

BID DOCUMENTS

FOR

Council Chambers Audio/Video Technology Upgrade



**CITY OF OWOSSO
301 W. MAIN STREET
OWOSSO, MICHIGAN 48867**

June 25, 2026

NOTICE TO BIDDERS

Council Chamber Audio/Video Technology Upgrade

FOR THE CITY OF OWOSSO, MICHIGAN

Sealed proposals will be received by the city of Owosso for the Council Chamber Audio/Video Technology Upgrade bid and should be addressed to:

Bid Coordinator
City of Owosso
301 W. Main Street
Owosso, Michigan 48867

Installation and configuration of Council Chamber Audio/Video Technology Upgrade.

Bids will be accepted until **3:00 p.m. July 14, 2026**. for the Council Chamber Audio/Video Technology Upgrade at which time bids will be publicly opened and read aloud. This bid will be considered "All or None".

"All or None" means that bidders are required to submit pricing for all items requested. Any proposal received that does not meet this requirement will be disqualified. If said bid is not listed as "All or None" the City reserves the right to split said bid to our best benefit.

All bids must be in writing and must contain an original signature by an authorized officer of the firm. Electronic bids (i.e., telephone, fax, email, etc.) are **NOT** acceptable.

All bids must be accompanied by a Bid Bond for a sum of not less than 5% of the total bid and shall be made payable to the city of Owosso. This amount shall be forfeited in the case of failure on the part of the successful bidder to sign a contract and furnish satisfactory bonds as required within ten (10) consecutive calendar days after the acceptance of the bid by the city of Owosso.

The bidder agrees that if the city accepts their proposal, the bidder will, within 10 consecutive calendar days after receiving notice of this acceptance, enter into a contract to furnish all labor, equipment and tools necessary to execute the work at the unit prices named in the bid proposal and will furnish the surety for performance, for one hundred percent (100%) of this bid, which shall be accepted and approved by the city.

All bids shall clearly be marked on the outside of the **sealed** envelope in which they are submitted:

Council Chamber Audio/Video Technology Upgrade

Hard copies of the proposal, contract forms and specifications are on file and may be obtained for a fee in accordance with the city's FOIA Policy at the office of the Bid Coordinator, City Hall, 301 West Main Street, Owosso, Michigan 48867. Bid documents are available at no charge on our website at www.ci.owosso.mi.us or on the MITN website at www.mitn.info.

The city reserves the right to accept any proposal; or to reject any proposal; to waive irregularities in a proposal; or to negotiate if it appears to be in the best interest of the city of Owosso. The bid shall be valid for a period of 90 days from the date of opening. A bid valid for a shorter period may be rejected by the city of Owosso. During the bid validity period, the bidder shall maintain its original bid without any change to the proposed unit prices and total price.

No work can begin before August 1, 2026 and all work is to be completed by October 1st, 2026.

INQUIRIES/ADDENDUMS

Addendums will be available on the city's website at www.ci.owosso.mi.us and on the MITN website at www.mitn.info.

All inquiries regarding this bid request must be received at least seven (7) calendar days prior to the submission and shall be received in, and responded to, in writing, by e-mail to Todd Wyzynajtys at todd.wyzynajtys@ci.owosso.mi.us or call us at 989-725-0576 to arrange to field inspection.

INSTRUCTIONS TO BIDDERS

1. Each proposal must be signed by the bidder with his usual signature. Bids by partnerships should be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and designation of the president, vice-president or person authorized to bind it in the matter. **Any paperwork not filled out properly or signed will cause the bid to be considered non-responsive and shall be rejected by the city.**
2. Proposals, to receive consideration, must be received prior to the specified opening time and reading as designated in the invitation.
3. Bidders are requested to use the proposal form furnished by the city when submitting their proposals. Envelopes must be **sealed** when submitted and clearly marked on the outside indicating the name of the bid.
4. Proposals having and erasures or corrections thereon may be rejected unless explained or noted over the signature of the bidder.
5. References in the specifications or description of materials, supplies, equipment, or services to a particular trade name, manufacturer's catalog, or model number are made for descriptive purposes to guide the bidder in interpreting the type of materials or supplies, equipment, or nature of the desired work. They should not be construed as excluding proposals on equivalent types of materials, supplies, and equipment or for performing the work in a manner other than specified. However, the bidders' attention is called to General Condition seven (7).
6. Proposals should be mailed or delivered to: Bid Coordinator's Office, City Hall, 301 W. Main Street, Owosso, MI 48867.
7. Special conditions included in this inquiry shall take precedence over any conditions listed under General Conditions or Instructions to Bidders.
8. Insurance coverage – The winning bidder, prior to execution of the contract, shall file with the city copies of completed certificates of insurance naming the city of Owosso as an additional insured party, as evidence that the contractor carries adequate insurance satisfactory to the city.
9. **The following items must be included with the bid response:**
 - a. **Vendor Proposal**
 - b. **Signature Page & Legal Status/ Acknowledgement of Addendum(s)**
 - c. **W-9 Request for Taxpayer ID No. and Certification**

**BID Proposal
Council Chamber
Audio/Video Technology
Upgrade Bid**

TO: THE CITY OF OWOSSO (HEREINAFTER CALLED THE "CITY")

Bidder must provide pricing for each item listed. If additional pricing elements are being offered by the bidder, they are to be listed under "other services/items offered."

Bid Summary

The City of Owosso is undertaking an upgrade to the audio-visual system in its Council Chambers to enhance the effectiveness, accessibility, and professionalism of public meetings. This project will deliver a modernized, fully integrated AV system designed to support hybrid meetings, improve sound clarity, and provide simplified user control.

Key upgrades include the installation of high-quality ceiling-mounted loudspeakers, professional-grade wireless microphones, a network-based digital signal processor, and a PTZ (pan-tilt-zoom) camera system for video capture. A wireless presentation system will enable easy sharing of content from laptops and mobile devices, enhancing collaboration and communication during council sessions.

A centralized touchscreen control panel will allow staff to manage audio, video, and other system functions with ease, supported by a managed PoE network infrastructure. Custom mounting and all necessary cabling will be provided to ensure a clean and professional installation.

The project includes equipment delivery, structured wiring, installation, system programming, final tuning, and user training. All work will be completed by experienced technicians and engineers following industry best practices.

Once complete, this system will improve the experience of in-person and remote participants alike, support more efficient council operations, and increase public engagement through enhanced meeting broadcasts.

Detailed requirements are included in this document.

This upgrade aims to:

- Replace existing 25 year old sound mixer.
- Improve sound coverage and clarity for both the council members and the public
- Enhance video capture and streaming capabilities with professional PTZ camera support
- Enable wireless and wired content sharing for presentations and meetings
- Simplify system operation for city staff through a centralized control interface
- Ensure the entire system is future-ready, scalable, and easily maintainable

Scope of Work

The project will begin with the delivery and installation of key audio-visual components selected for their performance, flexibility, and integration capabilities. This includes a digital signal processor that acts as the brain of the audio system, enabling clean microphone routing, echo cancellation, and full control over signal flow.

