

TROY UNIVERSITY

PURCHASING DEPARTMENT
100 UNIVERSITY PARK
TROY, AL 36082
334-670-3946

NOTICE TO VENDORS – REQUEST FOR BIDS # 23-019

Physical Plant - Tree Pruning & Removal - Alabama Campuses

SPECIFICATIONS ON ATTACHED SHEETS

SEALED BIDS WILL BE ACCEPTED IN THE **PURCHASING DEPARTMENT BUILDING** AND THEN BE PUBLICLY OPENED AND READ AT THE FOLLOWING DATE & TIME:

DAY: Tuesday
DATE: February 28, 2023
TIME: 2:00 PM CST

POSTED –

1-27-23

REMOVED -

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

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



TROY UNIVERSITY

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

QUOTE ON THE ITEM(S) LISTED ON THE ATTACHED PAGE(S). NO EMAILED OR FAXED BIDS WILL BE ACCEPTED. TROY UNIVERSITY DOES NOT PRE-PAY BID ITEMS.

FILL IN THE FOLLOWING INFORMATION AND RETURN WITH BID:

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

TROY UNIVERSITY BID # 23-019 Physical Plant - Tree Pruning & Removal - AL Campuses

Day:

Date: February 28, 2023

Time: 2:00 P.M. CST

SUBMIT SEALED BIDS TO: Troy University Purchasing Department,
100 University Park Troy, AL 36082

Attn: Vanessa Maulden
334-670-3946

VENDOR INFORMATION: ALL ITEMS MUST BE LEGIBLE.

COMPANY NAME _____

ADDRESS _____

PHONE _____

SIGNATURE _____ DATE _____

PRINT NAME _____

EMAIL ADDRESS (REQUIRED) _____

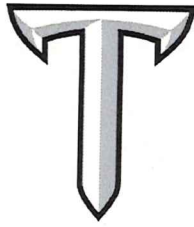
SHORTEST ESTIMATED SHIPPING TIME FOLLOWING INTENT TO AWARD: _____

NOTE THE FOLLOWING ITEMS:

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

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

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



Bid # 23-017 Tree Pruning and Removal Service – Alabama Campuses

The Troy University Grounds Department is responsible for maintaining and improving the overall appearance of campus grounds. Campus grounds include those at the following Alabama locations: Troy Campus, Dothan Campus, Montgomery Campus, and Phenix City Campus. Grounds care includes campus lawns, athletic fields and a golf course located on the Troy Campus, as well as other facility environments.

The purpose of this request for bid is to ensure that the University receives the lowest discounted price for the services requested as a means to successfully and efficiently maintain Troy University properties. Vendors may bid on any and all items listed in the attached specification document; however, if it is in the best interest of the University to issue multiple awards, if it is deemed in the best interest of the University to do so. The University is not required to, and may not, issue an award to a sole respondent. The University desires a contract term of three (3) years with the option to renew two (2) additional one (1) year terms, not to exceed a total of five (5) years. --- Pricing increases after the first year must be agreed upon in writing by the Grounds Department and Purchasing.

The purpose of the Troy University campus tree plan is to identify the policies, procedures and practices that are used in establishing, protecting, maintaining and removing trees on the Troy University Campuses. The overall goal of the plan is to ensure a safe, attractive and sustainable campus trees.

Department Contact:
Matt Tice
Director of Operations
334-670-5794
mtice184128@troy.edu

Purchasing Contact:
Vanessa Maulden
Purchasing & Asset Mgmt. Specialist
334-670-3946
bids@troy.edu

Official Specifications

- Ensure proper species selection, high-quality nursery stock acquisition and proper planting procedures.
- Promote species diversity and proper age structure in the tree population
- Protect high-value campus trees during construction and renovation projects
- Promote tree health and safety by utilizing ISA's best management practices when maintaining campus trees
- Ensure that trees are reasonable replaced when there is mortality due to weather, pest infestations, injury or construction displacement
- Encourage Students, Faculty and Staff to respect and value the campus urban forest

Goals and Objectives:

