

TROY UNIVERSITY

Sealed bids will be accepted on the goods and/or services described within this document - until the time and date provided below when responses will be publicly opened and read. TROY UNIVERSITY reserves the right to reject any and all bids and be the sole judge of quality versus cost. All quotes must be F.O.B. TROY UNIVERSITY (TO SPECIFIED LOCATION).

QUOTE ON THE ITEM(S) LISTED ON THE ATTACHED PAGE(S). NO EMAILED OR FAXED BIDS WILL BE ACCEPTED. DIGITAL COPIES ARE TO BE SENT IN ADDITION TO THE PHYSICAL BID PACKAGE. TROY UNIVERSITY DOES NOT PRE-PAY BID ITEMS.

FILL IN THE FOLLOWING INFORMATION AND RETURN WITH BID:

- SIGN AND RETURN THIS FORM WITH YOUR BID
- THE OUTSIDE OF THE ENVELOPE SHOULD STATE BID #, TIME, AND OPENING DATE

TROY UNIVERSITY BID #

Day:

Date:

Time:

SUBMIT SEALED BIDS TO:

Troy University Purchasing Department,
100 University Park Troy, AL 36082

Attn: Sarah Richards
bids@troy.edu

VENDOR INFORMATION: ALL ITEMS MUST BE LEGIBLE.

COMPANY NAME _____

ADDRESS _____

PHONE _____

SIGNATURE _____ DATE _____

PRINT NAME _____

EMAIL ADDRESS (REQUIRED) _____

SHORTEST ESTIMATED SHIPPING TIME FOLLOWING INTENT TO AWARD: _____

NOTE THE FOLLOWING ITEMS:

Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama State and local sales, use and/or lease tax on all taxable sales and leases into Alabama. **By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557,** they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

CANCELLATION FOR LACK OF FUNDING: This contract may be cancelled without any further obligation on the part of TROY University in the event that funds are not appropriated or sufficient funding is unavailable to assure full performance of terms.

A list of terms and requirements follows. **All applicable items on check list are required at the time of the bid opening.**

Troy University Bid Checklist: All items are required to be submitted with the vendor's bid response unless otherwise noted.

- Troy University Cover Sheet (signed by an authorized company representative)
- Bid response (respond based on instructions provided in specifications)
- W-9 (complete enclosed form or submit vendor file copy)
- Vendor Disclosure (see instructions below: complete enclosed form)
- Affidavit of Alabama Immigration Law Compliance (see instructions below: complete enclosed form)
- Bid Bond, if applicable (see instructions, below)
- Performance Bond (**awarded vendor** only – see instructions below)

Requirements Defined:

BID BONDS:

Troy University Purchasing Policy provides that all vendors are required to furnish a bid bond on any contracts for services exceeding **\$50,000**. A bid bond is designed to secure a particular bid until it is either rejected or accepted and a contract is made and secured or goods are received. Bid guarantees may be presented in the form of a bid bond, postal money order, certified check, cashier's check or irrevocable letter of credit for no less than 10% of the bid amount. All check guarantees for unsuccessful bidders will be returned in a timely manner.

For the successful bidder, a bid bond remains in effect until the following:

1. A vendor who is providing goods or materials has received an approved Troy University Purchase Order or contract, or
2. A vendor who is providing services has been notified of award. The bid bond for the successful vendor will remain in the possession of the Troy University Purchasing Department until such time as a performance bond can be presented to the University for services under contract.

VENDOR DISCLOSURE FORMS:

State of Alabama Act 2001-955 requires that the Vendor Disclosure statement be completed and filed with all proposals, bids, contracts or grant proposals to the State of Alabama in excess of \$5,000.00. A vendor disclosure statement is not required for contracts for gas, water, and electric services where no competition exists, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award. **A new vendor disclosure statement is required for each purchase in excess of \$5,000.00 regardless of prior purchases. A current vendor disclosure statement must be on file before invoices can be processed for payment.**

ALABAMA IMMIGRATION LAWS:

Alabama Law (Section 31-13-9 (a) and (b), Code of Alabama, 1975) - The State of Alabama passed new legislation effective January 1, 2012 known as the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535. This legislation requires anyone receiving state monies to verify that they are in compliance with the new immigration law. State Agencies, including Troy University are required to withhold payment until proper verification has been obtained.