Wireless audio will be achieved using professional-grade handheld and bodypack microphones with built-in rechargeable batteries. A set of ceiling-mounted loudspeakers will provide clear, even audio throughout the chamber. All speakers will be connected using professionally installed low-voltage wiring.

For visual coverage, a high-quality PTZ network camera will be mounted on the wall to provide video streaming and archival support, with both HDMI and SDI outputs available. Content sharing will be enabled through a wireless conference system, allowing users to easily present from laptops or mobile devices.

A touchscreen interface will allow staff to control audio levels, camera views, and system presets with minimal training. All devices will be connected through a managed Power-over-Ethernet network switch, reducing cable clutter and ensuring stable performance.

Custom mounts, cable runs, and integration hardware will be provided as needed for a clean and efficient installation.

Skilled technicians will perform all aspects of system integration, including:

- Running and terminating all required Cat6 and speaker wiring
- Assembling and installing equipment racks
- Mounting speakers, cameras, and control hardware
- Programming the DSP and touchscreen interface
- Tuning the system for optimal performance
- Providing on-site training to city personnel

Work will be coordinated to minimize disruption to Council operations. The project is expected to take 2–4 weeks, depending on access to the space and scheduling coordination.

Upon completion of the project, the City of Owosso will receive:

- A fully installed and operational Council Chambers AV system
- Tuned and tested equipment, including microphones, speakers, camera, and controller
- Removal of all old speakers, mixers and other replaced equipment. Removed equipment shall remain the property of the City of Owosso and shall be turned over to City staff unless the City provides written authorization for disposal.”

- An intuitive user interface for day-to-day system use
- Hands-on training for designated staff
- Documentation of system architecture and equipment functions

All installations shall adhere to applicable safety codes, the best industry practices, and City of Owosso IT and physical security standards. The project is scheduled to commence on **August 1, 2026**, and be completed no later than **October 1, 2026**.

SECTION 115200 AUDIO VISUAL EQUIPMENT

PART 1 GENERAL

1.1 DESCRIPTION

- A. These specifications and the associated drawings describe the A/V system to be furnished and installed at the City of Owosso - City Council Chamber located at 301 W Main St, Owosso, MI 48867.
- B. System design philosophy is based on a straightforward, flexible system using professional, high quality, "off-the-shelf" equipment.
- C. The A/V Contractor shall furnish and install all low-voltage A/V cabling, terminations, equipment, mounting hardware, racks, and related A/V infrastructure required for a complete and operational system. Unless specifically included in the A/V Contractor's proposal, new 120-volt electrical circuits, electrical outlets, conduit, junction boxes, pull boxes, and other line-voltage electrical work shall be performed by a licensed electrical contractor. The A/V Contractor shall identify in its proposal any required electrical work, outlet locations, conduit requirements, or power requirements needed to complete the installation. The City shall determine whether such electrical work will be performed by the City's electrical contractor or by a licensed electrical subcontractor included under the A/V Contractor's bid.
- D. The A/V contractor shall furnish all equipment, material, cable, and supplies required to effectively complete the installation of this system, whether or not such equipment is described in this specification.
- E. The A/V contractor shall provide three complete sets of the following data: Installation wiring diagrams, as-built drawings, complete instruction manuals, schematic drawings, service instructions and manuals, test documentation and any associated programming or configuration files.
- F. The A/V system shall be guaranteed for a period of one year from the date of acceptance against defective materials, design, workmanship, and improper adjustment. The A/V contractor will honor any manufacturer's warranties that exceed one year. Any defective material shall be replaced at no expense to the owner, provided it does not show abuse.
- G. All equipment, except portable equipment such as microphones, cables, etc., shall be held firmly in place. Fastenings and supports shall be adequate to support their loads with a safety factor of at least three. All switches, controls, connectors, outlets, etc., shall be clearly, logically, and permanently marked during installation.
- H. The A/V contractor shall provide a minimum of two (2) two-hour training sessions for up to five representatives chosen by the owner. The contractor's bid shall include the cost to be charged to the owner for additional training sessions. In addition, the A/V contractor shall attend two of the initial uses of the system, as selected by the owner. The owner shall give reasonable notice in advance of these initial uses.

1.2 MATERIALS AND WORKMANSHIP

- A. All equipment shall be new and in proper operating condition. All workmanship shall be of the finest quality by experienced installation technicians.
- B. The A/V Contractor shall contact the City of Owosso I/T and the A/V Consultant, in writing, regarding the selection of colors, finishes, plates, laminate, and other project-specific items. Include this communication as part of the submittals.
- C. The A/V contractor shall maintain at the job site a complete set of manufacturer's original operation, instruction, installation, and service manuals for each equipment item for reference.
- D. Care shall be taken in wiring so as to avoid damage to the cables and to equipment. All joints and connectors shall be made with rosin core solder or with mechanical connectors approved by the equipment manufacturer. All wiring shall be executed in accordance with standard installation and broadcast practices.
- E. All speakers, wire, projector, screen, junction boxes, jacks, etc., shall be mounted so as to fit as inconspicuously as possible into the decor of the space.
- F. Shop drawings of all loudspeaker systems or assemblies shall be provided to the City of Owosso I/T and the A/V Consultant for review and approval prior to installation.
- G. The A/V contractor shall take such precautions as are necessary to guard against electromagnetic and electrostatic hum, to supply adequate ventilation, and to install the equipment so as to provide maximum safety to the operator.
- H. Any existing equipment, including amplifiers, processors, playback devices, microphones, direct boxes, and other loose equipment, shall remain the property of the owner. Any equipment removed or replaced as part of this project shall be turned over to the City of Owosso I/T unless disposal is approved in writing by the City.

1.3 ORDINANCE AND CODES

- A. The A/V contractor shall comply with all applicable national and local codes, ordinances, and obtain all required permits. The A/V contractor shall be held responsible for any violations of the law within the scope of his work.

1.4 CONTRACTOR QUALIFICATIONS

- A. Work in this section shall be performed by a A/V contractor who complies with the requirements of Division 1, and who has an active membership in the National Systems Contractors Association (NSCA), has at least five (5) years of verifiable direct experience with the devices, equipment and systems of the type and scope specified herein, who has a fully staffed and equipped maintenance and repair facility, and who is licensed to perform work of this type in the project jurisdiction.
- B. The A/V contractor shall use sufficient numbers of skilled workers who are thoroughly trained and experienced in the necessary crafts and who are completely familiar with the specified requirements and the methods needed for proper performance of the work in this section. These personnel shall have at least three (3) years direct experience in similar work, evidence of which shall be verified in writing with appropriate references.
- C. The A/V contractor shall appoint a designated supervisor who shall have at least five (5) years direct experience in similar work. The supervisor shall be present and in responsible charge of all work in the fabrication shop and on the project site during all phases of the installation and testing of the system(s). This supervisor shall be the same individual throughout the execution of the work unless illness, loss of personnel, or other reasonable circumstances intervene.
- D. The A/V contractor shall have a full time staff member that possesses the following up to date qualifications;
 - a. Q-SYS Level 1 Certification
 - b. Q-SYS Quantum Level 1 Training
 - c. Dante Level 1 Certification

A/V contractor must submit proof of certification with bid documentation.

