

INSTRUCTIONS AND CONDITIONS
FOR
CAFETERIA SERVICES AT THE
SANTA CLARA COUNTY OFFICE OF EDUCATION

RFP #06-22-23-R

NOTICE IS HEREBY GIVEN that the Santa Clara County Office of Education, San Jose, California, hereinafter referred to as the SCCOE, will receive up to, but no later than, **Monday, January 30, 2023, at 3:00 p.m.** sealed proposals for the award of a contract for Cafeteria Services RFP #06-22-23 from interested parties hereinafter to referred to as the Contractor. Proposals shall be addressed to the Jas Sohal (Purchasing Manager) and submitted to SCCOE's Purchasing Services at 1290 Ridder Park Drive, San Jose, California 95131 at the date and time stated above.

MANDATORY SITE WALK-THROUGH

A "walk-thru" of the cafeteria site at **1290 Ridder Park Drive, San Jose, California 95131** is scheduled for **Tuesday, January 24, 2023, at 10:00 am.** This will be the only one held, thus your attendance is mandatory. Each Contractor shall have examined the work site before submitting their proposal and shall have full knowledge of all facilities affecting the services required which may not be particularly described herein. No variation or allowance from the contractor's proposal will be made because of lack of such examination or knowledge.

- All vendors will enter and check-in at the front lobby and exit the facility through the front main doors only.
- ALL VENDORS: must be escorted from the lobby to the cafeteria area by a staff member. At the end of the meeting all persons must be escorted from the cafeteria area back to the lobby to exit.
- We also ask that everyone entering the building for the site walk, provide their own face cover.

CONTACT

Any questions regarding proposal procedures should be solely directed to the Purchasing Manager, Jas Sohal via e-mail at jsohal@sccoe.org.

SIGNING OF PROPOSAL

The signature of all persons signing shall be in longhand and executed by principal duly authorized to make contracts. The Contractor's legal name shall be fully stated. Obligations assumed by such signature must be fulfilled.

NO PROPOSAL

If you are unable to submit a proposal, please return the proposal and/or Bidders Questionnaire stating reason; otherwise, your name may be removed from our proposal list.

TAXES, CHARGES, AND EXTRAS

No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, cost of bonds, or any other purpose, except taxes legally payable by the Santa Clara County Office of Education, will be paid unless expressly included and itemized on the proposal.

QUALIFICATIONS

All companies may be required to furnish evidence of their technical ability, experience, and financial responsibility. No proposal will be accepted from, or a contract awarded to, any party or firm in arrears to the Santa Clara County Office of Education, or who is a defaulter as surety, contractor or otherwise within the past twelve (12) months.

AWARD OF CONTRACT

All Proposals will be evaluated according to criteria listed below. Evaluation will be conducted by a committee composed of SCCOE employees from various disciplines and purchasing personnel. Although evaluations of certain criteria may, by its nature, be subjective, the proposed goal of this procedure is a fair and objective examination of the capabilities of all companies. Finalists will be asked to prepare a presentation for the evaluation committee.

CRITERIA FOR EVALUATION

1. Number of existing customers/clients receiving similar services in the South Bay area.
2. Reference letters from existing South Bay customers with contractor's service, quality of food etc...
3. Pricing schedule. Please include pricing from all food categories (including catering items) and corresponding portion sizes or menu with items with brief description of portion size and pricing.
4. Qualifications of proposed Cafeteria Manager and staff.

The Santa Clara County Office of Education reserves the right to reject any or all proposal and to waive any informalities and/or irregularities in proposals received and to be the sole judge of the equipment and services offered.

PROPOSAL RESULTS

Proposal results are available for inspection in the Purchasing Office, Santa Clara County Office of Education, 1290 Ridder Park Drive, San Jose, California 95131 at the conclusion of the evaluation period.

PRICE, TERMS, AND CONDITIONS

Price, terms, and conditions of this proposal are considered valid for sixty (60) days, from the date that proposals are opened by the SCCOE, unless the offering party in writing allows for a longer period of time.

MODIFICATIONS

Changes in or additions to the Proposal Form or any other modifications of the Proposal Form which is not specifically called for in the contract documents may result in the rejection of your proposal as not being responsive. No oral or telephonic modification of any proposal submitted will be considered, and a mailed modification may be considered only if the postmark evidence that a confirmation of the transmittal duly signed by the Contractor was placed in the mail prior to the proposals being due.

ERASURES

The proposal submitted must not contain any erasures, interlineations, or other corrections unless each such correction is suitably authenticated by affixing in the margin immediately opposite the correction the initials of the persons signing the proposal.

WITHDRAWAL OF PROPOSAL

Companies may withdraw their proposal either personally, by written mail request, or by e-mail request confirmed in the manner specified above at any time prior to the scheduled closing time for receipt of proposal.

WORKERS' COMPENSATION

In accordance with the provisions of Sections 3700 of the Labor Code, contractor shall secure the payment of compensation to employees. Contractor shall sign and file with Owner the following certificate prior to performing the work under this contract. "I am aware of the provisions of Sections 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract." The contractor will provide certificate of insurance to the Purchasing Manager.

SPECIFICATIONS & REQUIREMENTS

SCOPE

The Santa Clara County Office of Education (SCCOE) is soliciting proposal from cafeteria service companies that can provide daily meals, snacks, and catering for the permanent employees, other SCCOE sponsored events held Monday thru Friday, and/or other SCCOE sponsored special events on the weekends in accordance with the following requirements. SCCOE staff numbers are approximately 550-600 full time employees.

DELIVERY REQUIREMENTS

Contractor must be fully equipped and operational by **March 1, 2023**.

TERM

The term of the Contract will be for a period of one (1) year with the option of extension annually up to five (5) years.

SITE REQUIREMENTS

1. The SCCOE will provide utilities (gas, electric and water) and existing cafeteria space rent free. The cafeteria has existing equipment listed in Attachment "A". The Contractor will take reasonable care of all SCCOE provided equipment. The SCCOE shall maintain, repair and upkeep all machines and equipment provided by the SCCOE.
2. The successful Contractor shall pay for all "wet" garbage service. The SCCOE shall pay for all dry garbage. Contractor shall fold/breakdown all cardboard boxes prior to placing them in the trash containers.