PERFORMANCE BONDS:

Alabama Law (Section 41-16-28, Code of Alabama 1975) provides that a bond in a responsible sum for faithful performance of the contract, with adequate surety, shall be required in an amount specified in the advertisement for bids. The performance bond shall be set at no less than 10% of the total contractual amount or at a stated amount of no less than the cost of one month's service, whichever is greater. A performance bond must be in effect prior to the first date of service. Upon award of the bid, the successful bidder will be responsible for providing a Performance Bond which should be valid until all work associated with this project has been completed. Performance bonds may be presented in the form of a surety bond (PREFERRED), postal money order, certified check, or cashier's check. The performance bond should be presented to Troy University Purchasing Department before a purchase order is issued. No goods are to be delivered and no work is to begin without an official Troy University purchase order.



**REQUEST FOR BIDS# 24-029
Waste Management Services**

Issue RFP: September 13, 2024

Questions due: October 1, 2024
2:00 PM CST

Proposals Due: October 29, 2024
2:00 PM CST

Troy University Request for Bids #24-029: Waste Management Services

Troy University is accepting sealed bids for Waste Management Services for each of its Alabama Campuses, including: Troy, Montgomery, Dothan and Phenix City.

Bids must be submitted on proposal forms (including "Per Unit Price" worksheet) furnished by Troy University, henceforth referred to as "the Owner". To request this form in electronic format please email bids@troy.edu. All bidders bidding must show evidence of a business license for the cities of Troy, Montgomery, Dothan, or Phenix City before bidding or bid will not be received or considered by the Owner; the bidder shall show such evidence by clearly **displaying their current license number on the outside of the sealed envelope** in which the proposal is delivered. The Owner reserves the right to reject any or all proposals and to waive technical errors if it is judged to be in the Owner's best interest.

Vendors may bid on any and all locations listed in the attached specification document. The University may issue multiple awards, if it is deemed in the best interest of the University to do so. The University is not required to issue an award to a sole respondent.

ALL BID RETURNS SHOULD HAVE THE BID NUMBER, TIME, AND OPENING DATE CLEARLY MARKED ON THE OUTSIDE OF THE ENVELOPE. ANY BID RETURN NOT CLEARLY MARKED WILL NOT BE CONSIDERED

Bid Contacts:

Sarah Richards
Purchasing Coordinator
Troy University
100 University Park
Troy, AL 36081
334.670.3128
bids@troy.edu

Anthony Rosa
Operations Manager
Troy University Physical
Plant
1 Melton Carter Dr.
Troy, AL 36082
334.670.3342

Proposals will be accepted and opened on **Tuesday, October 29, 2024 @ 2:00 PM CST** in the Troy University Physical Plant Conference Room, at 1 Melton Carter Drive, Troy, AL 36082. At any point after bid posting and before bid opening, proposals can be mailed or hand delivered to Purchasing & Asset Management, 100 University Park, Troy, AL 36082 during normal business hours.

Bid Schedule

Troy University Bid# 24-029: Waste Management Services

September 13, 2024	Issue Bid Solicitation
October 8, 2024 5 PM CST	Bid Questions Due- Questions submitted after this time will not be reviewed.
October 29, 2024 2PM CST	Proposals are due by 2 PM (CST) to be opened and reviewed in the conference room at: Troy University Physical Plant 1 Melton Carter Dr. Troy, AL 36082
October 29, 2024	RFP review begins
November 11, 2024	Selection of Vendor(s)
December 1, 2024	Contract commencement

****ALL DATES ARE SUBJECT TO CHANGE****

SOLID WASTE COLLECTION AND DISPOSAL

SPECIFICATIONS FOR TROY UNIVERSITY – ALABAMA CAMPUSES

Troy University Bid# 24-029: Waste Management Services

INTENT AND PURPOSES

It is the intent and purpose of this notice to outline the specifications for Troy University to enter into a written contract for the collection, hauling and disposal of non-hazardous and non-infectious solid waste located in the boundaries of Troy University – Troy, Montgomery, Dothan and Phenix City, Alabama Campuses.

QUALIFICATION OF CONTRACTORS

All Contractors hereunder must furnish satisfactory evidence to Troy University that they have been in continuous existence for the past four (4) years or more and that the bidder has successfully operated a refuse collection operation for a period of four (4) years or more. All bidders must be licensed and permitted to transport and dispose of non-hazardous and non-infectious solid waste, including special waste.