1.5 DEFINITIONS

- A. Owner – City of Owosso Michigan
- B. A/V Consultant - Simoni Systems Inc.
- C. Architect - N/A
- D. A/V Contractor - Individual or company who contracts for the supply and installation of the A/V system specified herein.

1.6 SUBSTITUTIONS

- A. The project shall be bid based on the equipment listed in these specifications and on the drawings. After award of an A/V system contract, the A/V contractor may wish to propose substitute equipment other than that specified.
- B. Information regarding substitution of equipment shall be presented in writing to the owner, architect, and A/V consultant for review. This written request shall contain copies of complete manufacturer's literature regarding the proposed substitute item(s), specifications, and front/rear views.
- C. Submission of substitute products may be required for evaluation by the A/V consultant, at their discretion, prior to acceptance. The A/V contractor shall be responsible for the substituted equipment and all related shipping costs and will be required to replace it with the same if an unforeseen defect appears.

1.7 SUBMITTALS

- A. The A/V contractor shall submit complete lists, quantity as outlined in the Project Manual, including one copy to be retained by the A/V consultant, of all equipment and materials intended for the project. Equipment lists shall be in the same order as in the specifications. The material and equipment lists shall be submitted and reviewed before any material or equipment is purchased. All shop drawings required shall be included as a separate submittal.
- B. A progress schedule shall be included with the submittals which will include duration and milestones for at least the following: completion of equipment buy-out, completion of shop fabrication, loudspeaker installation, projector and screen installation, rack installation, preliminary field testing of system, and system first use.
- C. Submittals shall comply with the overall project schedule. Failure to make timely, complete submittals is considered to be a lack of substantial progress of the work in the section. Incomplete or uncoordinated submittals will be returned with no review action.

- D. The equipment lists shall be accompanied by manufacturer's specification sheets on all MAJOR pieces of equipment, including amplifiers, mixers, program source equipment, loudspeakers, and other MAJOR components of the A/V system. Unless directed otherwise in the front-end portion of the contract documents, cut sheets for minor items such as adapters and connectors shall not be included. Complete cut sheets shall be required for all substitutes or other equipment not specified herein.
- E. Each submittal notebook shall be bound as one complete package. Three-ring binders will not be accepted.
- F. Prior to installation, the A/V contractor shall submit the following:
- All panels, I/O plate, and rack layouts indicating locations of connectors, labeling, nomenclature, panel material, and finish.
 - Shop drawings as indicated on the A/V system drawings.
 - Schematics of all technical panels and AC sequencer control wiring.
 - Copies of the communication with the Owner regarding color selection in paragraph 1.2.B.
- G. Shop drawings of all loudspeaker systems or assemblies shall be provided to the Owner and A/V consultant for review and approval prior to their installation.
- H. Notebooks that include copies of all reviewed submittals shall be kept at the project site during the construction of the project.

1.8 PROTECTION OF WORK

- A. The A/V Contractor shall replace all defective materials and/or equipment as directed by the City of Owosso I/T or the A/V Consultant.
- B. Equipment racks, mixer, projector, screen, and other exposed equipment shall be kept covered and protected from airborne contaminants. The A/V contractor shall clean all debris from the equipment rooms and shall clean all equipment prior to final system tests and adjustments.

1.9 TEMPORARY A/V SYSTEMS

- A. The A/V contractor shall provide and operate a temporary A/V system of reasonably equivalent function as determined by the A/V consultant if the work in this section, as a failure of the A/V contractor, is incomplete or found not in conformance with the contract documents. Any temporary A/V system shall remain in use until acceptance of the permanent system.

PART 2 PRODUCTS

2.1 GENERAL

- A. Unless otherwise designated, the A/V contractor shall provide all of one type of equipment from one manufacturer; for example, amplifiers of one type to be provided by one manufacturer; all loudspeakers of one type by one manufacturer.
- B. All major components of A/V system equipment shall be provided and installed by a qualified A/V contractor as outlined in Part 1 of this section.
- C. All equipment shall be of professional quality. All A/V electronic devices shall have electronic or transformer balanced inputs and outputs except for specific program source equipment and specific mixing console inputs and/or outputs. If an electronic device specified or furnished has an unbalanced input and/or output, the A/V contractor shall make provisions to balance said input/output (i.e., outboard line level transformer) unless other arrangements have been agreed upon with the A/V consultant.
- D. All equipment shall be installed, rack mounted, and wired as shown and described on the drawings and in this specification.
- E. Refer to block diagrams for detailed wiring guide.

2.2 CITY COUNCIL CHAMBERS

- A. Provide one (1) wireless microphone system, the Shure MXWAPXD2 receiver.
 - a. Receiver to be located on top of equipment rack
 - b. Receiver to be wired per block diagrams as referenced in section 2.1-E.
 - c. Include one Shure MXW2X/SM58 handheld transmitter.
 - d. Include one Shure MXW1X bodypack transmitter.
 - e. Include one Shure WL185.
 - f. Audio to be routed to videoconferencing far end as well as room loud speakers.
 - g. Volume control and mute of microphones to be controllable via UCI as approved by owner.

- B. Provide three (3) audio to CAT6 adapters, the RAT Sound CAT Box - CBFX.
 - a. Adapter boxes to be mounted under tables (one at left, center and right tables) such that local owner furnished microphones can be plugged into boxes using the connected cables.
 - b. All connections to be made per block diagrams noted in section 2.1-E.
 - c. Shielded CAT6 cable and connectors must be used and shield must be terminated on each end.

- C. Provide one (1) CAT6 to XLR adapter, the RAT Sound CAT Rack - CRMMMXX.
 - a. To be located in equipment rack.
 - b. All connections to be made per block diagrams noted in section 2.1-E.
 - c. Shielded CAT6 cable and connectors must be used and shield must be terminated on each end.

- D. Provide one (1) audio and control system processor, the QSC Core 24f.
 - a. To be located in equipment rack.
 - b. LAN connection to be made to the owner's network on LAN B or AUX LAN
 - c. Device must have internet connection
 - d. All connections to be made per block diagrams noted in section 2.1-E.

- E. Provide one (1) 7" touchscreen, the QSC TSC-70-G3.
 - a. To be located on top of equipment rack with table mount accessory.
 - b. All connections to be made per block diagrams noted in section 2.1-E.

- F. Provide one (1) A/V grade network switch, the Netgear GSM4212P.
 - a. To be located in equipment rack.
 - b. To be configured as DHCP server for A/V devices with significantly different subnet than owners network.
 - c. NOT to be connected to the owner's network in any capacity.
 - d. Configured with QSYS audio profile.
 - e. All connections to be made per block diagrams noted in section 2.1-E.
 - f. The AV network shall be isolated from the City production network unless specifically approved by the City IT Department. Any required internet or LAN access shall be coordinated with City IT and placed on an approved VLAN or network segment.

- G. Provide one (1) PTZ camera, the QSC NC-20x60.
 - a. To be located on wall opposite the Dais.
 - b. To be mounted using included mount in a hanging position on wall.
 - c. To be located between 7'6" and 8'6" A.F.F.
 - d. Coordinate exact location with owner and A/V consultant.
 - e. All connections to be made per block diagrams noted in section 2.1-E.

