



where quality meets life

PFLUGERVILLE
T E X A S

City of Pflugerville

Bid Number 2013-4

Bid Title Water and Wastewater Chemicals

Bid Start Date March 13, 2013

Bid End Date March 28, 2013

Bid Contact Wiley Webb
Utilities Superintendent
512-990-6400
wileyw@pflugervilletx.gov

Contract Duration 1 year

Contract Renewal Optional 2 Annual Renewals, upon agreement with the City of Pflugerville. (Any price increase associated with annual renewal must be justified by information related to the CPI index or other vendor cost increases.) Annual renewals are predicated on sufficient budgetary allocation by City Council for the renewal of the awarded contract. Any provision of this to this request for bids to the contrary notwithstanding, City Council shall be under no obligation to make such budgetary allocation.

Contract to begin upon acceptance from the City Council, the City of Pflugerville will issue a purchase order for the chemicals being purchased based on the bid pricing.

Standard Disclaimer The right is reserved to accept or reject all or part of the bid, and to accept the offer considered most advantageous to the city by item or total bid. The City of Pflugerville will award to the lowest responsible bidder who provides goods or services at the best value to the city.

City of Pflugerville
Bid Number 2013-4
Water and Wastewater Chemical Bid

Bid Information

1. Bid will be awarded per line item.
2. Supplier to deliver chemicals to, water treatment plant, wastewater treatment plant, and 2 different water well sites delivery addresses are on the bid sheets for each chemical.
3. Able to deliver within 48 hours of notification.
4. See bid sheet for estimated annual chemical usage.
5. Specification sheets for each chemical attached.
6. Certificate of Insurance must be included with bid documents. (see attached example)
7. Completed W9 to be returned with bid.
8. City of Pflugerville terms and conditions.

All documents herein and attached are required to be Completed and returned with the response.

City of Pflugerville
Bid Number: 2013-4
Water and Wastewater Chemical Bid
Opening: March 28, 2013 @ 2:00 PM

Tax ID No: _____

Legal Business Name: _____

Address: _____

City State & Zip: _____

Contact: _____

Telephone: _____

Business Entity Type: _____

Email Address: _____

Authorized Signature _____

Print Name _____

“By the signature hereon affixed, the bidder hereby certifies that neither the bidder nor the entity represented by the bidder, or anyone acting for such entity has violated the antitrust laws of this State, codified in section 15.01 et seq., Texas Business and Commerce Code, or Federal Antitrust laws, nor communicated directly or indirectly, The bid made to any competitor or any other person engaged in such line of business.”

Two original bids are due to the City of Pflugerville Attn: Sabrina Schmidt
100 E Main St. Suite 100, Pflugerville, TX 78660, or mailed to City of Pflugerville Attn:
Sabrina Schmidt, P.O. Box 589, Pflugerville, TX 78691.

Prior to 2 pm on March 28, 2013

Envelopes must have bid number, opening date and time on the outside of the sealed envelope. Bidders name must also appear on the outside of the envelope.

6. Liquid Ammonium Sulfate (LAS) 40,720 lbs. per load \$_____
- Estimated 8 loads/year
- Delivery Address: Water Treatment Plant, 17601 Weiss Ln, Pflugerville, TX 78660.
-
- A. Liquid Ammonium Sulfate (LAS) 55 gal/drum \$_____
- Estimated 44 55gal/year
- Delivery Address: Water Well # 6, 1607 Glen Rose Chase, Water Well #7,
 Chisholm Trail, Pflugerville, TX 78660.
-
7. Aluminum Chlorhydrate Solution (ACH) 45,000 lbs. per load \$_____
- Estimated 6 loads/year
- Delivery Address: Water Treatment Plant, 17601 Weiss Ln, Pflugerville, TX 78660.
-
8. Salt 24 tons per load \$_____
- Estimated 7 loads/year
- Delivery Address: Water Treatment Plant, 17601 Weiss Ln, Pflugerville, TX 78660.
-
9. Muriatic Acid 55 Gal. Drum \$_____
- Estimated 30 55gal/year
- Delivery Address: Water Treatment Plant, 17601 Weiss Ln, Pflugerville, TX 78660.
-
10. Caustic Soda 1000 Gal. per load \$_____
- Estimated 2 loads/year
- Delivery Address: Water Treatment Plant, 17601 Weiss Ln, Pflugerville, TX 78660.
-
11. Sodium Hyperchlorite 10% 55 Gal. Drum \$_____
- Estimated 30 55gal/year
- Delivery Address: Water Treatment Plant, 17601 Weiss Ln, Pflugerville, TX 78660.