All Contractors shall be required to demonstrate to the satisfaction of Troy University that they have adequate financial resources, experienced personnel, equipment, and expertise to perform the services required by these specifications. No contract will be awarded to any bidder who, as determined by Troy University, has an unsatisfactory performance record or inadequate experience or who lacks the necessary capital, organization and equipment to conduct and complete the collection, hauling and disposal services in strict accordance with the specifications of this notice. Troy University reserves the right to reject any and all bids and be the sole judge of quality versus cost.

LEGAL CONDITIONS

All Contractors shall comply with the applicable solid waste legislation of the State of Alabama, and the rules and regulations, of the respective county health department in which the campus is located within Alabama, that are in existence as of this notice. In addition, all Contractors shall comply with the U.S. Department of Transportation, Federal Highway Administration, including Sections 324, 383, 385, 387, 390, 397 and 399, regardless of the number of drivers employed or hired by the Contractor.

WORKMEN'S COMPENSATION INSURANCE

The Contractor shall provide and maintain during the life of the contract, adequate Workmen's Compensation Insurance, in accordance with the laws of the State of Alabama, for all its employees. A certificate shall be filed with Troy University by the insurance carrier showing such insurance to be in force at times.

LIABILITY INSURANCE

The Contractor shall provide and maintain during the life of the contract, Public Liability and Property Damage Insurance and Umbrella Coverage in the following amounts:

Public Liability	\$1,000,000 per any one claim
Automotive Liability	\$1,000,000 bodily injury and property damage, combined single limit per claim
Property Damage	\$1,000,000 per any one claim
Umbrella Liability	\$5,000,000 per occurrence or claim

The Contractor shall have primary/non-contributory coverage. To protect the Contractor, his agents and his employees from claims for damages for personal injury, including wrongful and accidental death and property damage that may arise from operations under the contract, whether such operations be performed by himself or his employees the policy or policies the shall name Troy University as additionally insured and shall contain a clause that the insurer will not cancel or decrease the insurance coverage without first giving Troy University thirty (30) days' notice in writing.

A certificate of insurance shall accompany the notice attesting that Contractor has obtained and has in effect prescribed insurance.

PERFORMANCE BOND

The contractor shall furnish to Troy University a Performance Bond in the amount of 10% of the first year's contract amount. A surety company licensed to do business in the State of Alabama shall execute said performance bond. A letter from the bonding company or bank shall be attached to the notice stating that the Contractor can obtain said performance bond.

LANDFILL

Contractor shall have a contract with and the capability to dispose of the solid waste collected by the Contractor at a landfill permitted by the Alabama Department of Environmental Management ("ADEM") for the period of the initial term of the franchise, with a service area that includes the respective county in which the campus is located within Alabama.

CANCELLATION FOR LACK OF FUNDING

This contract may be cancelled without any further obligation on the part of Troy University in the event that funds are not appropriated or sufficient funding is unavailable to assure full performance of terms.

BILLING AND REPORTING

A collection fee for services rendered by the contractor to the Owner shall be invoiced at the end of each month. Invoices should reflect bid pricing and broken down by dumpster location as noted in bid. Additional requested service should be called out on invoice and distinguishable from scheduled services. The contractor shall establish an adequate billing system and it will be its sole responsibility to collect for services rendered.

Costs of services will be included in the bid to show weekly unit price, monthly unit price, and 52-week extended price per dumpster as specified in the base bid spreadsheet attached herein. Per unit pricing for dumpsters will be included for roll offs, dumpsters of various yardage (2, 4, 6, 8 yard), and 95g cans to include price per delivery, price per haul, and price per ton disposed.

Billings will be accompanied with a monthly total report of services rendered. These reports will include:

Front End Load (FEL) - Total number of pickups per month, per location
Extra Pickups per FEL – Total number of extra pickups per month, per location
Missed Pickups per FEL – Total number of missed pickups per month, per location

(Missed pickups will be deducted at the same rate as if picked up including but not limited to base price, tonnage, fuel surcharge, etc.)

(Troy University will be notified immediately of any missed pickups with explanation of missed pickup.)

