contacting the equipment company for warranty repair. The University will not be responsible for any additional cost to repair new equipment or parts that are under warranty.
- J. If follow-up work is required to correct recent work, including improper repairs, installation, or substandard parts, the cost of said work is the sole responsibility of the



- service provider and no cost to the University.
- K. If a job can't be completed during regular business hours, the service provider will be allowed to finish the next day, or complete the job on overtime with the approval of an authorized University's representative.
  - L. Overtime rates shall not exceed 1 1/2 times the normal rate or what is allowed by federal guidelines.
  - M. Any shutdown of services or utilities shall be approved first by an authorized University's representative.
  - N. Safety is the sole responsibility of the service provider. Any building maintenance performed by the Service Provider shall meet, at a minimum, OSHA workplace safety requirements, as well as all local, state and federal requirements. Must adhere to all PPE requirements of the University.
  - O. The service provider shall be able to respond to service call within (2) two hours after notice to proceed.
  - P. The Service Provider will be held accountable for all University property committed to its care and may be required to replace any such property which may be damaged, destroyed, lost or stolen due to Service Provider negligence.
  - Q. Equipment found to be operating improperly will be documented and brought to the attention of the University's Contact person, and corrected, if approved an estimated quote is required at no cost to the University.
  - R. Submit written reports with invoices to document hours of work and labor and parts.
  - S. The awarded service provider is required to identify what equipment is under contract by using a sticker or plate to be affixed to the equipment.
  - T. AAMU is a non-smoking campus.

## F. SCOPE OF SERVICES

### A. Monitoring (Fire Alarm Systems)

1. The Service Provider shall be responsible for providing monitoring with a listed central station for all AAMU buildings.
2. Central station contractors shall comply with NFPA 72 Chapter 26 Supervising Station Alarm Systems.
3. Monitoring of systems can be achieved by utilizing the use of an external wireless communicator. Phone lines are not available.
4. Service Provider shall also be able to provide "auto-notification" for fire alarm monitoring, whereas the customer can be contacted via email regarding any alerts on the fire alarm system as well as receiving a phone call.
5. The following shall be the call list provided to Central Station in order of contact: Local Fire Department, AAMU Public Safety, AAMU Life Safety Manager, and Aramark Representative.
6. Service Provider dispatcher shall call the appropriate fire department number upon receipt of any fire alarm or water flow condition, followed by the list below in order, until a single contact has been made.
  - a. Fire Department
  - b. AAMU Public Safety
  - c. AAMU Life Safety Manager
7. On all other conditions central station dispatch shall call the University's Life Safety Manager.
8. Central station dispatcher shall log the full name of each contact made after each event.
9. Failed to test reports or any failures shall be recorded and reported via email to



the AAMU Life Safety Manager. All trouble and test codes shall be recorded and reported via email to the AAMU Life Safety Manager.

10. Service provider must be able to utilize the installed central station dialer if available, if no equipment is available, the service provider shall include a cost in his bid. Cost shall include installation and programming.

#### General Testing and Inspection Requirements (Fire Alarm Systems)

1. The service provider shall perform a thorough inspection, and will provide information as part of the inspection and test reports.
2. Inspections are to be conducted for fire alarm systems as required by NFPA 72 Table 14.4.3.2 for each location. Inspections and tests are to be accomplished during the one year period following the receipt of a signed contract or purchase order. Inspections must be coordinated in such a manner as to not interfere with important instructional activity.
3. Inspection to include but are not limited to:
  - a. Inspect the system to determine whether it is in service and in satisfactory condition in accordance with NFPA standards.
  - b. Identify site conditions that could compromise the performance of mechanical and or electronic components of the system.
  - c. Inquire about any changes or modifications of the fire detection and alarm system.
  - d. Check the general condition of the fire alarm panel and related equipment.
  - e. Verify all notifications devices are working properly, in synchronization, and output an appropriate decibel level above ambient conditions.
  - f. Test all detectors in accordance with their manufacturer's specifications.
  - g. Inspect all fire alarm control panels and remote fire alarm panels.
  - h. Inspect and test all annunciators and zones both visually and by tripping activating devices.
  - i. Inspect and meter all batteries.
  - j. Inspect all output relays and test their activation.
  - k. Inspect and exercise all flow switches, tamper switches and low pressure alarms.
  - l. If applicable, verify that all signals are received by the central monitoring station.
  - m. Inspect the smoke detectors for cleanliness. If included, clean the detectors that require cleaning in accordance with their manufacturer's guidelines.
  - n. Test non restorable heat detector circuits by simulating electrical operation at the wiring connection.
  - o. Inspect and exercise all supervised control valves and switches.
  - p. During testing of the fire detection system, activate outputs for the purpose of equipment shutdown, start up, HVAC / smoke control, elevator recall, and door release functions.
  - q. Tag system as required and perform all required record keeping.
  - r. Reporting Forms:
    - i. NFPA 72 Chapter 7 Forms shall be used and will be the only accepted format"