Chemicals are to be delivered to the addresses specified above.
Deliveries will be between the hours 7am –4pm, Monday – Friday.

CLARIFLOC C-6232 POLYMER

Specification Sheet

Typical Properties

Physical Form	Clear to Milky White Liquid
Cationicity	Low
Freezing Point	7 F. (-14 C.)
Flash Point	>200 F.(<93 C.)
Density	8.6-8.7

Manufacturing Specifications

Total Solids	41- 48%
Residual AcAm	<1000 ppm
Neat Viscosity	300 – 2000 cPs
Molecular Weight	Structured

ALUMINUM SULFATE, TECHNICAL GRADE

Specification Sheet

	Min.	Max.
Aluminum Oxide (0%)	8.25	8.51
Alum Sulfate	48.53	50.06
Appearance	Clear	
Color	Amber,Colorless,Light Amber,Light Straw, Greenish Blue	
Iron	0	0.35
pH	1	3
Specific Gravity	1.323	1.3352

CHLORINE

Specification Sheet

Component	Basis	Specification
Purity	Vol. %	99.5 Min.
Moisture	ppm by wt.	50 Max.
Nonvolatile Matter (NVM)	ppm by wt.	30 Max.
Total Chloromethanes	ppm by wt.	175 Max.
Carbon Tetrachloride	ppm by wt.	100 Max.
Chloroform	ppm by wt.	75 Max.

Meets ANSI/AWWA B301-04 Test Requirements.

SODIUM BISULFITE AQUEOUS SOLUTION

Specification Sheet

Typical Composition	CAS #'s	% Sodium
Sodium Bisulfite(NaHSO_3)	7631-90-5	38-44
Sodium Sulfite (Na_2SO_3)	7757-83-7	<1
Sodium Sulfate (Na_2SO_4)	7757-82-6	<4
Water	7732-18-5	60-65

Physical & Chemical Properties

Appearance and Odor	Clear yellow liquid, pungent odor
Boiling Point	$103^{\circ}\text{C}/217^{\circ}\text{F}$ Estimated
Melting Point	No Data
Vapor Density (air=1):	>1.0 Estimate
Vapor Pressure:	32mm Hg Estimate
Solubility in Water	Dilutable
Specific Gravity ($\text{H}_2\text{O}=1$):	1.31 to 1.38
Ph:	3.5 to 5.0
Other(i.e. wt. Per gallon)	10.8 to 11.3 lb/gal

Citric Acid 50% NSF Solution

Specification Sheet

<u>Tests</u>	<u>Specifications</u>
Ph	1.07 – 2.0
Specific Gravity	1.241 – 1.255
% Citric Acid	48.0 - 52.0
Appearance	Clear/Water White

LAS

QUALITY CONTROL DEPARTMENT

SPECIFICATION SHEET

PRODUCT	
AQUAMINE	RMS115-1GBulk

SPECIFICATION	SPECIFICATION VERSION	SPECIFICATION DATE
	1.3000	

PRODUCT SPECIFICATION		
TEST	TEST ID	REQUIREMENTS
Ammonia as NH3	Ammonia	9.8 =< Value =< 10.8
Assay	Assay	38 =< Value =< 42

REMARKS

DOT MARKINGS

UN CODE	PACKAGING GROUP	CAS NUMBER

DOT NAME
Not Regulated

CONTAINS

HAZARD TEXT

Important

The information on the sheet is believed to be accurate but is not warranted to be so. Protective equipment, health effects, and other related safety measures are based on intended and anticipated product use. Recipients are advised to confirm in advance of need that the information is applicable and suitable to their circumstances.

Specifications
Aluminum Chlorhydrate Solution

Formula	$Al_2(OH)_5Cl \cdot 2 H_2O$	
Nomenclature	Aluminum Chlorhydrate Solution (50%)	
CAS Number	12042-91-0	
CAS Index Name	Aluminum Hydroxychloride	
Grade	Technical	
Molecular Weight	210.5	
Description	Aluminum Chlorhydrate Solution is clear to slightly hazy in Appearance. It meets AWWA standard ANSI/AWWA B408-03 And has been certified by the National Sanitation Foundation (NSF) For the use in the treatment of drinking water at maximum dosage Of 250 mg/L.	
Specifications	Alumina, % Al_2O_3	23.0-24.0
	Chlorides,%Cl	7.90-8.40
	Basicity, %	82.5-84.5
	Specific Gravity (at 60°F):	1.330-1.350
	Appearance	Clear to slightly hazy solution. free of visible foreign matter or sediment.
	Turbidity,NTU	<50