Roll offs – Total number of pickups per month, per location
95-gallon Cans (Tipper truck) – Total number of cans picked up at Physical plant per week, per month excluding football season.
95-gallon Cans (Tipper truck) – Total number of cans picked up at various locations per game, per month during and including football season (120-160 cans). Vendor provides per our request
Temporary Roll offs – Total number of pickups per month, per location

Billing will be sent at the end of the month that the services were rendered.

Rate Adjustments

CPI

The fees or compensation payable to the Contractor for the second and subsequent years of the term or terms hereof shall be adjusted upward or downward to reflect changes in the cost of doing business. These adjustments will not exceed the Consumer Price Index (CPI), for all items less food and energy, published by the U.S. Department of Labor, Bureau of Labor Statistics. The base month for the CPI will be October 2025.

Fuel Adjustment

Every calendar month, the base rates shall be subject to a fuel surcharge as follows: an additional one percent (1%) for every twenty cent (\$0.20) increase in the price of diesel fuel above and including \$4.00 per gallon. There will be no fuel surcharge for fuel prices below \$4.00 per gallon. If the price of fuel is below \$4.00 per gallon, charges for fuel will follow the exact price per gallon per the website listed below. The formula for calculating fuel surcharge is as follows:

If fuel is \$ 4.39 per gallon, then \$ 4.39 - \$ 4.00 = \$.39 cents
\$.39 cents ÷ \$.20 cents = 1.95
The fuel surcharge would be 1.95%.
Total price for fuel would be \$ 4.00 per gallon x fuel surcharge (1.95%) = .08 cents.
Total \$4.08 per gallon.

The diesel fuel price shall be as determined by reference to the Energy Information Administration of the US Department of Energy (“EIA/DOE”)’s Weekly Retail On Highway Diesel Prices for the “Gulf Coast”. The EIA/DOE currently publishes these prices on their website at the following location:

<http://tonto.eia.doe.gov/oog/info/wohdp/diesel.asp>

The determination of the average price of diesel fuel from the aforesaid website shall be made on the first Monday prior to the end of the month (or the first business day thereafter if such Monday is a Federal Holiday).

TERMS

The contract(s) for all aforementioned campuses will end on November 30, 2027.

The contract(s) will be for a term of 52 weeks per year with reduced services during 4 weeks out of the year as listed:

- Christmas Break (approx. 3-weeks)
- Spring Break (1-week)

HEALTH PERMIT

Contractor shall obtain and maintain a permit to haul solid waste within the respective county in which the campus is located within Alabama.

DEFAULT

Contractor will be deemed to be in default if upon Thirty (30) days written notice the Contractor fails to correct any of the following:

1. Cancellation of the respective County Health Department Hauling Permit for failure to perform.
2. Cancellation of any of the insurance requirements.
3. Failure to perform any requirements of this notice other than matters beyond the Contractor's control such as: work stoppages, vandalism, strikes, riots, insurrection and acts of nature.

ASSIGNMENT

This agreement may not be assigned by either party, without the written consent of the other, without prior approval and without being released from any of its responsibilities hereunder.

TERMINATION FOR CAUSE

If either party breach a material provision hereof, the non-breaching party shall give the other notice of such cause. If such cause is not remedied within the specified period, ten (10) days, the party giving notice shall have the right to terminate their agreement upon giving a sixty (60) day written notice.

EQUIPMENT AND CARE THEREOF

For routine collection and transportation of garbage and domestic rubbish, the Contractor shall use trucks of the front-end loading type within the 2008 model year, or newer, as approved by the respective county in which the campus is located within Alabama.

The Contractor shall have painted on its truck doors or at some other place, approved by the Health Officer, the name of the Contractor, none of which lettering shall be less than three (3) inches high. All yardage type containers used on campus will be bronze in color using the paint color number provided by Troy University. The successful bidder awarded this contract will be responsible for providing all new containers at the start of the contract period.

All equipment shall be cleaned, maintained and stored in a manner approved by the respective county in which the campus is located within Alabama. Trucks shall be washed and sanitized at least once a week. The Contractor shall provide a Health Department approved wash facility at an off-campus location for washing and sanitizing of trucks and containers.

The Contractor shall have a sufficient number of packer-type trucks to accomplish the pickups as specified in all areas of disposal. The cost of all equipment, its operation, maintenance and upkeep shall be borne by the Contractor. The equipment shall be maintained at all times to meet all existing safety regulations, including the Federal Motor Carrier Safety Regulations. All yardage type containers used on campus will be bronze in color.