3. Tables and chairs to seat approximately 200 people have been furnished by the SCCOE. The interior dining room 150 seats and exterior courtyard has 50 seats. The Contractor shall be responsible for keeping the tables, chairs and floors clean at all times.
4. Marketing and branding on items such as signage, menu boards and seasonal decorations shall be provided by the contractor to suitably create an acceptable dining environment.
5. The cafeteria shall open at 7:30 a.m. and remain open to customers until at least 3:00 p.m.
6. Catering events may take place during normal business hours, evenings, and Saturdays. Contractor may charge a “service fee” for evenings (after 5:00 pm) and Saturday catering events. Contractor may charge a “delivery fee” for off-site catering events. Contractor shall provide a quote to the requestor/customer for all costs prior to the event.
7. Vending machines have been placed in the dining area for after hour staff and are serviced by a third-party vending contractor. The Contractor shall maintain an agreement with the vending contractor in order to provide support regarding change and refunds during normal business hours.

SERVICE REQUIREMENTS

1. The successful Contractor shall offer a full range menu featuring varied hot entrees, sandwiches, soups, grill items, vegan food options, vegetarian food options, gluten free food options and fresh salad bar. Hot water and ice shall be available at no charge to employee. Contractor shall have clear labels and/or signage for all displayed food items.

NOTE: Contractor must follow all current CDC COVID-19 guidelines/restrictions as it pertains to food preparation, buffet, open salad bars, food condiments, and packaging of food for retail.

2. All Companies shall submit with their proposal evidence/samples of marketing programs (i.e., special pricing, discount offers, holiday promotions) for distribution within the office.
3. All Companies shall submit with their proposal how high food quality is maintained at Salad Bar and with proteins, describe how do you ensure fresh local and sustainable ingredients are used, and the food is purchased from reputable vendors.
4. Contractor must be capable of catering meetings and conferences which are held frequently throughout the year and may number 5-15 per week with meeting attendance ranging from 5-300 people. Coffee service for meetings would be available with one day notice.
5. All Contractor employees shall maintain a current certification through the National Restaurant Association, (Serve-safe program) and copies of the certificate shall be provided to the SCCOE prior to March 1, 2023. The Business License, Health Permit and all other pertinent certificate shall also be posted in clear view in the cafeteria prior to start date of March 1, 2023.

6. Contractor will provide on SCCOE's demand all Cafeteria Staff's proof of vaccinations that are current based on CDC/Santa Clara County Public Health Department at the time of the request.
7. Contractor will provide point-of-sale system (POS) that provides the following features:
 - Contactless payment terminal supporting mobile pay apps
 - Online ordering for catering events and select café menu items
 - Real-time reporting on café sales, catering sales, and guest counts

CONTRACTOR/SCCOE COMMUNICATIONS

1. An on-site manager and/or assistant manager (or equivalent) responsible for all cafeteria operations shall be present at all times.
2. Contractor shall obtain SCCOE written approval for any proposed changes in pricing from the Purchasing Manager or menu selection prior to implementation.
3. Contractor and representative of parent contractor shall be available to meet with SCCOE representatives or liaison within 5 working days to resolve problems which may emerge and 24 hours response for immediate safety and health issues.

AWARD OF CONTRACT

All Proposals will be evaluated according to criteria listed below. Evaluation will be conducted by a committee composed of SCCOE employees from various disciplines and purchasing personnel. Although evaluations of certain criteria may, by its nature, be subjective, the proposed goal of this procedure is a fair and objective examination of the capabilities of all companies.

CRITERIA FOR EVALUATION

1. Number of existing customers/clients receiving similar services in the South Bay area.
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3. Pricing schedule. Please include pricing from all food categories (including catering items) and corresponding portion sizes or menu with items with brief description of portion size and pricing.
4. Qualifications of proposed Cafeteria Manager and staff.

EXCLUSIVE RIGHT

Contractor will have the exclusive right at Ridder Park to provide cafeteria and catering services throughout the term of the Contract.

HOURS OF OPERATION

Service personnel from contractor will be in attendance at the SCCOE premises throughout the cafeteria's operating hours of 7:30 a.m. and 3:00 p.m. for cafeteria requests and any other time needed for catering requests.

PROFIT-SHARING

Contractor will pay to the SCCOE a 6% profit sharing percentage of all food products and other merchandise sold by the Contractor during the term of the Contract as set forth in the Contractor's proposal. All profit-sharing is to be based on gross revenues less sales taxes' wherever such tax is applicable. Profit-sharing is to be payable monthly and will be due by the fifteenth (15th) day of the month immediately following the close of each such calendar month. The SCCOE shall have the right to annually audit (at its own expense) the books and records of Contractor during regular business hours upon reasonable notice. In the event of any adjustments required by the findings of such an audit, the SCCOE shall be paid any deficiency or Contractor shall be entitled to a credit for the overpayment, on the next payment date. Contractor will be required to maintain comprehensive accounting records of all income, expenditures, and investments in accordance with generally accepted accounting practice. All accounting records are to be retained for the life of the Contract. Contractor shall submit to the SCCOE at the time of each profit-sharing payment in this section, a detailed written statement of sales (including ending month cash register receipts) and shall provide a summary of both catering and counter sales accordingly. Contractor shall submit all catering sales listing the invoice number, date of event, customer name, and total invoice amount. All payments are to be made in the name of the Santa Clara County Office of Education.

EQUIPMENT SAFETY STANDARDS

All equipment provided by the contractor shall fully comply with the Safety Orders of the State of California Division of Industrial Safety at the time of delivery and all standards and regulations pursuant thereto. Contractor shall consent to indemnity and hold harmless the SCCOE for any loss, damage, fine, penalty or expense whatsoever which the SCCOE may suffer as a result of failure of such equipment to comply with the Safety Orders and/or any standards and regulations pursuant thereto.

TERMINATION

The SCCOE will award the proposal to the successful contractor on the assurances by that Contractor that it fully recognizes the SCCOE's need and desire for good quality service, a minimum of complaints about the quality of services, that the needs of the SCCOE be met at the time of need, and that SCCOE personnel cannot afford the time to be continuously calling to the attention of Contractor its failure to service the SCCOE in a workmanlike manner. Contractor shall warrant and consent that essence of Contract is that the SCCOE will be a reasonably satisfied customer.