- H. Provide one (1) ePTZ camera, the QSC NC-90.
 - a. To be located adjacent to owner provided, existing display.
 - b. To be mounted using the included mount.
 - c. Coordinate exact location with owner and A/V consultant.
 - d. All connections to be made per block diagrams noted in section 2.1-E.

- I. Provide one (1) wireless sharing and conferencing device, the Barco ClickShare CX-20.
 - a. To be located in the equipment rack.
 - b. LAN connection to be made to owners network.
 - c. Device to be configured with customer during training process, including security levels, extended warranty and custom logo.
 - d. All connections to be made per block diagrams noted in section 2.1-E.

- J. Provide one (1) HDMI audio extractor, the Kramer FC-46H2.
 - a. To be located in equipment rack.
 - b. All connections to be made per block diagrams noted in section 2.1-E.

- K. Provide one (1) fiber HDMI cable, the Wyrestorm CAB-HAOC-20-P.
 - a. All connections to be made per block diagrams noted in section 2.1-E.

- L. Provide twelve (12) 4" ceiling loudspeakers, the QSC AC-C4T.
 - a. To be located at "S" locations referenced on speaker layout drawing
 - b. Loudspeakers to be tapped at maximum 70v wattage.
 - c. Loudspeaker to be connected to owner furnished Crown CDi1000 power amplifier located in rack.
 - d. New 16 gauge speaker wire between loudspeakers and from power amplifier must be provided and installed.
 - e. All connections to be made per block diagrams noted in section 2.1-E.

2.8 EQUIPMENT RACK

- A. Provide one (1) dedicated AV equipment rack, the Middle Atlantic ERK-3525.
 - a. Located in the front right corner of the room to the right of Dais when facing the Dais.
 - b. Must include appropriate rack mounted power distribution to accommodate equipment.
 - c. Must include any rack blanks, shelves, or accessories to mount all A/V equipment in a professional, serviceable, and secure way.
 - d. Exact location to be coordinated with owner and A/V consultant.

2.9 SYSTEM WIRE

- A. The A/V contractor shall furnish all A/V system wire. The wire shall be of the following types:
 - Mic/Line/Control Cable - plenum rated two conductor 22 AWG twisted with overall foil shield and drain wire, West Penn 454.
 - Speaker Cable - 16 AWG twisted pair with overall jacket, West Penn 25225B.
 - Shielded CAT6 - West Penn PROCAT6A-500.
 - Data and various control wires that call for unshielded CAT6 – West Penn 4236.

PART 3 EXECUTION

3.1 PREPARATION

- A. Coordinate with the project Electrical Contractor for required location of junction boxes, outlets, and conduit.
- B. Carefully inspect areas where system equipment will be installed. City of Owosso I/T and the A/V Consultant of any conditions that would adversely affect the installation and/or operation of the system. Do not proceed with installation until unsatisfactory conditions are reviewed and resolved.”

3.2 INSTALLATION

- A. All microphone and line level audio circuits are to be two-wire circuits, with a separate grounding shield conductor, unless noted otherwise. All circuits shall have either the red or white wires as the "high" side of the line and be connected to pin 2 of microphone connectors and the tip of 3-conductor phone connectors. The black wire of the two-wire circuit shall be the "low" side of the line and be connected to pin 3 of microphone connectors and the ring of 3-conductor phone connectors. The shield conductor shall connect to pin 1 of microphone circuits or to the sleeve of phone connectors. In the case of unbalanced lines, connect per the equipment manufacturer's recommendations.
- B. All coaxial cable connections shall be made with crimp-on connectors. Twist-on connectors are not acceptable. Connectors shall be designed for the type of cable in use. All connections shall be tested for shorting conditions.
- C. All CAT6 connections shall be terminated with RJ-45 connectors following the T568B standard.
- D. Identify all wire and cable clearly with permanent labels wrapped about the full circumference within 1-inch of each connection. Indicate the number designated on the associated field or shop drawing or run sheet as applicable. Assign wire or cable designations consistently throughout a given system.

3.3 PROGRAMMING

- A. The A/V Contractor shall have a minimum of two meetings with the City of Owosso I/T and the A/V Consultant to determine UCI layout, programming, source routing, camera presets, control functions, and user interface requirements.”

- B. A/V contractor shall submit a program file including all UCI layouts for approval by owner and A/V consultant a minimum of 6 weeks prior to commissioning.
- C. The program shall not be loaded onto the processor without approval from the owner and A/V consultant.
- D. A/V contractor shall provide as many revisions of the program and UCI files as necessary to meet owner and A/V consultants requirements.
- E. A/V contractor must provide up to 2 major program revisions after installation is complete for up to 6 months at no additional cost to the owner.

3.4 GROUNDING

- A. Follow all applicable codes and industry standard ground schemes.

3.5 CIRCUIT ROUTING

- A. All circuits shall be separated according to function; e.g. microphone circuits shall be separated from line-level circuits which both are separated from loudspeaker and video circuits. All circuits including RF circuits shall be separated from 120VAC lines. Where circuits are installed in conduit or other raceway, separated conduits are required for the various circuit functions. Where circuits are exposed in the equipment racks or large junction boxes, the circuits shall be bundled according to function. Use plastic cable ties to bundle cables and provide as much separation as reasonable.

3.6 WIRE SPLICING

- A. Circuits shall not be spliced except as shown on approved shop drawings.
- B. All solder connections shall be made with soldering iron and rosin core solder. The A/V contractor shall check all solder connections for "cold" solder joints.
- C. All audio circuits terminating to screw-type connectors shall be installed with lugs of the proper size for wire and screw connection.
- D. All non-coaxial crimped connections shall be installed with the notch opposite the barrel seam.

3.7 LABELING AND PLACARDS

- A. All labeling of equipment shall be engraved plastic laminate plates or metal-photo plates. Electronic "P-Touch" labeling is acceptable.
- B. All labeling of wiring within equipment racks, consoles, or other areas obscured from direct view shall be of adhesive backed strips composed of numbers and letters as required. Wire markers shall be near both ends of wire termination.
- C. Embossed tape labeling shall not be acceptable.
- D. All equipment in equipment racks shall be labeled front and rear for ease of identification.
- E. Install permanent labeling on the front of each equipment rack identifying the rack. Within each rack and at other remote locations label all AC power receptacles reflecting the appropriate circuit breaker. Ensure that the circuit breakers are labeled.
- F. Label all input and output controls (router buttons, mixer level controls, etc.)
- G. Labels on Technical Panels shall be laser engraved as detailed in the specifications.
- H. Submit for approval shop drawings showing rack and equipment labeling.