Equipment must be available in the contractor's fleet that is equipped with truck scales for the purposes of weighing tonnage of waste collected by location. It will be provided at no additional cost to the University. A date will be agreed upon between the University and the contractor to provide measuring and recording of these weights. This will be conducted a minimum one time per year and no more than twice per contract year.

If during the contract, Troy University's regularly assigned driver is reassigned to another position, the new driver must receive a minimum of 1-week training from the regular driver. If during the contract, Troy University's regularly assigned driver is unavailable due to vacation, sickness, etc., Troy University will be notified immediately of temporary personnel changes.

Scope of Work

Troy University Bid# 24-029: Waste Management Services

The Contractor understands that Troy University is a high-profile state institution and requires the highest standards of performance to properly represent the City of Troy, Montgomery, Dothan, Phenix City and the State of Alabama. The Contractor shall have necessary management, personnel, and equipment on-call 24 hours a day; provide a response time of 24 hours for extra dumps, container washing, and other emergency services. The account manager assigned to Troy University will make contact, by phone or in person, with the assigned coordinator for waste services, the Grounds Manager of the Physical plant, a minimum of one time per week for the purposes of discussing current needs, quality of service, etc. The account manager or direct liaison will also schedule a meeting by phone or in person within 10-business days with the Grounds manager any time our regularly assigned driver is permanently removed or replaced for any reason.

Containers provided by the contractor shall be new or in like new condition. At no time will containers have holes in the sides or bottom, any damaged container lids will be replaced immediately. All containers will be repainted every 12 months. The Contractor shall replace containers, which are determined by Troy University to be inadequate for service due to damage or appearance, immediately after proper notification. The Contractor shall anticipate the request for extra dumps for containers located at Residence Halls during semester changes at the time when students are moving in and moving out. These extra dumps will be an additional cost to the University beyond the contract base bid.

ANNUAL SERVICE REVIEW

Annually the Contractor will be responsible for initiating a service review with the University to discuss services provided.

ASSISTANCE AND REPORTING

The University will also require that front end load trucks with scales on the forks to run campus to measure the weight of individual dumpsters, no more than two (2) times annually. The University reserves the right to audit at random, a day, or series of days, front end load truck services to get weights from each dumpster being serviced on that day. The University will use the individual dumpster weights to project the average monthly disposal costs for each dumpster and/or building that they service. The University will also use this information to enhance recycling efforts on campus.

BLOCKED CONTAINERS

If you encounter blocked containers, the awarded contractor must label all containers with a notice that reads "No Parking Anytime! All vehicles will be towed at owner's expense." The University will provide the contractor with a direct phone number to report all vehicles that are blocking dumpsters