In the event of any violation of any term or provision of the Contract by Contractor, or in the event that the SCCOE should consider the quality of service as supplied by Contractor to be unsatisfactory, the SCCOE will notify Contractor in writing of the violation or the cause of the dissatisfaction and Contractor shall have ten (10) days from the date of mailing or personal delivery

of such notice to commence action to remedy and cure such violation of cause of such dissatisfaction. If Contractor fails to commence action within that time period fails to promptly eliminate such violation or cause for dissatisfaction, the SCCOE will have the right to terminate the Contract.

ALTERATION OR VARIATION OF TERMS

It is mutually understood and agreed that no alteration or variation of the terms of this proposal or subsequent contract shall be valid unless made or confirmed in writing and signed by the parties hereto, and that no oral understanding or agreements not incorporated herein, and no alterations or variations of the terms hereof unless made or confirmed in writing between the parties hereto shall be binding on any of the parties hereto.

NOTICES

All notices required to be given pursuant to the terms of the Contract are to be sent by Certified Mail to Contractor at its address shown on its proposal and to the SCCOE at 1290 Ridder Park Drive, San Jose, California 95131, or at such other place as either of the parties may specify in writing from time to time.

ATTORNEY'S FEES

In the event that any action or proceeding should be commenced or defended by either party to the Contract to enforce or interpret any of its provisions, the prevailing party will be entitled to recover from the other party all costs and reasonable attorney's fees incurred in connection therewith.

PERSONNEL

All personnel necessary for servicing, supplying, operating, and maintaining the food service equipment and facilities are to be selected, trained, and supervised by Contractor. Contractor will be responsible for employees' appearance and behavior. The employees shall be paid by the Contractor and Contractor shall be responsible for complying with all applicable city, county, state and Federal rules, regulations, and laws relative to the employment, compensation and working conditions of employees. All such employees shall submit to periodic health examinations, test, X-rays, and inspections as reasonably required by the SCCOE. All Expenses incurred as a result of said examinations, test, X-rays, and inspections as shall be a charge against Contractor. And particular, all of the employees shall be required to certify to the SCCOE, annually, by written documentation from a private doctor, hospital, or public agency that they do not have active tuberculosis. All personnel shall be bonded in an annual amount of not less than \$10,000.00

MAINTENANCE OF EQUIPMENT

Contractor shall be responsible for the maintenance, repair and upkeep of all machines and equipment provided by the Contractor. The Contractor will take reasonable care of all SCCOE provided equipment. The SCCOE shall maintain, repair, and upkeep all machines and equipment provided by the SCCOE. Repair and/or replacement of all equipment provided by Contractor, resulting from vandalism, burglary, or any other cause or act, shall be the sole responsibility of the Contractor.

SAFETY AND INDEMNITY

Contractor shall be solely and completely responsible for conditions of the job site, including safety of all persons and property during performance of the work. This requirement will apply continuously and not be limited to normal working hours. No act, service, drawing review or construction review by the Owner, the architect, the engineers, or their consultants is intended to include review of the adequacy of the contractor's safety measured, in, on, or near the construction site. Contractor must agree to hold the Santa Clara County Office of Education, the Governing Board, its agents, officers, employees, students, and student organizations blameless from any and all damage to property or person resulting from or alleged to result from, the activities of Contractor or from Contractor's acts or omissions.

CDC / SANTA CLARA COUNTY PUBLIC HEALTH ENVIRONMENTAL CLEANING, SANITATION AND DISINFECTION PROTOCOLS

Per CDC and Santa Clara County Public Health guidelines for safe operations: [Businesses and Workplaces - Emergency Operations Center - County of Santa Clara \(sccgov.org\)](#)

Contractor shall be solely and completely responsible for conditions of the job site, including safety of all persons and property during performance of the work as it relates to any CDC/Santa Clara County Public Health Environmental Cleaning, Sanitation and Disinfection Protocols. The contractor will provide their plans to SCCOE that are in compliance with the CDC/ Santa Clara County Public Health Guidelines and at minimum cover the following:

- Cleaning and sanitation protocols and schedules
 - Frequency of cleaning of menus, cash registers, receipt trays, condiment holders, writing instruments and other non-food contact surfaces frequently touched by patrons and employees.
 - Frequency of cleaning and sanitizing per CDC Environmental Cleaning and Disinfection guidance of all hard surfaces.
 - Remind employees of best hygiene practices.
- Ventilation guidelines
- Signage
 - [Coronavirus 2023 \(COVID-19\) Resources for Employers and Workers | LWDA \(ca.gov\)](#)
- Mask guidelines
- What to Do if There is a Suspected COVID-19 Case at the Worksite
- Plans for Preventing Workplace COVID-19 Transmission
- Plans for Adherence to Hygiene Measures

HEALTH INSPECTIONS

The Purchasing Manager shall be notified by the Cafeteria Manager upon notification of any health inspection (typically performed by the County of Santa Clara's Health Department). The resulting report shall be provided to the SCCOE immediately upon its receipt.

SANITATION

Contractor shall daily clean and sanitize all equipment, machines and facilities including both the serving and eating areas. Catering events- Contractor will clean and remove all food and supplies immediately following the close of the event.

All contractors are encouraged to be fully vaccinated against COVID-19 and maintain current boosters in prevention of illness. Contractors are required to follow the SCCOE COVID-19 requirements and protocols. Contractors are required to wear mask indoor and in all SCCOE facilities, comply with CAL OSHA Emergency Temporary Standards. Contractor are required to provide COVID-19 tests to employees upon request for prevention and in response to symptomatic individuals.

TRANSFER OR SUBLEASE

No assignment, transfer, or hypothecation of the Contract may be made in whole or in part without the prior written consent of the Purchasing Manager.

LOSSES

Any losses of merchandise or to machines, including but not limited to those resulting from theft, fire, accident, and spoilage, shall be borne solely by Contractor. No deduction is to be made from the profit-sharing to be paid to the SCCOE as results of losses.

BUILDING MODIFICATIONS

In the event that the SCCOE undertakes the modification of any building or structure in which equipment is installed, Contractor will be required to move, and re-install food service equipment owned by the Contractor at Contractor's own expense. However, the SCCOE shall be responsible for the costs associated with moving and re-installing equipment owned by the SCCOE.

JANITORIAL SERVICES

Contractor will maintain cleanliness of serving and eating areas includes wiping down the table and chairs both inside the cafeteria and outside in the courtyard throughout the day. Cleaning and mopping of the tile floors both behind the kitchen grill area and customer seating area on daily bases. Contractor to have their own dumpster service for any organic food waste and are responsible for empty out the garbage containers both inside the cafeteria and outside in the customer seating areas in the courtyard.