3.8 PAINTING

- A. The A/V Contractor shall retain responsibility for coordinating color schemes of relevant system equipment with the City of Owosso I/T and A/V Consultant prior to ordering equipment from each manufacturer.
- B. All equipment furnished without a factory finish shall be painted by the A/V contractor. This includes all exposed hardware, loudspeaker baffles, or other items not specifically noted on the drawings. All colors will be selected or approved by the owner.
- C. All wire as well as any wire hangers or fasteners located on the ceiling of the auditorium must be black in color

3.9 CONTRACTOR'S PRELIMINARY TESTING AND ADJUSTMENT

- A. At the completion of the installation, the A/V contractor shall perform the following tests on the system to insure proper installation. The systems shall be fully operational with all equipment on site, installed, tested, and fully operational. The A/V contractor shall record the results of all tests, provide this information to the A/V consultant prior to the time of equalization, and provide written notice to the A/V consultant that the systems are ready. Preliminary tests shall include the following:
- B. Measure and record the impedance of all loudspeaker circuits at the output of each amplifier and at the secondary of each power amplifier output transformer (if applicable). Check each loudspeaker circuit for shorts to conduit and ground.
- C. Verify each loudspeaker is connected to the respective power amplifier and supply approximately 2-watts of 1/3-octave bands of pink noise to each loudspeaker to ensure loudspeakers do not rattle. Use Japan A/V Society CD-1 test compact disc or equivalent for band-limited pink noise signals.
- D. The A/V contractor shall feed a 1-kHz 0dBm (0.775 volt) sine wave signal into all system line-level input locations, with the power amplifiers turned OFF. The gain-adjust controls for all electronic devices shall be initially set for unity gain throughout the system electronics to the inputs of all power amplifiers and all system outputs.
- E. Perform functional tests of all A/V system equipment. The functional tests shall include operational tests of all program source equipment (record and playback), wireless microphone systems, mixer, system inputs and outputs, operational controls, AC power sequencing, video transmission and switching, projector registration, and all system electronics. Functional tests include examination for hum, buzz, hiss, oscillation or any other unwanted signals through the system.
- F. Verify that all microphone connectors, extension cables, and microphones are wired properly and in phase.
- G. Check for hum, noise, and RF interference on each audio and video line.
- H. Ensure that all portable (not installed) equipment is on the job site and fully operational. This would include items such as microphones, microphone stands, microphone cables, adapters, and other loose equipment. Remove all devices from shipping or packaging containers, ready for use, and place in the respective A/V equipment storage location.

- I. Any defect or malfunctions found shall be repaired or replaced prior to the commencement of equalizing activities by the A/V consultant.
- J. The A/V contractor is encouraged to contact the A/V consultant should problems or concerns arise during the preliminary testing activities.
- K. The A/V contractor shall record all wire numbers, connection numbers, and any changes to the systems accurately mapping the system installation. This information shall be transmitted to the A/V consultant for inclusion with the system record drawings as discussed later in the specifications.
- L. Should the A/V consultant be required to make a return trip to the job site to retest or re-examine the installation due to the failure of the A/V contractor to perform the above preliminary tests, the owner will compensate the A/V consultant for all additional services and deduct this amount from the next payment to the A/V contractor.

3.10 EQUALIZATION & COMMISSION

- A. After completion of the system installation, and after the A/V contractor's tests and adjustments are completed, the A/V contractor in conjunction with the A/V consultant shall perform the system final adjustments, equalization, and commissioning. This process will consist of complete system check-out and tailoring of the sound system's frequency response to the facility's acoustical environment.
- B. The A/V contractor shall provide the services of the designated supervisor and any other technicians, quantity as determined by the A/V contractor, who are familiar with the system, for approximately two eight-hour days. The supervisor shall provide assistance during system equalization and commissioning activities. This time period does not include time for the contractor to correct wiring errors or problems related to the installation of the system. This work could occur at any time day, night, or weekends without additional claims for expense.
- C. In addition the A/V contractor shall provide the following: hand and power tools appropriate for the type of installation, ladders and/or scaffolding as required to reach all loudspeakers or other high-mounted devices, spare wire and cable of the types used in the installation, selection of wiring fasteners used in the installation, complete set of the most recent reviewed shop drawings, complete set of all manufacturers original operation, installation, operation, and maintenance manuals, and specific test equipment used during the preliminary testing activities.

3.11 OPERATING INSTRUCTIONS & NOTEBOOK

- A. Prior to final acceptance of the project and prior to instructing the owner in proper operation of the system, the A/V contractor shall compile a minimum of three (or quantity as described under the General Conditions, plus one copy) complete, identical copies (sets) of the items listed below.
- B. All shop drawings.
- C. Original copies of manufacturer's sales sheets on ALL supplied equipment.
- D. Original copies of manufacturer and engineering data sheets on ALL supplied equipment.
- E. Original copies of ALL literature supplied with each item of equipment. Including operating instructions, maintenance manuals, and software
- F. All additional "as installed" drawings of the system including wire numbers.
- G. Program files of digital mixer, DSP amplifiers and digital signal processor on USB thumb drive.
- H. Each copy shall be assembled into a pair of three-ring binder notebooks with suitable capacity to contain all sheets. One binder shall be for literature, the other for copies of the record drawings (see paragraph D). Each binder shall be clearly labeled to reflect the contents (i.e., "Literature" and "Drawings"). Each binder shall have clear plastic overlays on the front and spine for insertion of the description of the binder contents. Each binder shall also contain pockets on the inside flaps to accept oddly shaped materials.
- I. Each binder shall include a Table of Contents listing "Operating Instructions," "Equipment List," "Microphones and Accessories," "Program Source Equipment," "Mixers," "Power Amplifiers," "Other Electronics," "Loudspeakers," "Video," and any other appropriate general equipment, systems, and/or room groups. The "Equipment List" section shall include a complete list of all equipment furnished for the project. Index tabs shall identify the sections. Sections shall be grouped to avoid being excessively large (i.e., no more than approximately 3/16" thick = 30 pages).