1. 7.8.2 (g) System Record of Inspection and Testing
2. 7.8.2 (h) Notification Appliance Supplementary Record of Inspection and Testing
3. 7.8.2 (i) Initiating Device Supplementary Record of Inspection and Testing
4. 7.8.2 (j) Mass Notification System supplementary Record of Inspection and Testing
5. 7.8.2 (k) Emergency Communications System Supplementary Record of Inspection and Testing
6. 7.8.2 (l) Interface Component Supplementary Record of Inspection and Testing

s. As each inspection and test is completed, the Inspection and Testing report must be signed by the technician and the University Life Safety Manager, a copy of each form shall be left with the Life Safety Manager.

#### General Maintenance Requirements

1. The Contractor shall perform fire alarm systems maintenance as required for system failures, software updates, reported inspections deficiencies and replacement of failed devices.
2. See Section E General Requirements

#### **B. Monitoring Sprinkler Systems (Dry and Wet)**

1. The Service Provider shall be responsible for providing monitoring with a listed central station for all AAMU buildings listed below:
  1. Engineering Building
  2. Foster Living and Learning
  3. JF Drake Memorial Library
  4. University Facilities Building
  5. AG Research Building
  6. Foster Business School Building
  7. Wellness Center
  8. Morrison Building
  9. Ernest Knight Building
  10. Lewis Crews Stadium
  11. Dawson Building
  12. Normal Hills Apartments
  13. Welcome Center
  14. Event Center
2. Sprinkler System Monitoring shall comply with the following NFPA 72:
  - a. Chapter 23.8.5 Fire Alarm System Inputs
  - b. Chapter 23.8.5.5 Fire Alarm Signal Initiation – Sprinkler Systems
  - c. Chapter 23.8.5.6 Supervisory Signal Initiation – Sprinkler Systems
3. Service Provider shall also be able to provide “auto-notification” for fire alarm monitoring, whereas the customer can be contacted via email regarding any alerts on the fire alarm system as well as receiving a phone call.
4. The following shall be the call list provided to Central Station in order of contact: Local Fire Department, Public Safety, Life Safety Manager, and



Aramark Representative.

5. On all other conditions central station dispatch shall call the University's Life Safety Manager.
6. Central station dispatcher shall log the full name of each contact made after each event.
7. Failed to test reports or any failures shall be recorded and reported via email to the AAMU Life Safety Representative. All trouble and test codes shall be recorded and reported via email to the AAMU Life Safety Representative.