RESPONSIBILITY OF CONTRACTOR FOR ORGANIC FOOD WASTE

Contractor must implement an organic waste recovery method in accordance with the local requirements, SB 1383 regulations, and other applicable laws to divert organic waste generated by the cafeteria services, rather than the waste going to the landfill disposal. Organic waste means food waste, green waste, and food-soiled paper waste that is mixed in with food waste. Options for how to handle rejected food may vary depending on the location and infrastructure in place for the processing of food waste.

Contractor must recycle their organic waste either by:

- Subscribing to a collection service that the jurisdiction provides OR
- Contracting for collection services independently OR
- Self-hauling organic waste to a specified composting facility, community composting program, or other collection activity or program.

Contractor must periodically:

- Inspect organic waste containers for contamination
- Inform employees if containers are contaminated AND
- Instruct employees how to properly sort material into the correct containers.

The cafeteria managers or administrators must provide containers for organic waste and recyclables in all areas where disposal containers are provided, except in restrooms.

- Containers must conform to the proper color or labeling requirements.
- If the contractor chooses to use containers that are the correct color, internal containers do not need to be replaced until they are no longer functional or until January 1, 2036, whichever comes first. They can adhere correct labels to existing internal containers to comply with SB 1383.
- Employees of the cafeteria services contractor must properly sort their organic waste into the correct containers. Annually educate employees on how to properly sort organic waste into the correct bins.

FEES AND PERMITS

Contractor shall procure and pay for all permits, licensees, and fees, etc., required to carry on and complete the work.

INSURANCE REQUIREMENTS

Contractor shall take out and maintain and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain:

1. Public Liability Insurance for injuries including accidental death to any one person in an amount not less than \$1,000,000.
2. Subject to the same limit for each person on account of one accident, in an amount not less than \$1,000,000.
3. Property Damage Insurance in an amount not less than \$500,000.
4. Worker's Compensation Insurance in an amount adequate to cover all employees.
5. Insurance Covering Special Hazards: Following special hazards shall be covered by rider or riders to above mentioned public liability insurance or property damage insurance policy or policies of insurance, or by special policies of insurance in amounts as follows:
 - a) Automotive and truck were operated in amounts as above.
 - b) Material hoists were used in amounts as above.

PROOF OF CARRIAGE OF INSURANCE

Contractor shall not commence work, nor shall Contractor allow any subcontractor to commence work under this contract until all required insurance and certificates have been delivered in duplicate to and approved by SCCOE:

1. Certificates and insurance policies shall include the following clause:

“This policy shall not be canceled or reduced in required limits of liability or an amount of insurance until notice has been mailed to SCCOE stating date of cancellation or reduction may not be less than ten (10) days after date of mailing notice.”

2. Certificate of Insurance shall state those insured, extent of insurance, location and operation to which insurance applies, expiration date and cancellation and reduction notice. The SCCOE shall be named as additional insurer.

RESPONSIBILITY OF CONTRACTOR

Contractor shall be solely responsible for:

1. Compliance of subcontractors with insurance requirements; and
2. Other insurance coverage including, but not limited to loss, theft, fire, property damage, and glass breakage.

PRICING

Pricing on all saleable items shall be firm for the term of the contract. Price increases will only be allowed upon mutual consent of contractor and SCCOE.

SUBMITTAL CHECKLIST

A responsible proposal is one which includes as part of its response sufficient data to prove compliance to the specifications. A proposal not containing the following data may be disqualified.

1. List of bay area references (minimum of 3)
2. Implementation timeline
3. Pricing/portion schedule
4. Catering Menu with description, pricing, and pictures
5. Marketing programs
6. Staffing proposal
7. Licensing information – i.e., City of San Jose, State of California, Department of Consumer Affairs, State of California Contractor’s License
8. Proposal sign off by an authorized agent for your Contractor

NOTE: Sealed Proposals shall be addressed to the Manager, Purchasing Services and submitted to SCCOE’s at **1290 Ridder Park Drive, San Jose, California 95131** by no later than **3:00 pm, Monday, January 30, 2023.**

ADDITIONAL INFORMATION

The following sales revenue amounts are pre-Covid-19 and are actuals from 2019. Santa Clara County Office of Education makes no guarantees and/or makes no representation regarding any future sales revenue results.

For 2019 average monthly sales were \$57K.

Average monthly sales: Catering - \$50k - \$60k / Counter - \$6k - \$8k.

A computer and internet service provided by the SCCOE.

The SCCOE has a loading dock for deliveries. Vendor is responsible for taking from loading dock to cafeteria.

Attachment "A" SCCOE Cafeteria Inventory List

Asset ID	Description	Manufacturer	Model	Serial #
145430	FREEZER	HOBART	DAF2	1095396
145429	REFRIGERATOR	HOBART		
145425	REFRIGERATOR	TRAULSEN	G20010	T080610A01
43879	REFRIGERATOR	TRAULSEN	G20010	T20764C06
2088	FREEZER	TRAULSEN	DLT132 WUT	T691210
39517	REFRIGERATOR	TRAULSEN	G20010	T851170C00
43313	STARBUCKS EXPRESSO MACHINE	STARBUCKS	VERI	
43879	2 DOOR REFRIGERATOR	TRAULSEN	G20010	T36642106
48078	CONVECTION OVEN	CADCO UNOX	XAF195	299
49060	FOOD MIXER	UNIVEX	SRM20	MO9040087
49621	CHEST FREEZER	ARTIC AIR	ST09	WB93768239
53819	GARBAGE DISPOSAL	HOME DEPOT	S550-26	13049112293
145427	REFRIGERATOR	TRAULSEN		C42901-5K
	COFFEE MAKER- 2 POT	BUNN		TWIN060699
	SALAD BAR/SOUP STATION	APW WYATT EXPRESS		0207D24175
30329	WARMER- 8 FOOD STATIONS	CRES COR CROWN-X		
2120	MICROWAVE	GE	RCS/710	
	SHELVING, NSF (10)			
	CARTS STAINLESS STEEL (1)			
	ICE MAKER	SCOTSMAN PRODIGY		
	PREP TABLES 8 X3	BOOS LOCK		
	PREP TABLES, NSF 3X4 STAINLESS STEEL			
	PREP TABLES, NSF 8x3 WITH BACK SPLASH STAINLESS STEEL			
55952	MEAT SLICER	CHEFMATE BY GLOBE		4120067
46497	COMPUTER AND MONITOR	DELL	OPTIFLEX 780/DELL	
	FILE CABINET- VERTICAL 4 DRAWERS			
	FILE CABINET- LATERAL			
	WARMER	EPCO PRODUCTS		25-1380
	DISHWASHER STATION	STERO		
552969	FETCO- COFFEE BREWER	LUXUS FETCO	CBS-52H	631531071312
	FOLDING TABLES (8 OF 8')	FOLDING TABLES		

	BEVERAGE ICE TUBS WITH CASTERS (2 BLK, 1 BLU, 1 PEPSI)	ICE TUBS		
	LARGE OUTDOOD BBQ GRIL WITH CASTER			
	SUPERIOR COFFEE POTS (4)			

NOTE: Attached Professional Service Agreement must be sent back signed with RFP response.