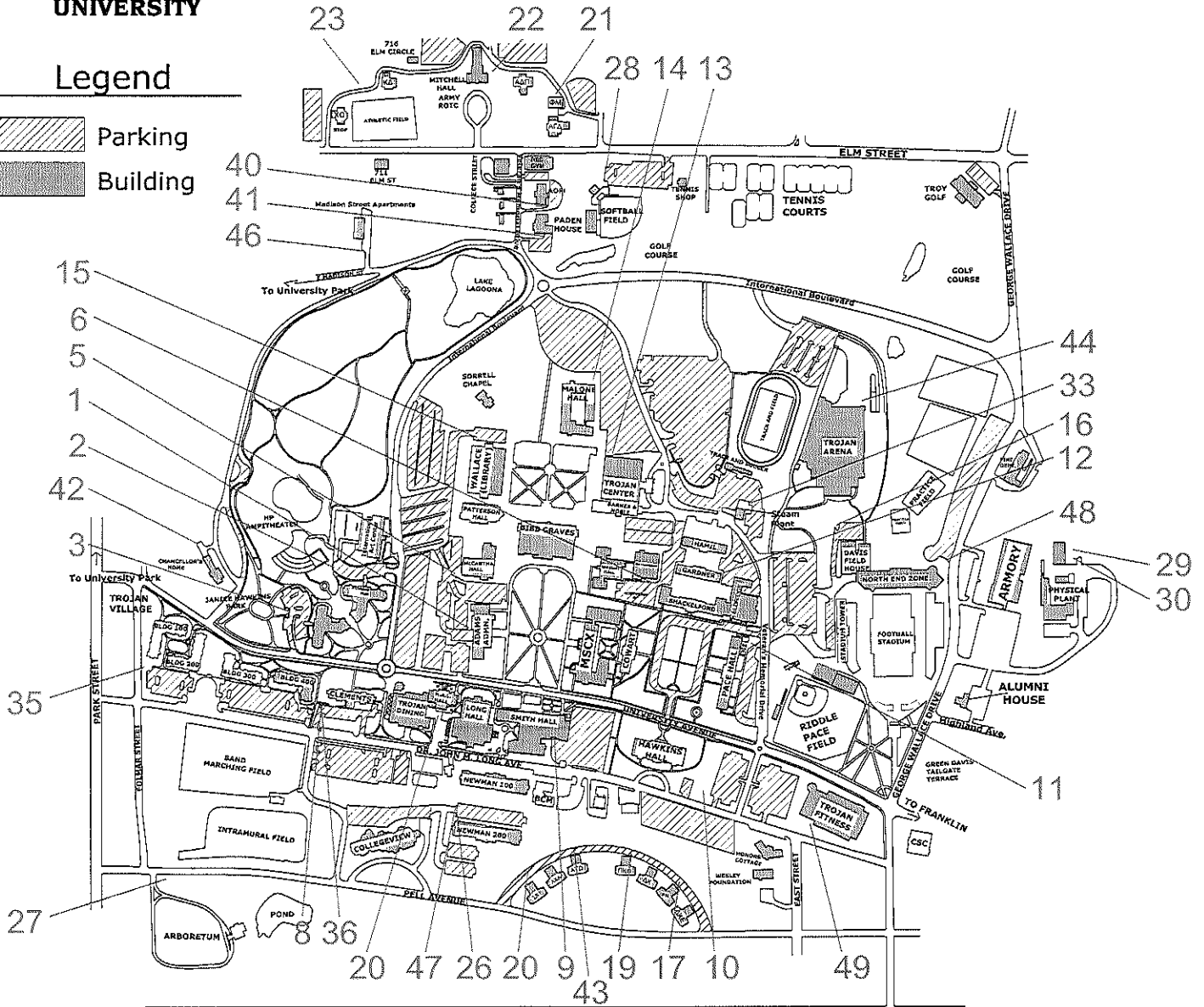
TROY UNIVERSITY

Dumpster Locations

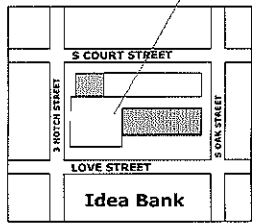
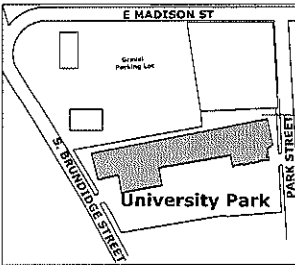
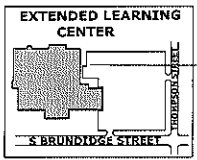
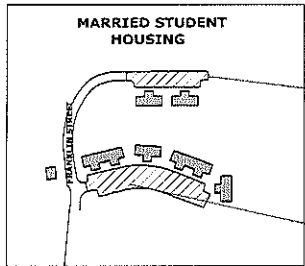
(Not to Scale)

Legend

-  Parking
-  Building



← N US HWY 231 S →



Itemized Form of Proposal: Troy Campus

Troy University Bid# 24-029: Waste Management Services

Trash is to be removed between 5am - 7am.
 Trash at Adams Admin is to be removed by 6am every day.
No trucks are to be on campus after 7am.