Salt
Specification Sheet

Salt (food Grade)

Muriatic Acid Spec Sheet

Product Name: Muriatic Acid

WHMIS Classification: Class E, Corrosive Liquids

TDG Classification: Hydrochloric Acid Solutions UN 1789, Class 8 packing group II

Hazardous Ingredients

Hazardous Components	%(w/w)	C.A.S. No.	LD50 & LC50
Hydrochloric Acid	30-33	7647-01-0	oral, rabbit 900mg/kg

Caustic Soda

QUALITY CONTROL DEPARTMENT

SPECIFICATION SHEET

PRODUCT	
Sodium Hydroxide 50% Diaphragm	RM5136-1GBulk

SPECIFICATION	SPECIFICATION VERSION	SPECIFICATION DATE
	5.3000	05/17/2006

PRODUCT SPECIFICATION		
TEST	TEST ID	REQUIREMENTS
Hydroxide Alkalinity (NaOH) %	AklalinityH	49.5 =< Value =< 51.5
Total Alkalinity (as Na2O) %	AklalinityT	38.35 =< Value =< 39.9
Iron	Iron	0 =< Value =< 9
Sodium Chloride (%)	Sod Chloride	0 =< Value =< 1.1
Specific Gravity	Spec Gravity	1.521 =< Value =< 1.54

REMARKS

DOT MARKINGS

UN CODE	PACKAGING GROUP	CAS NUMBER
1824	II	1310-73-2

DOT NAME
Sodium hydroxide solution

CONTAINS

HAZARD TEXT
Class 8

Important

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Sodium Hypochlorite

QUALITY CONTROL DEPARTMENT

SPECIFICATION SHEET

PRODUCT	
10% Solution	AC6010-55KR01

SPECIFICATION	SPECIFICATION VERSION	SPECIFICATION DATE
	4.4000	08/15/2006

PRODUCT SPECIFICATION		
TEST	TEST ID	REQUIREMENTS
Available Chlorine (%)	Avail Cl2	9 =< Value =< 11.5
Excess Sodium Hydroxide (%)	Ex Sod Hydro	.1 =< Value =< 2
Iron	Iron	0 =< Value =< 1
Sodium Hypochlorite (%)	Sod Hypo	9.5 =< Value =< 12
Specific Gravity	Spec Gravity	1.13 =< Value =< 1.25

REMARKS
MUL 105 mg/L Certified to ANSI/NSF Standard 60

DOT MARKINGS

UN CODE	PACKAGING GROUP	CAS NUMBER
1791	III	7681-52-9

DOT NAME
Hypochlorite solution

CONTAINS

HAZARD TEXT
Class 8

Important

The information on the sheet is believed to be accurate but is not warranted to be so. Protective equipment, health effects, and other related safety measures are based on intended and anticipated product use. Recipients are advised to confirm in advance of need that the information is applicable and suitable to their circumstances.

City of Pflugerville
Insurance Requirements

Bidder/Proposer performing work on City property or public right-of-way for the City of Pflugerville shall provide the City a certificate of insurance evidencing the coverage provisions identified herein. Bidder/Proposer shall provide the City evidence that all subcontractors performing work on the project have the same types and amounts of coverage as required herein or that the subcontractors are included under the contractor's policy. The City, at its own discretion, may require a certified copy of the policy.

All insurance companies and coverage must be authorized by the Texas Department of Insurance to transact business in the State of Texas and must be acceptable to the City of Pflugerville.

Listed below are the types and amounts of insurance required. The City reserves the right to amend or require additional types and amounts of coverage or provisions depending on the nature of the work.

Type of Insurance	Amount of Insurance	Provisions
Commercial General (Public) Liability to include coverage for: Premises/Operations Products/ Completed Operations Independent Contractors Personal Injury Contractual Liability	1,000,000 per occurrence, 2,000,000 general aggregate Or 2,000,000 combined single coverage limit	City to be listed as additional insured and provide 30- days notice of cancellation or material change in coverage City to be provided a waiver of subrogation City prefers that insurer be rated B+V1 or higher by A.M. Best or A or higher by Standard & Poors
Business Auto Liability	1,000,000 combined single limit	City to be provided a waiver of subrogation
Workers' Compensation & Employers Liability	Statutory Limits 1,000,000 each accident	City to be provided a waiver of subrogation

Questions regarding this insurance should be directed to the City of Pflugerville (512)990-6100 A contract will not be issued without evidence of Insurance. We will only accept the ACORD 25 or ISO certificate of insurance forms.