PROFESSIONAL SERVICES AGREEMENT FOR SERVICES

STATEMENT OF THE PARTIES

This AGREEMENT is made between The Santa Clara County Office of Education, a California public agency hereinafter called "SCCOE" and _____, hereinafter called "CONTRACTOR," to furnish certain services described in Appendix A, entitled "Scope of Work" which is attached to and incorporated herein by reference, upon the terms and conditions stated herein. SCCOE and CONTRACTOR shall be collectively referred to as "the Parties" for the purposes of this Agreement.

1. TERM

- 1.1 The term of this Agreement shall be for a period beginning on _____ and ending on _____, unless otherwise terminated in accordance with Section 11 of this Agreement.

2. REPRESENTATIONS AND COMPLIANCE WITH LAWS

- 2.1 CONTRACTOR warrants and represents that CONTRACTOR and their key personnel have the required licenses and certifications to perform the scope of services described in Appendix A, Scope of Work.
- 2.2 CONTRACTOR further certifies that CONTRACTOR is not suspended or disbarred from public contracting or otherwise precluded from performing the services described in the Scope of Work, Appendix A due to any violation of laws or regulations that may be applicable to the services provided pursuant to this Agreement. CONTRACTOR shall comply with all applicable laws, codes, ordinances, rules, regulations.

3. COMPENSATION AND PAYMENTS

- 3.1 Not to Exceed Amount. The compensation paid by SCCOE under this Agreement shall be in an amount not to exceed \$ _____ inclusive of all travel and lodging, taxes, fees, costs, overhead, and expenses. Any amendment to this Agreement which increases the compensation paid hereunder shall be in writing and fully executed by the SCCOE and CONTRACTOR. SCCOE shall not be responsible for any tax liability, costs or expenses arising out of or related to CONTRACTOR's performance of this Agreement.
- 3.2 Schedule of Payments. The compensation paid to CONTRACTOR pursuant to this Agreement shall be made in accordance with agreed upon rates and performance milestones set forth in the Appendix B hereto, entitled "Compensation and Schedule of Payments", which is incorporated herein by reference.
- 3.3 Payments. Payments will be made upon SCCOE's receipt of CONTRACTOR's invoice, which shall be accompanied by sufficient supporting documentation and contain sufficient detail to allow a proper review of expenditures, should SCCOE require an audit to be performed.
- 3.4 Acceptance of Defective Work. The parties understand and agree that SCCOE has the right to withhold payments from CONTRACTOR for any unsatisfactory service until such time as service is performed satisfactorily. Should the SCCOE temporarily accept work that SCCOE deems to be defective or unsatisfactory in part, SCCOE may require that CONTRACTOR remedy or replace its defective or unsatisfactory work at CONTRACTOR'S sole expense. Payments made pursuant to this Agreement shall not waive or diminish CONTRACTOR's obligation to perform its duties under this Agreement to the satisfaction of SCCOE and in accordance with the dates and milestones set forth in Appendix B, Compensation and Schedule of Payments, nor shall payments to CONTRACTOR waive or diminish CONTRACTOR'S obligation to remedy or replace its unsatisfactory work or performance if CONTRACTOR is requested to do so by SCCOE in accordance with Sections 8, 9 or 10 of this Agreement.
- 3.5 SCCOE may correct or replace CONTRACTOR's unsatisfactory or defective work if after five (5) calendar day's written notice, to CONTRACTOR, CONTRACTOR fails or refuses to correct the defective or unsatisfactory work and the cost of SCCOE's repair or replacement of said defective work shall be deducted from any amounts due or to become due to CONTRACTOR under this Agreement.

4. INDEPENDENT CONTRACTOR

- 4.1 CONTRACTOR shall be deemed at all times to be an independent CONTRACTOR and not an employee of the SCCOE. CONTRACTOR shall be wholly responsible for the manner in which it performs the services required of it under this Agreement. Nothing contained in this Agreement shall be construed as creating an employment or agency relationship between the SCCOE and CONTRACTOR or its agents and employees. Any direction from the SCCOE shall be construed as providing for direction as to conformity to SCCOE policy and not as the means by which such a result is obtained. The SCCOE does not retain the right to control the means or the method by which CONTRACTOR performs work under this Agreement.
- 4.2 CONTRACTOR shall be responsible for all costs and expenses incidental to the performance of services for SCCOE as outlined in Appendix A, including but not limited to, all costs of equipment, all employees, agent, and subcontractor costs, all fees, fines, licenses, bonds, or state and federal income tax, unemployment insurance, and all applicable withholdings required or imposed against CONTRACTOR or CONTRACTOR'S employees, agents or subcontractors.