Map #	Container	Frequency	Building	Weekly Unit Price	Monthly Unit Price	52 Week Extended
1	1 - 2 yard	M-W-F	Adams Administration			
2	1 - 8 yard	M-W-F	International Art Center/Rushing			
3	1 - 8 yard	M-W-F	Rushing Hall / Janice Hawkins Cultural Arts Park			
5	1 - 4 yard	M-W-F	CMMS			
6	2 - 8 yard	M-W-F	Shackelford			
8	1 - 8 yard	M-W-F	Clements Hall			
9	1 - 6 yard	M-W-F	Smith Hall (behind secured gate)			
10	1 - 8 yard	M-W-F	Hawkins Hall			
11	1 - 8 yard	M-W-F	Pace Hall / Riddle Pace Field			
12	1 - 8 yard	M-W-F	Jones/Eldridge			
13	Compactor	On Call	Trojan Center			
15	1 - 8 yard	M-W-F	Wallace Hall			
16	2 - 8 yard	M-W-F	Davis Field House			
17	1 - 8 yard	M & F	Farmhouse			
19	1 - 8 yard	M & F	Delta Chi / TKE			
20	1 - 8 yard	M & F	Lambda Chi / Sigma Chi			
21	1 - 4 yard	M	Phi Mu / Alpha Gamma Delta			
22	1 - 4 yard	M	Alpha Delta Pi / Mitchell Hall			
23	1 - 4 yard	M	Kappa Delta / Chi Omega			
24	1 - 8 yard	M & F	Married Students Apartments A-B and C-D			
25	1 - 6 yard	M & F	Married Students Apartments E-F			
28	1 - 6 yard	M	Softball Press Box / Tennis Pro Shop			
29	95 gallon	M	Physical Plant (95 gallon cans one location per can)			
30	1 - 20 yard roll-off	On Call	Physical Plant			
33	1 - 4 yard	T	Track and Field / Steam Plant			

35	1 - 8 yard	M-W-F	Trojan Village (Primary)			
36	1 - 8 yard	M-W-F	Trojan Village (Overflow @ Clements)			
37	1 - 8 yard	M & F	University Park (IT Dept./Troy Online)			
40	2- 95 gallon	M	Hillcrest House			
41	1 - 95 gallon	M	Jack Paden House			
42	3 - 95 gallon	M	Chancellor's Home			
43	1 - 8 yard	M & F	Alpha Tau Omega			
44	2 - 8 yard	M & F	Trojan Arena			
45	2 - 8 yard 1- 4 yard	M-T-W-TH-F	Trojan Dining			
46	1 - 2 yard	TH	Madison Street Apartments			
47	2 - 8 yard	M-W-F	Newman Center			
48	1 – 8 yard	M-F	North End Zone			
49	1 – 4 yard	M & F	Trojan Fitness & Wellness Center			
50	4 - 95 gallon	W	IDEA Bank			
TOTAL BASE BID						

PER UNIT PRICE

LINE ITEM	CONTAINER	DESCRIPTION	PRICE PER DELIVERY	PRICE PER HAUL	PRICE PER TON
1	20 yard	Roll-off open-top cost per delivery			
2	20 yard	Roll-off open-top cost per haul.			
3	20 yard	Roll-off open-top cost per ton.			
4	40 yard	Roll-off open-top cost per delivery			
5	40 yard	Roll-off open-top cost per haul.			
6	40 yard	Roll-off open-top cost per ton.			
7	4 yard	Cost per pick-up.			
	6 yard	Cost per pick-up			
	8 yard	Cost per pick-up			
8	95 gallon	Empty containers in multiple locations (Football Season) Per location			
		Saturday Pickups / CHHS & Troy Football games see sizes & Quantity for Davis and NEZ and price for both.			
9		Sat. AM extra pick-up for all Res Halls			
10		Sun. AM extra pick-up for all Res Halls			

Itemized Form of Proposal: Montgomery Campus

Troy University Bid# 24-029: Waste Management Services

Trash is to be removed from the hours of 4 AM to 7 AM.

No trucks are to be on campus after 7 AM.

Container	Frequency	Building	Weekly Unit Price	Monthly Unit Price	52 Week Extended
1 - 8 yard	T & TH	Parking lot area beside Rosa Parks Children's Center			
1 - 8 yard	T & TH	Inside Brick revetment behind Rosa Parks Library and Museum			
1 - 8 yard	T & TH	Inside brick revetment on Church Street – corner of Church and Catoma Streets			

If you have any questions or desire to visit the Montgomery campus prior to submitting a bid please call, Dallin Dean 334-202-6441, to schedule an appointment.

Itemized Form of Proposal: Dothan Campus

Troy University Bid# 24-029: Waste Management Services

Trash is to be removed before 7 AM at all buildings except for the Physical Plant.

Physical Plant trash can be removed between 6 AM and-4 PM.