#### General Testing and Inspection Requirements Sprinkler Systems (Dry and Wet)

##### Inspections

1. Minimum requirements for the routine inspection, testing, of sprinkler systems, shall follow the guidelines in NFPA 25 Table 5.1.
2. Sprinklers shall be inspected from the floor level annually.
3. Sprinklers shall not show signs of leakage; shall be free of corrosion, foreign materials, paint, and physical damage; and shall be installed in the proper orientation (e.g., upright, pendent, or sidewall).
4. Any sprinkler shall be replaced that has signs of leakage; is painted, corroded, damaged, or loaded; or in the improper orientation.
5. Glass bulb sprinklers shall be replaced if the bulbs have emptied.
6. Sprinklers installed in concealed spaces such as above suspended ceilings shall not require inspection.
7. Sprinklers installed in areas that are inaccessible for safety considerations due to process operations shall be inspected during each scheduled shutdown.
8. Unacceptable obstructions to spray patterns shall be corrected.
9. The supply of spare sprinklers shall be inspected annually for the following:
  - a. The proper number and type of sprinklers
  - b. A sprinkler wrench for each type of sprinkler
10. Sprinkler pipe and fittings shall be inspected annually from the floor level.
11. Pipe and fittings shall be in good condition and free of mechanical damage, leakage, corrosion, and misalignment.
12. Sprinkler piping shall not be subjected to external loads by materials either resting on the pipe or hung from the pipe.
13. Pipe and fittings installed in concealed spaces such as above suspended ceilings shall not require inspection.
14. Pipe installed in areas that are inaccessible for safety considerations due to process operations shall be inspected during each scheduled shutdown.
15. Sprinkler pipe hangers and seismic braces shall be inspected annually from the floor level.
16. Hangers and seismic braces shall not be damaged or loose.
17. Hangers and seismic braces that are damaged or loose shall be replaced or refastened.
18. Hangers and seismic braces installed in concealed spaces such as above suspended ceilings shall not require inspection.
19. Hangers installed in areas that are inaccessible for safety considerations due to process operations shall be inspected during each scheduled shutdown.
20. Gauges on wet pipe sprinkler systems shall be inspected monthly to ensure that they are in good condition and that normal water supply pressure is being maintained.



21. Gauges on dry, preaction, and deluge systems shall be inspected weekly to ensure that normal air and water pressures are being maintained. Where air pressure supervision is connected to a constantly attended location, gauges shall be inspected monthly.
22. Annually, prior to the onset of freezing weather, buildings with wet pipe systems shall be inspected to verify that windows, skylights, doors, ventilators, other openings and closures, blind spaces, unused attics, stair towers, roof houses, and low spaces under buildings do not expose waterfilled sprinkler piping to freezing and to verify that adequate heat [minimum 4.4°C (40°F)] is available.
23. Alarm devices shall be inspected quarterly to verify that they are free of physical damage.
24. The hydraulic nameplate for hydraulically designed systems shall be inspected quarterly to verify that it is attached securely to the sprinkler riser and is legible.

#### Testing

1. Where required by this section, sample sprinklers shall be submitted to a recognized testing laboratory acceptable to the authority having jurisdiction for field service testing.
2. A representative sample of sprinklers for testing per shall consist of a minimum of not less than 4 sprinklers or 1 percent of the number of sprinklers per individual sprinkler sample, whichever is greater.
3. Manufacturers shall be permitted to make modifications to their own sprinklers in the field with listed devices that restore the original performance as intended by the listing, where acceptable to the authority having jurisdiction.
4. Gauges shall be replaced every 5 years or tested every 5 years by comparison with a calibrated gauge.
5. Gauges not accurate to within 3 percent of the full scale shall be recalibrated or replaced.
6. Waterflow devices including, but not limited to, mechanical water motor gongs and pressure switch type shall be tested quarterly.
7. Vanetype waterflow devices shall be tested semiannually.
8. Testing the waterflow alarms on wet pipe systems shall be accomplished by opening the inspector's test connection.
9. Testing the waterflow alarm on dry pipe, preaction, or deluge systems shall be accomplished by using the bypass connection.
10. As each inspection and test is completed, the Inspection and Testing report must be signed by the technician and the University Life Safety Manager, a copy of each form shall be left with the Life Safety Manager.

#### General Maintenance Requirements

1. The Contractor shall perform maintenance as required for system failures, software updates, reported inspections deficiencies and replacement of failed devices.
2. Service Providers shall follow the guidelines in NFPA 25 Table 5.1 shall be used to determine the minimum required frequencies maintenance.
3. See Section E General Requirements