5. INSURANCE

Without in anyway limiting CONTRACTOR's liability pursuant to the "Indemnification" section of this Agreement, CONTRACTOR shall procure and maintain during the full term of this Agreement the following insurance amounts, coverage and endorsements:

- 5.1 Commercial General Liability Insurance with limits not less than \$1,000,000 (one million dollars) each occurrence Combined Single Limit for Bodily Injury and Property Damage (including coverage for claims of sexual abuse and molestation).
- a. Each and every General Liability policy and endorsement shall include the following:
- 1) Name as Additional Insured the Santa Clara County Office of Education, its Board, officers, employees, interns, volunteers, agents and representatives and invitees.
 - 2) State that such policy is primary insurance to any other insurance available to the Additional Insured, with respect to any claims arising out of this Agreement and that such policies apply separately to each insured against who claim is made or suit is brought.
 - 3) If any policies are written on a claims-made form, CONTRACTOR agrees to maintain such insurance continuously in effect for three years following completion of this Agreement or extend the period for reporting claims for three years following the completion of this Agreement, such that occurrences which take place during the Agreement period shall be insured for three years following completion of the Agreement.
- 5.2 Automobile Liability Insurance which shall include coverage for owned, non-owned, and hired autos, with bodily injury and property damage liability limits not less than \$1,000,000 per accident.
- 5.3 Workers' Compensation Insurance, with Employer's Liability limits not less than \$1,000,000 (one million dollars) each accident. CONTRACTOR agrees to release, indemnify and hold harmless SCCOE from all claims, fines, and actions, including any award by a Worker's Compensation tribunal or similar administrative body, or in a court of law, arising out of claims by an employee or agent of CONTRACTOR or its subcontractor for work related injuries arising out of the performance of this Agreement.
- 5.4 Professional Liability (E & O) Insurance with limits not less than \$1,000,000.00 (one million dollars) each occurrence and in the aggregate. Coverage must at a minimum apply to negligent Errors and Omissions arising out of professional services, performed under the contract, with any deductible not to exceed \$100,000 each claim. If the insurance is written on a claims-made form, it shall continue for three years following termination of this Agreement. The insurance shall have a retroactive date of placement prior to or coinciding with the effective date of this Agreement.

6. VERIFICATION OF INSURANCE COVERAGE

- 6.1 The CONTRACTOR shall furnish certificates of insurance to the SCCOE responsible administrator for review and approval at the time of signing this Agreement. The Certificates shall clearly indicate that the CONTRACTOR has obtained insurance of the type, amount and classification required by these provisions, in excess of any pending claims at the time of execution of the contract to the CONTRACTOR. CONTRACTOR shall maintain coverage with equal or better rating as identified herein for the term of this contract. CONTRACTOR shall provide written notice to the SCCOE Director of Risk Management of any material change, cancellation and/or notice of non-renewal of the insurance within ten (10) calendar days of the change. CONTRACTOR shall furnish a copy of the insurance policy or policies upon request of the SCCOE Risk Manager within (10) ten calendar days of written request.

7. INDEMNIFICATION

- 7.1 CONTRACTOR shall hold harmless, indemnify and defend SCCOE, its Board, officials, agents, and employees harmless from any and all claims, losses and causes of actions which may arise out of the performance of this Agreement as a result of any act of negligence or negligent omission, recklessness, or intentionally wrong conduct of the CONTRACTOR or the sub-contractor. The CONTRACTOR shall pay all claims and losses of any nature whatsoever in connection therewith and shall defend all suits related to work performed under this Agreement, in the name of SCCOE when applicable, and shall pay all costs, including without limitation reasonable attorneys' fees and appellate attorney's fee, and judgments which may issue thereon. The CONTRACTOR's obligation under this paragraph shall not be limited in any way to the agreed upon contract price, or the CONTRACTOR's limit of, or lack of, sufficient insurance protection and shall apply to the full extent that it is caused by the negligence, act, omission, recklessness or intentional wrongful conduct of the CONTRACTOR, its agents, servants or representatives.

8. DEFAULT

- 8.1 If CONTRACTOR fails to comply with any term or condition of this Agreement, or fails to perform any of its obligations hereunder, then CONTRACTOR shall be in default. Upon the occurrence of a default hereunder SCCOE, in addition to all remedies available to it by law, may immediately, upon written notice to CONTRACTOR, terminate this Agreement whereupon all payments, advances, or other compensation paid by the SCCOE to CONTRACTOR while CONTRACTOR was in default shall be immediately returned to the SCCOE. CONTRACTOR understands and agrees that termination of this Agreement under this section shall not release CONTRACTOR from any obligation accruing prior to the effective date of termination. In the event of termination due to default, in addition to the foregoing, SCCOE may also suspend or withhold reimbursements from CONTRACTOR until such time as the actions giving rise to default have been cured.
- 8.2 CONDITIONS CONSTITUTING DEFAULT. A finding of Default and subsequent termination for cause may include, without limitation, any of the following:
- a. CONTRACTOR fails to obtain or maintain the insurance or endorsements, certifications, licenses, and/or clearances.
 - b. CONTRACTOR fails to comply, in a substantial or material sense, with any of its duties under this Agreement, with any terms or conditions set forth in this Agreement.
 - c. CONTRACTOR fails to commence the work to be performed under this Agreement within the time provided or contemplated herein, or fails to complete the work to be performed under this Agreement in a timely manner as required by this Agreement and/or stated in Appendix A Scope of Work and Appendix B Compensation and Schedule of Payments.
 - d. CONTRACTOR fails to submit an invoice for work performed within sixty (60) days of completion of the contract.
- 8.3 TIME TO CURE DEFAULT. The SCCOE Responsible Administrator shall provide written notice to CONTRACTOR as to a finding of default, and CONTRACTOR shall take all necessary action to cure said default within five (5) calendar days of the Default or a longer time as SCCOE may state in said notice, after which time the SCCOE may terminate the Agreement. The SCCOE Responsible

Administrator at his/her sole discretion may allow additional days to perform any required cure if CONTRACTOR provides written justification deemed reasonably sufficient.

9. DISPUTE RESOLUTION

- 9.1 Prior to any action or resort to any legal remedy, SCCOE and CONTRACTOR agree to exercise reasonable efforts, and to negotiate in good faith, to amicably resolve any dispute that may arise concerning the performance by either party of their obligations under this Agreement. If SCCOE's and CONTRACTOR'S Responsible Administrator cannot resolve disputes through such negotiations, then the each Parties' representative will escalate the dispute to their respective executives who shall have authority to resolve the controversy and who are at a higher level of management than the representatives conducting the initial negotiation.
- 9.2 CONTRACTOR understands and agrees that all disputes between it and SCCOE based upon an alleged violation of the terms of this Agreement by the SCCOE shall be submitted for resolution in the following manner:
- 9.3 The initial step shall be for the CONTRACTOR to notify the SCCOE Responsible Administrator in writing of the dispute and submit a copy to the SCCOE Risk Manager.
- 9.4 Should the CONTRACTOR and the SCCOE Responsible Administrator fail to resolve the dispute the CONTRACTOR shall submit their dispute in writing, with all supporting documentation, to the Chief Business Officer. Upon receipt of said notification the Chief Business Officer shall review the issues relative to the dispute and issue a written finding.
- 9.5 Should the CONTRACTOR and the Chief Business Officer fail to resolve the dispute the CONTRACTOR shall submit their dispute in writing within five (5) calendar days of the issuance of the written finding to the Deputy Superintendent. Failure to submit such appeal of the written finding within the stipulated timeframe shall constitute acceptance of the finding by the CONTRACTOR. Upon receipt of said notification the Deputy Superintendent shall review the issues relative to the dispute and issue a written finding.
- 9.6 If the executives cannot resolve the dispute to the satisfaction of both Parties, then SCCOE and Contractor may attempt to mutually agree on the conditions under which such unresolved disputes can be referred to mediation or non-binding arbitration.