Container	Frequency	Building	Weekly Unit Price	Monthly Unit Price	52 Week Extended
1 - 8 yard	T & TH	Malone Hall			
1 - 8 yard	T & TH	Everett Hall			
1 - 8 yard	T & TH	Adams Hall			
1 - 8 yard	T & TH	Physical Plant (remove between 6am - 4pm)			

If you have any questions or desire to visit the Dothan campus prior to submitting a bid please call Ryan Calloway at 334-685-2078, to schedule an appointment.

Itemized Form of Proposal: Phenix City

Troy University Bid# 24-029: Waste Management Services

Trash is to be removed between the hours of 4 AM to 7 AM.

No trucks are to be on campus after 7AM.

Container	Frequency	Building	Weekly Unit Price	Monthly Unit Price	52 Week Extended
1 - 6 yard	M & F	Riverfront Campus			

If you have any questions or desire to visit the Phenix City campus prior to submitting a bid

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.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<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"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	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.

Social security number	
	- -
or	
Employer identification number	
	-

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

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
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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.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

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-NEC (nonemployee compensation).
- 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), and 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.

Caution: If you don't 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; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. 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).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

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

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

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 (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

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 their 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 their 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, but are not limited to, 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, as described in item 4 under "*By signing the filled-out form*" 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.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. 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 are no longer 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.

• **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 for 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 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or “doing business as” (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** 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.

• **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. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner’s name on line 1. The name of the owner 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. 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, enter it on line 2.

Line 3a

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

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	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 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

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 on 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 territory, 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 territory.
- 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 as defined under section 581.
- 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 Information, 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) entered 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 territory, 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, enter "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 ITIN. Enter it in the entry space for the Social security number. 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). 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 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/EIN. 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 Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "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, you will generally 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. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

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 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

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
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 Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (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 on line 1, and enter your business or DBA name, if any, on line 2. 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.)

* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

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 return 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 a questionable credit report, contact the IRS Identity Theft Hotline at 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 877-777-4778 or TTY/TDD 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 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.

Go to 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 territories for use in administering their laws. The information may also 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, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

Vendor Disclosure Statement Information and Instructions

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

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

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

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

Definitions as Provided in Act 2001-955

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

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

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

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

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

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

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

Instructions

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

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



State of Alabama Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

()

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

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

()

This form is provided with:

Contract Proposal Request for Proposal Invitation to Bid Grant Proposal

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

Yes No

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

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

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

Yes No

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

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT

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

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY

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

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED
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If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

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

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

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

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

AFFIDAVIT OF ALABAMA IMMIGRATION LAW COMPLIANCE

In compliance with SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (the “Act”); CODE OF ALABAMA, SECTIONS 31-13-9 (a) and (b), this Affidavit of Alabama Immigration Law Compliance is to be completed and signed by an officer or owner of a contractor or grantee and notarized, as a condition for the award of any contract by Troy University to an employer that employs one or more employees in the State of Alabama and is a recipient of funds from Troy University. Contractors and Grantees are to provide notice to their Subcontractors of their Alabama Immigration Law Compliance obligations.

State of Alabama:

County of _____:

Before me, a notary public, personally appeared _____ (print name) who, is duly authorized by the business entity/employer which appears below, being sworn, says as follows:

As a condition for being a contractor or grantee on a project paid for by contract, grant, or incentive by the State of Alabama, or any political subdivision thereof, or any state-funded entity, I hereby attest that in my capacity as _____ (your position) for _____ (name of contractor or grantee), said Contractor or Grantee does not knowingly employ, hire for employment, or continue to employ an unauthorized alien. Further, Contractor or Grantee affirms that it is providing notice to its subcontractors of their Alabama Immigration Law Compliance obligations.

I further attest that said Contractor or Grantee is enrolled in the E-Verify program and have affixed below said Contractor or Grantee’s E-Verify Employment Eligibility Verification User Identification Number confirming such program enrollment. I have read this Affidavit and swear and affirm that it is true and correct.

E-Verify Employment Eligibility Verification User Identification Number

Signature of Affiant

Sworn to and subscribed before me this _____ day of _____, 2____.
I certify that the affiant is known (or made known) to me to be the identical party he or she claims to be.

Signature and Seal of Notary Public

To be returned to Troy University