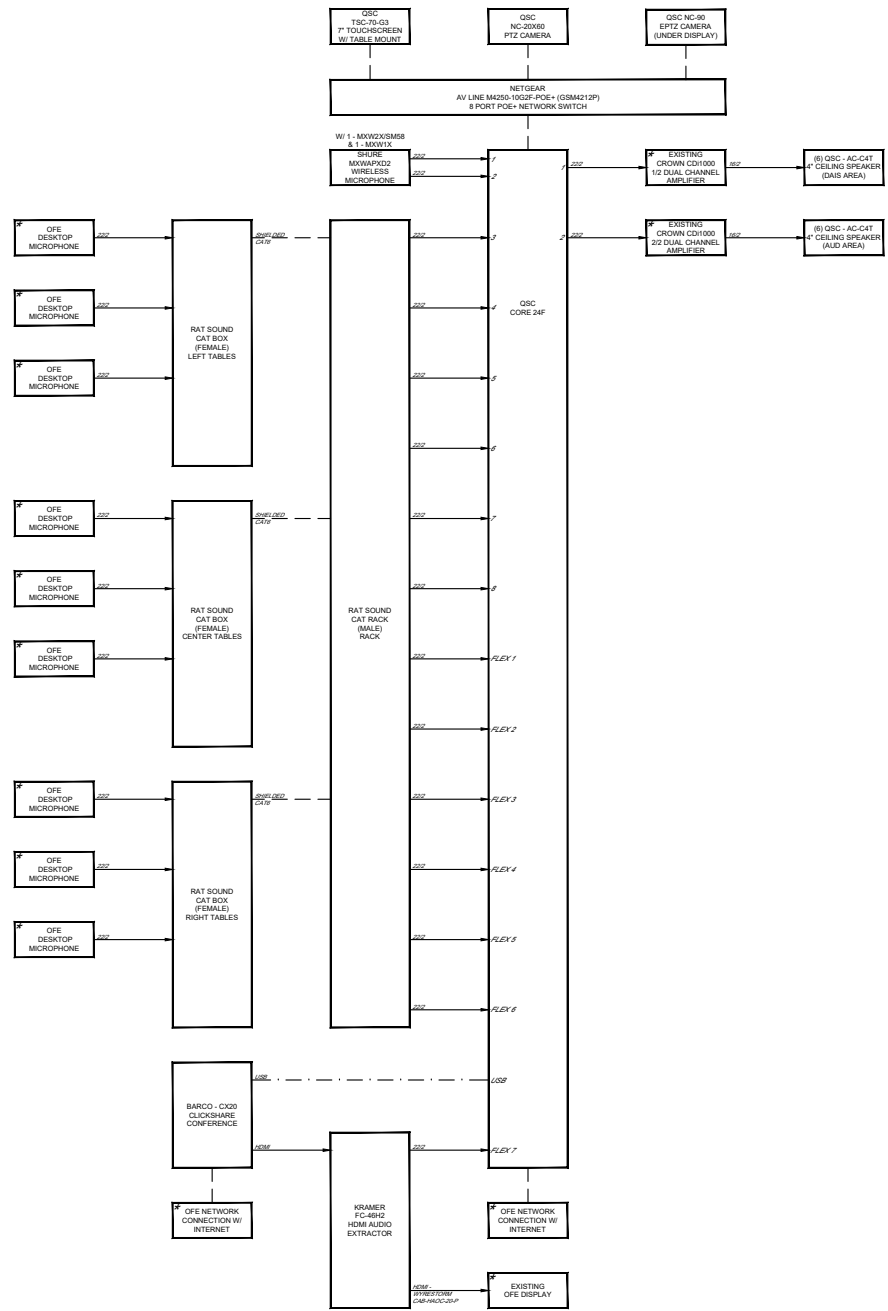
- J. One empty plastic pouch, suitable for insertion into the three-ring binder, shall be provided in each "Drawings" binder for each A/V system contract drawing (verify the number required). Approximately 3/4" should be allowed within the binder for the contract drawings. The pouches shall be C-line No. 62028, or Samsill No. 42295, or K&M SP119. All additional drawings furnished by the A/V contractor shall be neatly folded with the drawing title facing outward, and inserted into additional pouches.
- K. One empty plastic pouch, suitable for insertion into the three-ring binder shall be provided in each "Drawings" binder to hold the USB drive containing the operating software, and specific files containing the settings of the mixer and DSP amplifiers.
- L. The manuals will be reviewed by the A/V consultant. Manuals shall be delivered to the A/V consultant not less than thirty (30) days prior to turning the installation over to the owner. Manuals not meeting the requirements of these specifications shall be rejected, without review, and shall be re-submitted.
- M. The A/V contractor will prepare simplified Operating Instructions into the "Literature" binder and record-condition drawings into the empty pouches of the "Drawings" binder.
- N. One copy of these notebooks shall be retained by the A/V Consultant. The remaining copies of the notebooks shall be delivered directly to the City of Owosso I/T.
- O. The A/V contractor shall provide operational assistance for the first major use of either the completed system as directed by the owner, including being present for the first use.

3.12 WARRANTY

- A. The A/V contractor shall warrant all work executed under this contract, both as to material and workmanship, for a period of twelve months after the date of final acceptance.
- B. The warranty services are limited to normal business hours, unless additional agreements are made between the owner and the A/V contractor.
- C. The A/V contractor shall visit the job just prior to the end of the warranty period to check all equipment for proper system operation. Any defective equipment found shall be replaced or repaired under the terms of the system warranty.

D. The A/V contractor shall not be responsible for damage to the system resulting from improper use, negligence, or acts of nature.