**C. Suppression Systems (Kitchen, Etc.)**

1. The Service Provider shall be responsible for providing maintenance, testing, inspections and monitoring with a listed central station for all AAMU buildings listed below:
  1. Foster Living and Learning Complex Kitchen
  2. Ernest Knight Living and Learning Complex Kitchen
  3. Carver Complex Animal Nutrition Lab
  4. Agribition Center Snack Bar
2. Suppression System Monitoring shall comply with the following NFPA 72:
  - a. Chapter 23.8.5 Fire Alarm System Inputs
  - b. Chapter 23.8.5.7 Alarm Signal Initiation – Fire Suppression Systems
  - c. Chapter 23.8.5.8 Supervisory Signal Initiation – Fire Suppression Systems
3. Service Provider shall also be able to provide “auto-notification” for fire alarm monitoring, whereas the customer can be contacted via email regarding any alerts on the fire alarm system as well as receiving a phone call.
4. The following shall be the call list provided to Central Station in order of contact: Local Fire Department, Public Safety, Campus Safety Manager, and Aramark Representative.
5. On all other conditions central station dispatch shall call the University’s Life Safety Manager.
6. Central station dispatcher shall log the full name of each contact made after each event.
7. Failed to test reports or any failures shall be recorded and reported via email to the AAMU Life Safety Representative. All trouble and test codes shall be recorded and reported via email to the AAMU Life Safety Representative.

**General Testing and Inspection Requirements Suppression Systems**

1. The Service Provider shall provide / meet the minimum requirements for the routine inspection, testing, of water spray protection from fixed nozzle systems per NFPA 17.
2. A trained person who has undergone the instructions necessary to perform the maintenance and recharge service reliably and has the applicable manufacturer’s installation and maintenance manual and service bulletins shall service the dry chemical extinguishing system at intervals not more than 6 months apart.
3. All dry chemical extinguishing systems shall be inspected in accordance with the owner’s manual and maintained and recharged in accordance with the manufacturer’s listed installation and maintenance manual and service bulletins.
4. On a monthly basis, inspection shall be conducted in accordance with the manufacturer’s listed installation and maintenance manual or owner’s manual. As a minimum, this “quick check” or inspection shall include verification of the following:
  - (1) The extinguishing system is in its proper location.
  - (2) The manual actuators are unobstructed.
  - (3) The tamper indicators and seals are intact.
  - (4) The maintenance tag or certificate is in place.
  - (5) The system shows no physical damage or condition that might prevent operation.
  - (6) The pressure gauge(s), if provided, is in operable range.



- (7) The nozzle blowoff caps, where provided, are intact and undamaged.
- (8) Neither the protected equipment nor the hazard has been replaced, modified, or relocated.
- 5. If any deficiencies are found, appropriate corrective action shall be taken immediately.
- 6. Personnel making inspections shall keep records for those extinguishing systems that were found to require corrective actions.
- 7. At least monthly, the date the inspection is performed and the initials of the person performing the inspection shall be recorded. The records shall be retained until the next semiannual maintenance.

#### Maintenance Suppression systems

- 1. At least semiannually, maintenance shall be conducted in accordance with the manufacturer's listed installation and maintenance manual.
- 2. Requirement specific to AAMU are listed but is not considered complete:
  - a. Perform semiannual discharge and actuation verification of all piping
  - b. Replace all gaskets on Ansul systems
  - c. Replace all rubber blow off caps annually on Ansul systems
  - d. Replace pilot cartage on Pyro Chem, Range Guard, and Buckeye systems
  - e. Store old test links in Automan of system for verification of link replacement
  - f. Exchange nozzles that are grease filed and cannot be cleaned on site
- 3. As a minimum, such maintenance shall include the following:
  - (1) A check to see that the hazard has not changed
  - (2) An examination of all detectors, expellant gas container(s), agent container(s), releasing devices, piping, hose assemblies, nozzles, signals, and all auxiliary equipment
  - (3) Verification that the agent distribution piping is not obstructed
  - (4) Examination of the dry chemical (If there is evidence of caking, the dry chemical shall be discarded and the system shall be recharged in accordance with the manufacturer's instructions.
- 4. Dry / wet chemical in stored pressure systems shall not require semiannual examination but shall be examined at least every 6 years.
- 5. Where semiannual maintenance of any dry / wet chemical containers or system components reveals conditions such as, but not limited to, corrosion or pitting in excess of the manufacturer's limits, structural damage or fire damage, or repairs by soldering, welding, or brazing, the affected part(s) shall be replaced or hydrostatically tested in accordance with the recommendations of the manufacturer or the listing agency. The hydrostatic testing of dry / wet chemical containers shall follow the applicable procedures outlined in NFPA 17 Section 11.5.
- 6. All dry / wet / wet chemical systems shall be tested, which shall include the operation of the detection system, signals, and releasing devices, including manual stations and other associated equipment.
- 7. Where the maintenance of the system(s) reveals defective parts that could cause an impairment or failure of proper operation of the system(s), the affected parts shall be replaced or repaired in accordance with the manufacturer's recommendations.
- 8. The maintenance report, including any recommendations, shall be filed with the University or with the designated party responsible for the system.