10. MEDIATION – WAIVER OF JURY TRIAL

- 10.1 In an effort to engage in a cooperative effort to resolve conflict which may arise during the course of the performance of this Agreement and/or following the completion of the work to be performed under this Agreement the parties to this Agreement agree, that all disputes between them shall be submitted to non-binding mediation, unless otherwise agreed in writing by the parties. A certified Mediator, who the parties find mutually acceptable, will conduct any Mediation Proceedings in Santa Clara County, State of California, or another mutually agreeable location if the parties so agree in writing. The parties will split the costs of a certified mediator on a 50/50 basis. The CONTRACTOR agrees to include such similar contract provisions with all Sub-CONTRACTORS, volunteers, interns, agents, and/or independent contractors and/or CONTRACTOR's retained for the project(s), thereby providing for non-binding mediation as the primary mechanism for dispute resolution.
- 10.2 In an effort to expedite the conclusion of any litigation the parties voluntarily waive their right to jury trial or to file permissive counterclaims in any action arising under this Agreement.

11. TERMINATION

SCCOE'S RIGHT TO TERMINATE

- 11.1 SCCOE, through its Responsible Administrator has the right to terminate this Agreement for any reason or no reason, upon ten (10) days' written notice. Upon termination of this Agreement, all charts, sketches, studies, drawings, and other documents, including all electronic copies related to work authorized under this Agreement, whether finished or not, must be turned over to the Responsible Administrator. The CONTRACTOR shall be paid all sums earned up to the date of termination as stated in the written notices provided by SCCOE, in accordance with provisions of Appendix B, Compensation and Schedule of Payments, provided that said documentation is turned over to the Responsible Administrator within ten (10) business days of termination. Failure to timely deliver the documentation

shall be cause to withhold any payments due without recourse by CONTRACTOR until all documentation is delivered to the Responsible Administrator.

- 11.2 CONTRACTOR shall have no recourse or remedy from a termination made by SCCOE except to retain the fees earned and already disbursed as compensation for the satisfactory work that was performed in complete compliance with the Agreement, as full and final settlement of any claim, action, demand, cost, charge or entitlement it may have, or will, have against SCCOE, its officials or employees.

12. CONTRACTOR'S RIGHT TO TERMINATE

- 12.1 The CONTRACTOR shall have the right to terminate this Agreement, in writing, following breach by SCCOE, if the breach of contract has not been corrected within sixty (60) days from the date SCCOE receipt of a written statement from CONTRACTOR specifying its breach of its duties under this Agreement.
- 12.2 The termination provisions set forth an incremental process for termination that allows the parties the opportunity to communicate regarding their dispute and attempt to informally resolve the matter before terminating the Agreement and thereby avoid unnecessary interruption or costs associated with litigation.

13. CONFLICT OF INTEREST

- 13.1 CONTRACTOR warrants and represents that it has read, understands, and will comply with the Conflict of Interest laws and requirements for the State of California. CONTRACTOR further represents that to the best of his/her knowledge there exists no actual or potential conflict between the CONTRACTOR's family, business or financial interest and the services provided under this Agreement. In the event of any change in either private interests or services under this Agreement, CONTRACTOR will immediately notify SCCOE of any question regarding possible conflict.

14. OWNERSHIP OF CREATIONS AND WORK FOR HIRE

- 14.1 CONTRACTOR hereby assigns to SCCOE all right, title, and interest, including, but not limited to, all copyright rights, in all materials and creations created by CONTRACTOR in its performance under this Agreement. CONTRACTOR shall execute any documents necessary to effectuate such assignment, with the exception that CONTRACTOR hereby grants to SCCOE an irrevocable, fully-paid royalty-free license to use any document provided to SCCOE. CONTRACTOR warrants that it has the lawful right to grant the forgoing license to SCCOE.
- 14.2 All tracings, plans, documents, drawings, specifications, maps, computer files, and/or reports prepared or obtained under this Agreement, as well as all data collected, together with summaries and charts derived therefrom, including all electronic digital copies will be considered works made for hire. Based on incremental transfer wherein the above shall become the property of SCCOE upon payments made to CONTRACTOR or termination of the Agreement without restriction or limitation on their use and will be made available on request, to SCCOE at any time during the performance of such services and/or upon completion or termination of this Agreement. CONTRACTOR shall not copyright any material and products or patent any invention developed under this Agreement. SCCOE shall have the right to visit the site for inspection of the work and the products of CONTRACTOR at any time. The foregoing provisions shall survive the term and termination of this Agreement.

15. PRIVACY OF STUDENT RECORDS

- 15.1 CONTRACTOR and its employees, agents and volunteers shall comply at all times with the requirements relating to the confidentiality of "Protected Health Information" (PHI) as that term is defined in the Health Insurance Portability and Accountability Act of 1996 and the rules and regulations thereunder (collectively, "HIPAA") as is necessary.
- 15.2 CONTRACTOR and its employees, agents and volunteers shall comply at all times with the requirements relating to the confidentiality of student education records in accordance with federal and state law, including, but not limited to the Family Education Rights and Privacy Act (FERPA) as amended 20 U.S.C. 1232g; 34 C.F.R. § 99.33 (a), (b) and California Education Code § 49064 and §49076.
- 15.3 If CONTRACTOR obtains access to student education records in connection with the work performed under this Agreement, CONTRACTOR agrees to hold all student education records that it may receive pursuant to this Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); Cal. Ed. Code § 49076.)

16. AUDIT AND INSPECTION OF RECORDS

- 16.1 The CONTRACTOR agrees to maintain and make available to the SCCOE accurate accounting and other records relative to its obligations under this Agreement. The CONTRACTOR will participate promptly and cooperatively in any audits conducted by the SCCOE or its nominee, and permit the SCCOE or a representative to perform an audit, examine and make copies from such books and records during regular business hours at a location in Santa Clara County, California or a mutually agreeable location. The CONTRACTOR shall maintain such data and records for a period of not less than five years after a final payments under this Agreement or until after final audit has been completed, whichever is later.