End of Section



* EXISTING EQUIPMENT

2a	FOR BID	6-23-26
2	DESIGN UPDATE	5-20-26
1	PROPOSAL	1-15-24
NO.	REVISION	DATE



(989) 755-1111 FAX (989) 755-1055

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WHEN IT NEEDS TO LOOK AND SOUND THE VERY BEST

PROJECT TITLE

CITY OF OWOSSO
COUNCIL CHAMBERS SYSTEM
CITY OF OWOSSO
OWOSSO, MI

SHEET TITLE

COUNCIL CHAMBERS AV
FUNCTIONAL BLOCK DIAGRAM

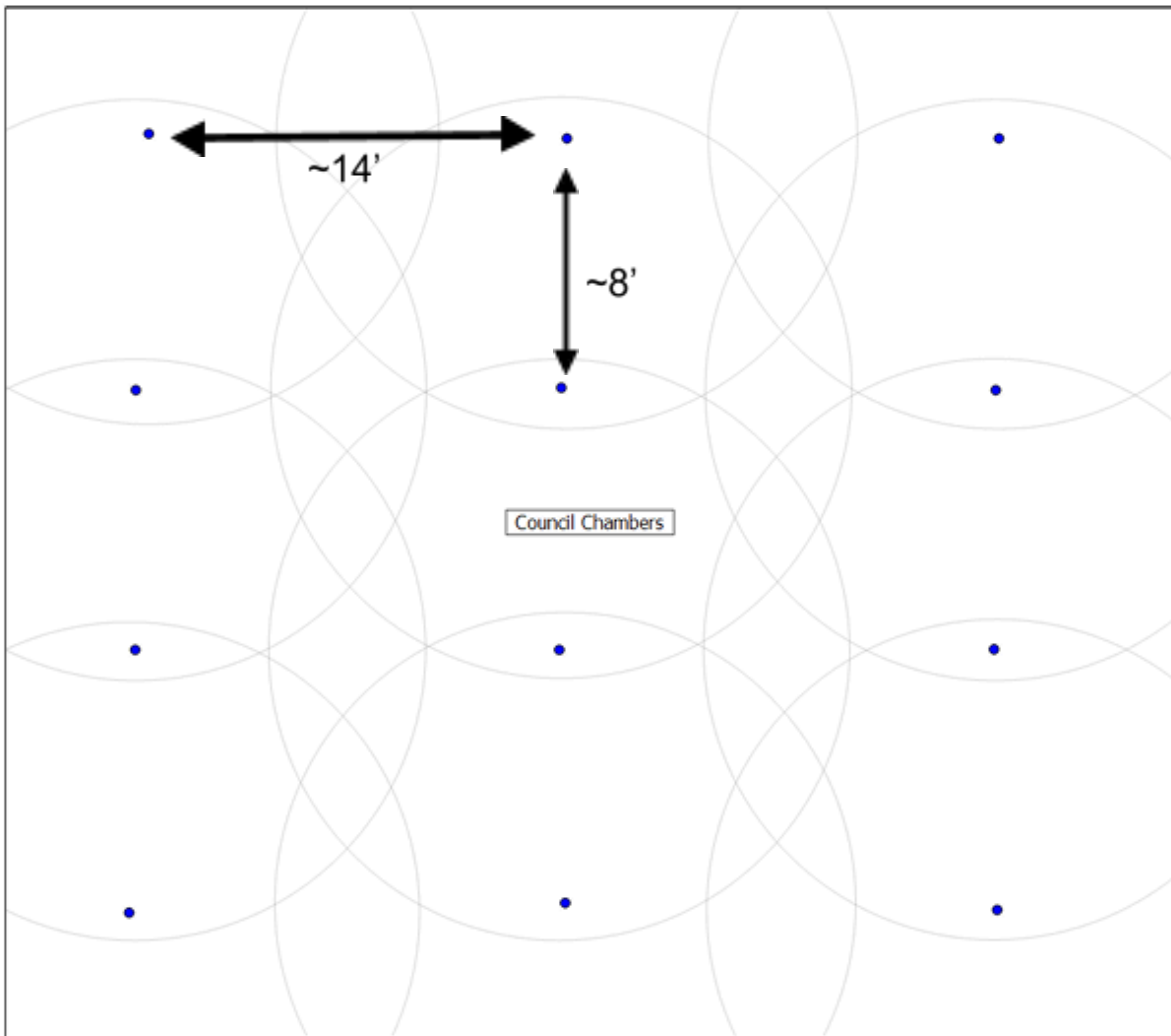
PROJECT NUMBER SHEET NUMBER

PROJECT DATE
1-15-25

CHECKED BY

AV-1

City of Owosso
Council Chambers
Speaker Layout Document



VARIANCE FROM SPECIFICATIONS: If the bidder is unable to comply with the specifications as outlined, the bidder shall clearly note these variations from the specifications. The bidder may also propose additions to these specifications for the city to consider, but the costs associated with these additions shall be stated separately.

If the work is not complete on or before the date set for completion or any extension, the Contractor shall pay the city liquidated damages of *one thousand dollars (\$1,000.00)* a calendar day until the work is satisfactorily completed. Liquidated damages for delay may be deducted from payments due the contractor or may be collected from the Contractor or the Contractor's surety.

The undersigned agrees that if the city accepts this proposal, Contractor will, within 10 consecutive calendar days after receiving notice of this acceptance, enter into a contract to furnish all labor, equipment and tools necessary to execute the work at the unit prices named in the bid proposal. Contractor will furnish the surety for performance, for 100% of this bid, which shall be accepted and approved by the city.

The undersigned agrees that if the city accepts this proposal, Contractor will start this project no sooner than August 1, 2026 and will substantially complete the entire work under this contract by **October 1, 2026**. This schedule may be extended by written request, to the project owner, up to 30 days if approved by the City of Owosso.

On behalf of _____, I hereby submit this proposal for COUNCIL CHAMBERS AUDIO/VIDEO TECHNOLOGY UPGRADE BID - City of Owosso for your consideration. The undersigned acknowledges that this proposal is subject to the General Conditions and the General Specifications included in the contract documents. The undersigned certifies that he is an official legally authorized to bind his firm and to enter into a contract should the city accept this proposal. In submitting this proposal, it is understood that the right is reserved by the CITY to reject any and all proposals and waive any irregularities in the bidding process. The CITY may award this contract based on any combination of the total bid and/or alternates.

Bid proposal by (Name of Firm):

Please check the appropriate box and USE CORRECT LEGAL NAME.

<input type="checkbox"/> Corporation	State of Incorporation:
<hr/>	
<input type="checkbox"/> Partnership	List of names:
<hr/>	
<input type="checkbox"/> DBA	State full name:
<hr/>	
<input type="checkbox"/> Other	Explain:
<hr/>	

Signature of Bidder:

Title:

Signature of Bidder:

Title:

Address:

City, Zip:

Telephone:

Email Address:

Signed this _____ Day of _____ 2026

Bidder acknowledges receipt of the following Addenda:

ADDENDUM NO: BIDDER'S INITIALS:

GENERAL CONDITIONS

1. BID ACCEPTANCE

The city reserves the right to reject any or all proposals. Unless otherwise specified, the city reserves the right to accept any item in the proposal. In case of error in extending the total amount of the bid, the unit prices shall govern. The city objects to any additional terms stated in any documents submitted by the contractor. Performance pursuant to our Purchase Order/Equipment Agreement constitutes a course of conduct consisting of Contractor's Agreement to the terms of our Purchase Order/Equipment Agreement.

2. PAYMENT

Unless otherwise stated by the bidder, time, concerning discount offered, will be computed from date of delivery and acceptance at destination or from date correct bill or claim voucher properly certified by the contractor is received. When so stated herein, partial payments, based on a certified approved estimate by the city of materials, supplies or equipment delivered or work done, may be made upon presentation of a properly-executed claim voucher. The final payment will be made by the city when materials, supplies, equipment or the work done have been fully delivered or completed to the full satisfaction of the city.

3. BID DEFAULT

In case of default by the bidder or contractor, the city of Owosso may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.

4. UNIT PRICES

Prices should be stated in units of quantity specified.

5. QUOTED PRICES

Unless otherwise stated by the bidder, prices quoted will be considered as being based on delivery to a designated destination and to include all charges for packing, crating, containers, shipping, etc., and being in strict accordance with specifications and standards as shown.

6. SUBSTITUTIONS

Wherever a reference is made in the specifications or description of the materials, supplies, equipment, or services required, to a particular trade name, manufacturer's catalog, or model number, the bidder, if awarded a contract or order, will be required to furnish the particular item referred to in strict accordance with the specifications or description unless a departure or substitution is clearly noted and described in the proposal.

7. HOLD CITY HARMLESS

The bidder, if awarded an order or contract, agrees to protect, defend, and save the city harmless against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form a part of the work covered by either order or contract. Bidder further agrees to indemnify and save the city harmless from suits or action of every nature and description brought against it, for or on account of any injuries or damages received or sustained by any party or parties, by or from any of the acts of the contractor, his employees, subcontractors, or agents.

8. COMPETITIVE BIDDING STATUTES

The laws of the state of Michigan, the charter and ordinances of the city of Owosso, as far as they apply to the laws of competitive bidding, contracts and purchases, are made a part hereof.

9. SAMPLES

Samples, when requested, must be furnished free of expense to the city and, if not destroyed, will upon request be returned at the bidder' expense.

10. BONDS

A certified check or bid bond may be required, payable to the City of Owosso. If so required in the bid documents, a performance bond and labor and material bond in the amounts stated in the bid documents, shall be on file with the city before work commences. The city will determine the amount and sufficiency of the sureties.

11. PROPOSAL GUARANTEE

All checks or bid bonds, except those of the three lowest bidders, will be returned when the bids have been opened and tabulated. The certified checks or bid bonds of the three lowest bidders will be held until the contract documents have been signed, after which remaining certified checks or bid bonds will be returned to the respective bidders.

12. BIDDERS

The city may demand that the contractor file a sworn experience and financial statement setting forth the financial resources, adequacy of plant and equipment, organization, experience and other pertinent and material facts as may be desirable.