9. Each dry / wet chemical system shall have a tag or label indicating the month and year the maintenance is performed and identifying the person performing the service. Only the current tag or label shall remain in place.
10. Fixed temperaturesensing elements of the fusible metal alloy type shall be replaced at least annually from the date of installation. Upon removal the links shall be destroyed.
11. The year of manufacture and the date of installation of the fixed temperature-sensing element shall be marked on the system inspection tag. The tag shall be signed or initialed by the installer.
12. Fixed temperaturesensing elements other than the fusible metal alloy type shall be permitted to remain continuously in service, provided they are inspected and cleaned or replaced if necessary in accordance with the manufacturer's instructions every 12 months or more frequently to ensure proper operation of the system.

Recharging.

1. All extinguishing systems shall be recharged after use or as indicated by an inspection or a maintenance check.
2. Systems shall be recharged in accordance with the manufacturer's listed installation and maintenance manual.

Hydrostatic Testing.

1. Hydrostatic testing shall be performed by persons trained in pressure testing procedures and safeguards and having available suitable testing equipment, facilities, and an appropriate service manual(s).

**D. Fire Extinguisher Inspection**

General Inspection and Maintenance Requirements for Fire Extinguishers

1. The Service Provider shall provide / meet the minimum requirements for the routine inspection, and maintenance, of fire extinguishers per NFPA 10.
2. A trained person who has undergone the instructions necessary to perform the maintenance and recharge service reliably and has the applicable manufacturer's installation and maintenance manual and service bulletins shall service the fire extinguishers at intervals not more than one (1) month apart.
3. Service provider shall perform six year maintenance or replacement of units that are damaged or do not meet NFPA codes, with new or like units.
4. Units that are in need of hydrostatic testing, it will be acceptable to replace those units with a "swap" unit of like size unit that has passed the hydrostatic testing process.
5. Service Provider shall provide a database with location, type, brand, size manufacture, and inspection date to the Department of Life Safety.

1.6 Invoicing

- A. When services are requested, compensation to the contractor for service call response will be based on the hourly labor rates from the price proposal form.



- B. Hours shall be calculated daily from time the service providers personnel arrives at a location.
- C. Travel time to and from the location will not be compensated.
- D. Only one trip charge may be billed for multiple work orders performed by the same technician on the same day at the same site.
- E. Parts must be itemized and billed at a percentage discount off catalog pricing. The catalog price of equipment, parts, and supplies will be the starting cost for all maintenance repairs under this contract. The base Catalog price shall be the MSRP List Price of the standard equipment model.
- F. The service provider shall be required to keep legible and detailed documentation on all work performed under this contract. All invoices shall be received within seven (7) calendar days after work is performed. Invoicing shall include all the following in the order below:
  - a. AAMU Purchase Order Number
  - b. Name of District Representative that placed service call
  - c. Date of Service
  - d. Time in time out
  - e. Building Serviced
  - f. Equipment Serviced
  - g. Specific area and equipment being serviced (location of equipment, make and model, serial number)
  - h. Detailed diagnosis of the problem and repair
  - i. Services Performed
  - j. Number of services hours
  - k. Hourly rate per pricing form
  - l. Cost of materials and equipment used (itemized list)
  - m. Name of technician
  - n. Signature of AAMU Representative
  - o. Warranty of any new material / equipment installed
  - p. Total Cost

#### 1.7 Duration of the Agreement

The term of the Agreement shall commence on the date that the Agreement is executed by all parties thereto. Thereafter, unless earlier terminated, the term of the Agreement shall continue for an initial term of three (3) years. The Agreement shall reserve for AAMU the unilateral option of extending the term of the Agreement for two (2) additional terms of one (1) year(s) each, provided that the maximum duration of the Agreement shall not exceed five (5) years. The Agreement shall also contain a provision granting to AAMU the right to terminate the Agreement, with or without cause, upon thirty (30) days' notice. (Hereinafter, the period from the time of commencement of the term of the Agreement until the time of expiration of the term of the Agreement shall be referred to as the "Agreement Term").