17. SUBCONTRACTING

The CONTRACTOR is prohibited from subcontracting this Agreement or any services provided pursuant to this Agreement unless such subcontracting is agreed to in writing and executed in the same manner as this Agreement. No party on the basis of this Agreement shall in any way contract on behalf of or in the name of the other party of this Agreement, and violation of this provision shall confer no rights on any third party and shall be void.

18. ASSIGNMENT

It is understood, and agreed that the services to be performed by the CONTRACTOR are personal in character and neither this Agreement nor any duties or obligations hereunder shall be assigned or delegated by the CONTRACTOR without the prior written consent of the Responsible Administrator or her designee.

19. NON DISCRIMINATION

Contractor agrees that it shall not discriminate on the basis of sex, race, religious creed, national origin, age, marital status, sexual orientation, gender, AIDS/ARC/HIV status, or disability, in its performance under this Agreement.

20. WAIVER

- 20.1 Either party's failure at any time to enforce any default or right reserved to it, or to require performance of any of the Agreement's terms, covenants, or provisions by the other party at the time designated, shall not be a waiver of any such default or right to which the party is entitled, nor shall it in any way affect the right of the party to enforce such provisions thereafter.

21. VENUE

- 21.1 This Agreement shall be governed by the laws of the State of California. The venue for all litigation relative to this Agreement shall be Santa Clara County.

22. SECTION HEADINGS

- 22.1 The section headings contained herein are for convenience in reference and are not intended to define the scope of any provision of this Agreement.

23. EXECUTION OF THE AGREEMENT, EXECUTION IN COUNTERPARTS

- 23.1 Original copies of this Agreement shall be executed by the respective party's authorized signatory(ies). This Agreement may be executed in one or more counterparts, each of which shall be deemed an original agreement, but all of which shall be considered one instrument and shall become a binding agreement when one or more counterparts have been signed by each of the parties and delivered to the other.

24. SEVERABILITY

- 24.1 If any term or provision of this Agreement shall be found illegal or unenforceable, this Agreement shall remain in full force and effect and such term or provision shall be deemed stricken.

25. NOTICE TO PARTIES

All notices to be given by the parties hereto shall be in writing and served by depositing the same in the United States Post Office, postage prepaid and registered, as follows:

NOTICE TO THE SCCOE OFFICE:

Santa Clara County Office of Education

Division:

1290 Ridder Park Drive, MC _____

San Jose, CA 95131

Ph: _____ Fax: _____

Email: _____

NOTICE TO THE CONTRACTOR

CONTRACTOR	
CONTACT PERSON NAME	
STREET ADDRESS	
CITY	
STATE	
ZIP	
TELEPHONE	
FAX	
EMAIL ADDRESS	
TAXPAYER I.D.	

26. NO THIRD PARTY BENEFICIARY

No persons other than the CONTRACTOR and SCCOE shall have any rights whatsoever under this Agreement.

27. SIGNATURES OF THE PARTIES

**CONTRACTOR
APPROVED BY:**

Print Name

Print Contractor Company Name

Title

Signature

Date

**SANTA CLARA COUNTY OFFICE OF
EDUCATION APPROVED BY:**

Print Name

Print Title

Signature

Date

For Contracts Office/Risk Management Use Only:

RM#: _____

Date: _____ ***Signature:*** _____

**APPENDIX A
SCOPE OF SERVICES**

Description of Services – The services to be performed pursuant to this Agreement include the following:

If additional space is required, please continue on the following page.

SERVICE LOCATION

Address
City, State, Zip

Project Milestones and Deliverables – CONTRACTOR shall submit invoices to SCCOE at the completion of each project milestone provided pursuant to this Agreement in accordance with the dates and times set forth in Schedule B Compensation and Schedule of Payments. Payments will be due upon completion and acceptance of the deliverables specified herein.

Project Milestones List project milestones and number them below	Date for Completion ("On or about" when date is not established)	Location ("On or about" when location is not established)

Deliverables and Acceptance Criteria

Deliverables List project deliverables and number them below	Acceptance Criteria

**APPENDIX B
COMPENSATION AND SCHEDULE OF PAYMENTS**

Total Compensation Amount

The total not to exceed amount of this Professional Services Agreement is

\$ _____.

Key Personnel Name / Job Title / Certification <small>List the name, job title, and certification, and rate for each key personnel and number them below</small>	Rate

The services performed under this agreement will be compensated in accordance with the CONTRACTOR rate schedule noted above.

Non reimbursable Expenses - Travel is not a reimbursable expense and all travel costs must be included in the total contract price.

INVOICES

INVOICES FOR LEGAL SERVICES, WORKER'S COMPENSATION, EMPLOYEE BENEFITS, AND STUDENT RELATED MATTERS ARE CONSIDERED TO BE CONFIDENTIAL IN NATURE AND SHALL BE SUBMITTED DIRECTLY TO THE SCCOE RESPONSIBLE ADMINISTRATOR FOR REVIEW AND APPROVAL.

All non-confidential invoices will be submitted directly to Accounts Payable. SCCOE generally will process and pay bills within thirty (30) days from receipt. Each bill shall include an invoice showing the amount of services rendered during the billing period and the fee for such services. If reimbursement of expenses is authorized, CONTRACTOR shall submit invoices for such expenses, including full documentation of each expense incurred. The invoice shall be accompanied by a separate confidential invoice support statement that briefly describes each item of work performed, the identity of the person who performed the work, the time of performance if payment is on an hourly basis, and itemized reimbursable expenses. Payments are subject to a final review upon completion of services or other termination of this contract.

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

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

Print or type.
See Specific Instructions on page 3.

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 of the person whose name is entered on line 1. Check only one 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) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its 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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

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 for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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, later.

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*, later, 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 Pub. 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 24% 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 instructions for Part II 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*, later, and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

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*, later, 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 (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a 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 on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

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

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

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

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

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.

If you are a single-member LLC that is disregarded as an entity separate from its owner, 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 *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

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 item 1, 4, or 5 below indicates 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), ABLE accounts (under section 529A), 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) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. 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
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

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

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

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

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The 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 Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft 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.