13. INSURANCE AND HOLD HARMLESS

To the fullest extent permitted by law the Contractor agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Owosso, its elected and appointed officials, employees, agents and volunteers, and others working on behalf of the City of Owosso against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Owosso, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, for all actions of the Contractor.

Contractor shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the City of Owosso. The requirements below should not be interpreted to limit the liability of Contractor. All deductibles and SIR's are the responsibility of Contractor. Contractor shall procure and maintain the following insurance coverage:

- a. Worker's Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- b. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included. (E) Explosion, Collapse, and Underground (XCU) coverage, if applicable. Limits may be obtained by the use of primary and excess/umbrella liability policies.
- c. Automobile Liability including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

- d. Owners' and Contractor Protective Liability: The Contractor shall procure and maintain during the life of this contract, a separate Owners' and Contractor's Protective Liability Policy with limits of liability not less than \$1,000,000 per occurrence and aggregate for Personal Injury, Bodily Injury, and Property Damage. The City of Owosso shall be the "Named Insured" on said coverage.
- e. Additional Insured: Commercial General Liability and Automobile Liability as described above shall include an endorsement stating the City of Owosso shall be listed as additional insured. It is understood and agreed by naming the City of Owosso as additional insured, coverage afforded is considered to be primary and any other insurance the City of Owosso may have in effect shall be considered secondary and/or excess.
- f. Cancellation Notice: All policies, as described above, shall include an endorsement stating that it is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, shall be sent to: **(The City of Owosso, Terri Sinn, Insurance Coordinator, 301 W. Main Street, Owosso, MI 48867).**
- g. Proof of Insurance Coverage: Contractor shall provide the City of Owosso at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the City of Owosso at least ten (10) days prior to the expiration date.

14. PROTECTION OF LAND MONUMENTS AND PROPERTY STAKES

Land monuments or stakes marking property corners shall not be moved or otherwise disturbed except as directed by the city. If any land monuments or lot stakes are moved or disturbed by the contractor, the cost of replacing each land monument or lot stake so moved or disturbed shall be deducted from any money due the contractor, as payment to the city for the cost of replacing said land monument or lot stakes.

15. CONTRACTOR'S RESPONSIBILITY FOR WORK

The contractor shall be responsible for any damages that the work may sustain before its acceptance, and shall rebuild, repair, restore and make good, at its own expense, all injuries and damages to any portion of the work by the action of the elements or from any cause whatsoever before its acceptance. Neither the final payment nor any provision in the contract documents shall relieve the contractor of the responsibility for negligence or faulty materials or workmanship within the extent and period provided by law, and, upon written notice, the contractor shall remove any defects due therefrom and pay for any damaged due to other work resulting therefrom, which shall appear within one year after the date of completion and acceptance.

16. PAYMENT

At monthly intervals commencing after construction has been started, the city will make partial payment to the contractor based on a duly-certified estimate prepared by the city of the work done by the contractor during the preceding four-week period. Each estimate will be submitted to the city council for approval on either the first or third Monday of each month. The city will retain ten percent (10%) of the amount of each such estimate until final completion and acceptance of all work covered by this contract. Before the contractor shall demand final estimates or payment, contractor will furnish to the city, supported by sworn statements, satisfactory evidence that all persons that have supplied labor, materials, or equipment for the work embraced under this contract have been fully paid for the same; and that, in

case such evidence be not furnished as aforesaid, such sums as the city may deem necessary to meet the lawful claims of such persons may be retained by the city from any monies that may be due or become due to the contractor under this contract until such liabilities shall be fully discharged and the evidence thereof be furnished to the city.

17. CITY'S RIGHT TO WITHHOLD CERTAIN AMOUNTS AND MAKE APPLICATION THEREOF
Besides the payment to be retained by the city under the preceding provisions of these general conditions, the city may withhold a sufficient amount of any payment otherwise due to the contractor to cover a) payments earned or due for just claims for furnish labor or materials on the project under this contract, b) for defective work not remedied and c) for failure of the contractor to make proper payments to subcontractors. The city shall disburse and shall have the right to act as agent for the contractor in disbursing such funds as have been previously withheld pursuant to this paragraph to the party or parties who are entitled to payment from it. The city will pay to the contractor a proper accounting of all such funds disbursed for the contractor.

18. OWNER'S RIGHT TO DO WORK

If the contractor should neglect to prosecute the work properly or fail to perform any provisions of this contract, the city, after three (3) days' written notice to the contractor and contractor's surety, may without prejudice to any other remedy he may have, make good such deficiencies and may deduct the cost of it from the payment due the contractor.

19. DEFINITION OF NOTICE

Where in any of the contract documents there is any provision in respect to the giving of notice, such notice shall be deemed given to the owner, when written notice is delivered to the city manager, or placed in the United States mail addressed to the city clerk; as to the contractor, when a written notice shall be delivered to contractor's representative at the project site or by mailing such written notice in the United States mail addressed to the contractor at the place stated in the bid proposal as the business address; as to the surety on the performance bond, when a written notice is placed in the United States mail addressed to the surety at the surety's home office or to its agent or agents who executed such performance bond on behalf of the surety.

20. SUBCONTRACTS

The contractor shall not subcontract any work in the execution of this contract without the written consent of the city. The contractor shall be responsible for the acts or omissions of any subcontractor and of anyone employed directly or indirectly by such subcontractor.

21. ASSIGNMENT OF CONTRACT

The contractor shall not assign this contract or any part hereof without the written consent of the city. No assignment shall be valid unless it shall contain a provision that any funds to be paid to the assignee under this agreement are subject to a prior lien for services rendered or materials or supplies for the performance of the work specified in the contract in favor of all persons, firms, or corporations rendering such services or supplying such materials.

22. ORDER OF COMPLETION

The contractor shall submit, whenever requested by the city, a schedule of the work showing completion dates. The city may request that certain portions of the work be done before other portions. If so requested, the contractor shall arrange to schedule to meet the request by the owner.

23. USE OF COMPLETED PORTIONS

The city shall have the right to take possession and use any completed or partially completed portions of the work; but such taking possession and use shall not be deemed acceptance. Pending final completion and acceptance of the work, all necessary repairs and adjustments on any section of the work due to defective material, workmanship, natural causes, or other operations of the contractor, other than normal

wear and tear, shall be done by and at the expense of the contractor.

24. CLEANUP

The contractor shall keep the project free from waste materials or rubbish caused by its employees or work. This includes as a minimum excess excavation or backfill material, broken or rejected materials, empty containers or general debris. The owner may require complete cleanup of certain areas as construction is completed.

25. SUPERVISION

The contractor shall have a superintendent on the job site to coordinate and expedite the various construction activities for the duration of this contract.

26. EQUAL EMPLOYMENT OPPORTUNITY AND OTHER CLAUSES

The contractor shall agree not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined by Michigan Compiled Statutes, or national origin. This provision shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training including apprenticeship. The contractor further agrees to take affirmative action to ensure equal employment opportunities for persons with disabilities. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of the non-discrimination clause.

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.