If at any time the University is dissatisfied with the service and/or the labor performed under this contract, the University may request and receive new technician(s) to service its equipment.



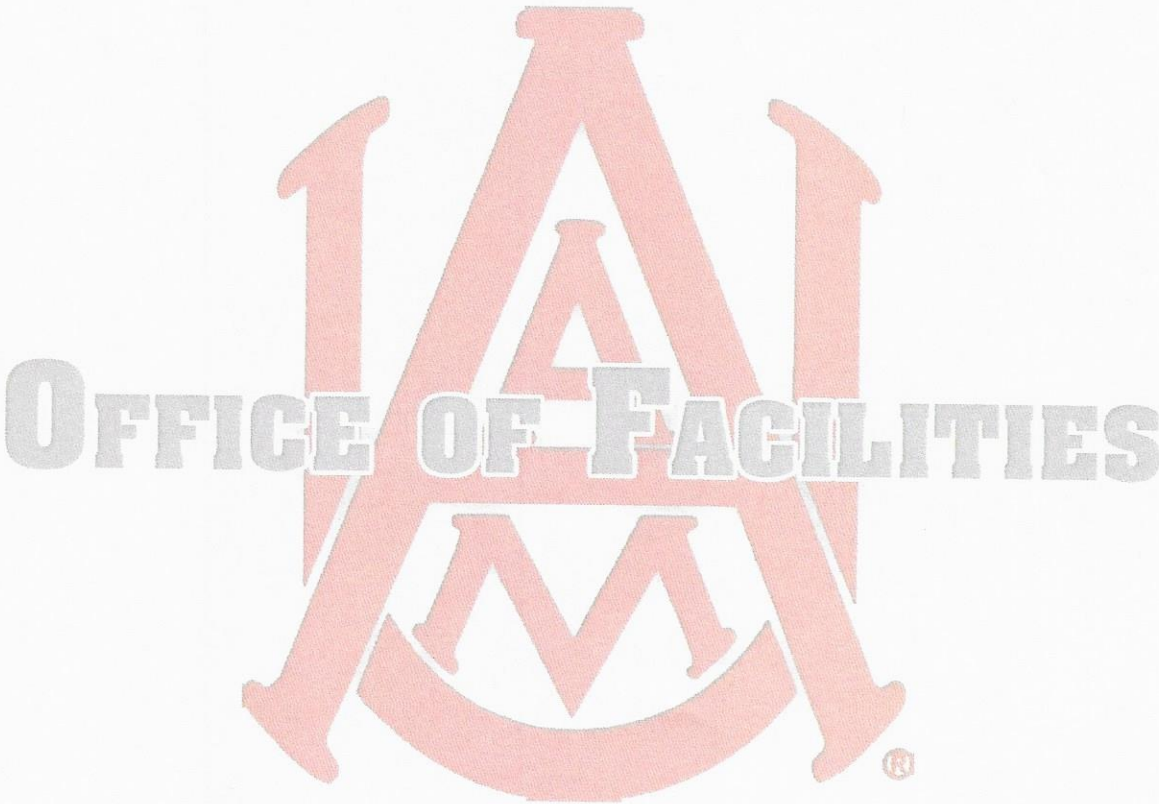
Exhibit A

Estimated Quantities

Fire Extinguisher's +/- 1600

Fire Hydrants +/- 52

Kitchen Hoods +/- 15



	Building Name	Panel Model	Smoke Detector	Pull Station	Duct Detector	Heat Detector	Horn/ Strobe	Strobe
1	Virginia McCormick	None	4 Stand Alone	0	0	0	4 w/ Smoke	0
2	Foster Irradiation Center	FireSpy Harrington	26	10	5	2	12	1
3	TR Parker Class	Simplex 4010	18	2	2	1	3	12
4	TR Parker Annex	Simplex 4010	17	2	2	1	3	13
5	Carver Complex South	Notifier NFS3030	62	3	0	17	13	60
6	Carver Complex North	Securtron MR2900	61	12	2	0	40	10
7	Carver Annex	Securtron MR2900	18	12	1	2	42	23
8	Carver Middle Complex	Securtron MR2200	53	6	3	8	15	4
9	Engineering Bldg	Simplex 4100U	141	26	28	27	88	12
	Engineering Buld 3rd Floor							
10	PreAction	Notifier RP1001	3	0	3	0	0	0
11	Foster Living & Learning	Simplex 4100U	593	31	0	12	83	2
12	Stephens Housing	Simplex 4010	89	12	0	2	20	0
13	JF Drake Memorial Library	Simplex 4020	118	31	22	1	101	25
14	Hopkins Bldg	Simplex 4010	173	22	0	8	35	2
15	Morris Building	Securtron MR2000	131	20	0	7	109	6
16	Eugene Kendrick Maint. Facil	Firelite MS4	2	1	0	0	1	0
17	Facilities Bldg	Securtron MR2100	8	4	8	4	21	0
18	RH Lee Complex	Securtron MR2100	45	14	5	2	31	9
19	HR Module Bldg	FireLite MS5UD	12	2	0	1	4	3
20	AG Mechanic Bldg.	FCI7100-2	6	3	6	2	4	4