REFERENCE SHEET

Please complete and return this form with the Solicitation response

Bid No: 2013-4
Water and Wastewater Chemicals

Bidders Name: _____ Date _____

Provide the name, address, telephone and point of contact of at least three firms that have utilized the chemical for at least 2 years. References will be checked prior to award. Any negative responses received may result in disqualification of bid.

- 1. Company's Name _____
Name of Contact _____
Title of Contact _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number (____)_____ Fax Number_(____)_____

- 2. Company's Name _____
Name of Contact _____
Title of Contact _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number (____)_____ Fax Number_(____)_____

- 3. Company's Name _____
Name of Contact _____
Title of Contact _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number (____)_____ Fax Number_(____)_____

Failure to provide the required information with the solicitation response may automatically disqualify the response from consideration from award.

TERMS AND CONDITIONS

(Version 2/1/12)

By fulfilling a Purchase Order for goods or services, the contracting party identified below agrees that the below terms and conditions (as applicable to the purchase order) shall govern all agreements with the City unless otherwise agreed to by a specifically executed separate provision if permissible by law. Absent a specifically executed separate provision the below terms are BINDING and SUPERSEDE any and all other terms and/or conditions whether oral or written.

1. **Payment Provisions.** The City's payments under the Contract, including the time of payment and the payment of interest on overdue amounts, are subject to Chapter 2251, Texas Government Code. The City reserves the right to modify any amount due to contractor presented by invoice to the City if necessary to conform the amount to the terms of the contract.
2. **Multiyear Contracts.** If the City does not appropriate funds to make any payment for a fiscal year after the City's fiscal year in which the contract becomes effective and there are no proceeds available for payment from the sale of bonds or other debt instruments, then the Contract automatically terminates at the beginning of the first day of the successive fiscal year. (Section 5, Article XI, Texas Constitution). It is understood and agreed the City shall have the right to terminate the agreement at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to continue the contract, as determined by the City's budget for the fiscal year in question. The City may execute such termination by giving contractor a written notice of termination at the end of its then current fiscal year.
3. **Best Value Determination.** All competitive bids or proposals received shall be evaluated based on the best value for the City. Best value shall be determined by any relevant criteria specifically listed in the solicitation and by considering all or part of the criteria listed below.
 - a. Bid price
 - b. Reputation of the bidder and of bidder's goods and services
 - c. The quality of the bidder's goods or services
 - d. The extent to which the goods or services meet the City's needs
 - e. Bidder's past relationship with the City - All vendors shall be evaluated on their past performance and prior dealings with the City to include, but not limited to, failure to meet specifications, poor quality, poor workmanship, and late delivery.
4. **Local Preference.** The City Council supports the local preference option for purchasing. In accordance with Chapter 271.9051 of the State of Texas Local Government Code, the City Council may choose to award a competitive bid to a bidder whose principal place of business is in the City limits, provided that this bid is within 5% of the lowest bid price received.
5. **No Ex-Parte Communications during Competitive Bidding Period.** To insure the proper and fair evaluation of a response, the City prohibits ex parte communication (e.g., unsolicited) initiated by the proposed contractor to a City official or employee evaluating or considering the responses prior to the time a formal decision has been made. Questions and other communication from vendors will be permissible until 5:00 pm on the day specified as the deadline for questions. Any communication between responder and the City after the deadline for questions will be initiated by the appropriate City official or employee in order to obtain information or clarification needed to develop a proper and accurate evaluation of the response. Ex parte communication may be grounds for disqualifying the offending responder from consideration or award of the solicitation then in evaluation, or any future solicitation.
6. **Abandonment or Default.** A contractor who abandons or defaults the work on the contract and causes the City to purchase the services elsewhere may be charged for any increased cost of goods, materials and/or services related thereto and shall be considered disqualified in any re-advertisement of the service and may not be considered in future bids for the same type of work for a period of three years for the same scope of work, goods or services.
7. **Disclosure of Litigation.** Each contractor shall include in its proposal a complete disclosure of any civil or criminal litigation or investigation pending which involves the respondent or which has occurred in the past in which the respondent has been judged guilty or liable by a competent court regardless of whether the Court Order or Judgment is final or on appeal.
8. **Cancellation.** The City reserves the right to cancel the contract without penalty by providing 30-days prior written notice to the contracting party. Termination under this paragraph shall not relieve the contractor of any obligation or liability that has occurred prior to cancellation. **NOTE: This contract is subject to cancellation, without penalty, at any time the City deems the vendor to be non-compliant with contractual obligations.**
9. **Annual Vendor Performance Review.** The City reserves the right to review the vendor's performance annually and to cancel all or part of the agreement (without penalty) or continue the contract through the next period.
10. **Compliance with other laws and certification of eligibility to contract.** Any offer to contract with the City shall be considered an executed certification that the contractor shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, (as amended during the contracting period) and any orders and decrees of any court or administrative bodies or tribunals in any matter affecting the performance of the resulting agreement, including without limitation, immigration laws, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. **Additionally, such offer shall indicate that the contractor has fully read and understood the terms and conditions for eligibility to contract with the City pursuant to Chapter 38 of the City's Ordinances and certifies they are in compliance with those local requirements.** When requested, the contractor shall furnish the City with satisfactory proof of its compliance within 10 days or any contract with the City is void.
11. **Compliance with all Codes, Permitting and Licensing Requirements.** The successful contractor shall comply with all national, state and local standards, codes and ordinances as well as any other authorities that have jurisdiction pertaining to equipment and materials used and their application. None of the terms or provisions of the specification shall be construed as waiving any rules, regulations or requirements of these authorities. The successful bidder shall be responsible for obtaining all necessary permits, certificates and/or licenses to fulfill contractual obligations.
12. **Liability and Indemnity of City.** Any provision of the Contract is void and unenforceable if it: (1) limits or releases either party from liability that would exist by law in the absence of the provision; (2) creates liability for either party that would not exist by law in the absence of the provision; or (3) waives or limits either party's rights, defenses, remedies, or immunities that would exist by law in the absence of the provision. (Section 5, Article XI, Texas Constitution)
13. **Indemnity and Independent Contractor Status of Contractor.** Contractor shall indemnify, save harmless and defend the City, its officers, agents, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, attorney's fees and any and all other costs or fees (whether grounded in Constitutional law, Tort, Contract, or Property Law, or raised pursuant to local, state or federal statutory provision), arising out of the performance of the resulting agreement and/or arising out of a willful or negligent act or omission of the contractor, its officers, agents, and employees. It is understood and agreed that the contractor and any employee or sub-contractor of contractor shall not be considered an employee of the City. The contractor shall not be within protection or coverage of the City's workers' compensation insurance, health insurance, liability insurance or any other insurance that the City from time to time may have in force and effect. City specifically reserves the right to reject any and all contractor's employees, representatives or sub-contractors and/or their employees for any cause, should the presence of any such person on City property or their interaction with City employees be found not in the best interest of the City, harassing, or is found to interfere with the effective and efficient operation of the City's workplace.
14. **Liens.** Contractor agrees to and shall indemnify and save harmless the City against any and all liens and encumbrances for all labor, goods and services which may be provided under the resulting agreement. At the City's request the contractor or subcontractors shall provide a proper release of all liens, or satisfactory evidence of freedom from liens shall be delivered to the City.
15. **Confidentiality.** Any provision in the Contract that attempts to prevent the City's disclosure of information that is subject to public disclosure under federal or Texas law or regulation, or court or administrative decision or ruling, is invalid. (Chapter 552, Texas Government Code)
16. **Tax Exemption.** The City is not liable to Vendor for any federal, state, or local taxes for which the City is not liable by law, including state and local sales and use taxes (Section 151.309 and Title 3, Texas Tax Code), and federal excise tax (Subtitle D of the Internal Revenue Code) for certain purchases. Accordingly, those taxes may not be added to any item. Texas limited sales tax exemption certificates will be furnished upon request. Vendors shall not charge for said taxes. If billed, the City will remit payment less sales tax.
17. **Contractual Limitations Period.** Any provision of the Contract that establishes a limitations period that does not run against the City by law or that is shorter than two years is void. (Sections 16.061 and 16.070, Texas Civil Practice and Remedies Code)
18. **Sovereign Immunity.** Any provision of the Contract that seeks to waive the City's immunity from suit and/or immunity from liability is void unless agreed to by specific acknowledgement of the provision within the contract.
19. **Governing Law and Venue.** Texas law governs this Contract and any lawsuit on this Contract must be filed in a court that has jurisdiction in Travis County, Texas.

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

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

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).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Purpose of Form

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

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

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

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

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

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

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