21	AG Research Bldg	Faraday MPC1500	42	10	0	1	36	2
22	Foster Business School Bldg	Securtron MR2900	24	20	13	2	92	24
23	Wellness Center	EST-3	30	53	46	3	108	0
24	Morrison Building	Securtron MR2900	167	33	6	7	65	28
25	Ernest Knight Bldg	Simplex 4020	21	16	57	1	30	200
26	Elmore Gym	Securtron MR2200	33	20	0	0	26	3
27	Hubson Field House	Securtron MR2200	17	6	0	0	9	2
28	Lewis Stadium	FCI 7100	22	7	6	0	6	0
29	Chambers	Securtron MR2200	73	17	0	8	29	56
30	Terry Hall	Simplex 4007	28	14	0	2	21	0
31	Drake	Gamewell	14	6	0	4	5	15
32	Honors Center	Firelite MS5UD	3	2	0	1	4	6
33	Emily Thigpen Hall	Securtron MR2900	162	19	0	0	136	27
34	Dawson Bldg	Simplex 4010	21	19	14	7	54	7
35	Council Training ROTC	Dictograph 55LE	16	3	0	0	3	0
36	Thomas Hall	Securtron HS3030A	55	18	0	2	25/110 smoke Combo	0
37	Palmer Hall III	Securtron MR2900	123	10	1	4	116	10
38	William H. Council	Securtron MR2900	93	19	11	5	70	8
39	Carter	Securtron MR2900	95	16	8	13	35	19
40	LR Patton Bldg	FCI VEOL	74	16	1	1	39	2
41	Carnegie Hall	FCI 7100	22	7	2	3	6	11
42	Bibb Graves Hall	FCI VEOL	20	10	2	0	7	0
	Normal Hills							
43	Building 1	Fire-Lite MS-21E	72	4	0	0	2	4
44	Building 2	Edwards Systems Tech	80	12	0	0	2	12
45	Building 3	Edwards Systems Tech	80	12	0	0	2	12
46	Building 4	Fire-Lite MS-21E	96	18	0	0	4	18
47	Building 5	Edwards Systems Tech	80	12	0	0	2	12
48	Building 6	Fire-Lite MS-21E	80	12	0	0	2	12
49	Building 7	Honeywell-FCI	92	18	0	0	4	18
50	Building 8	None	64	0	0	0	2	0
51	Building 9	None	48	0	0	0	2	0
52	Main Building	None	10	0	0	0	0	0
53	Agribition Center		0	12	0	0	0	16