A. Pruning

1. Prune to maintain plant health. Remove dead, damaged or diseased plant tissue to maintain plant health and vigor.
2. Prune to remove crowded and rubbing branches and branches with narrow crotch angles. These pruning cuts eliminate problems before plant damage occurs.
3. Prune to increase flowering and fruiting. More flower buds will be formed for the following season if old flowers are removed when they lose their attractiveness, a practice called dead-heading
4. Prune to train plants to a particular size or shape

B. Tree Pruning Schedule

1. Trees 2-7 years old should receive structural pruning on an annual or biennial basis
2. Trees 7-20 years old should receive structural pruning every two to five years
3. Trees 20 years old and older receive maintenance pruning every five to seven years to clean dead, diseased, dying and defective branches from the crown
4. Trees adjacent to roadways, walkways, signs and street lights are annually inspected for safety and clearance issues and maintenance pruned as necessary

C. Tree Pruning Practices

➤ General

1. Pruning shall not be conducted without a clear objective or outcome.
2. Prune first for safety, next for health and finally for aesthetics.
3. When removing branches, the pruning cut shall not damage the branch bark ridge and branch collar.
4. Branch reduction or thinning should be used to achieve pruning objectives rather than making large (>8" diameter) branch removal cuts.

➤ Cleaning

1. Cleaning shall be performed to remove dead, diseased, dying and defective branches, which reduces hazards, promotes health and improves appearance.
2. Large branches should be removed with the aid of ropes and rigging equipment to minimize the risk of tree injury from falling debris.

➤ Thinning

1. Thinning shall be performed to reduce the density of branches, which increase light penetration, improve visibility and decrease wind load.
2. Assess how a tree will be pruned from the top down
3. Favor branches with strong, U-shaped angles of attachment. Remove branches with weak, V-shaped angles of attachment and/or included bark.
4. Ideally, lateral branches are no more than one-half to three-quarters of the diameter of the main stem to discourage the development of co-dominant stems.
5. Do not remove more than one-quarter of the living crown of a tree at one time. If it is necessary to remove, do it over successive years.

➤ Raising

1. Raising shall be performed to provide vertical clearance from thoroughfares, signs, street lights and structures.
2. Always maintain live branches on at least two-thirds of a tree's total height. Removing too many lower branches will hinder the development of a strong main stem

➤ **Reductions**

1. Reduction shall be performed to decrease the overall height of a tree or to decrease the length of an individual branch
2. Use reduction pruning only when absolutely necessary. Make the pruning cut at a lateral branch that is at least one-third the diameter of the stem to be removed.
3. If it is necessary to remove more than half of the foliage from a branch, remove the entire branch.

D. Tree Removal

1. Live trees are generally removed only when they may cause damage to pedestrians, property or vehicles or they are detracting from the quality of the landscape.
2. Trees may only be removed with approval by the Physical Plant.
3. After trees are removed the stumps are to be ground, provided there is adequate access to the site.

E. Hazardous Tree Pruning and Removal

1. Request for hazardous tree pruning or removal may be submitted by work order to the Troy University Physical Plant.
2. When request for tree hazard removal are submitted, the hazard will be evaluated for a determination for removal or not.
3. All hazardous trees have two things in common, a significant defect and a potential target for falling on pedestrians, property or vehicles.

F. Managing for Catastrophic Events

1. In the event of a catastrophic event, tree removal is generally performed by the Troy University Grounds Department. In some cases, outside contracted services will be used.
2. In a crisis, the first priority is to remove tree debris that blocks campus thoroughfares. Second priority is to remove tree debris that disrupts campus operations, or poses hazard to the campus community.
3. In advance of severe weather conditions, all necessary equipment shall be checked for readiness and safety by staff.

G. Protection and Preservation Policies and Procedures

Every effort shall be made to maintain, preserve and protect trees and to keep them pruned, stabilize and free from damages from the elements and diseases.

➤ **Preservation During Design Phase**

On the site survey map identify all trees whose root systems are likely to be impacted by construction equipment, cut and fill activities, utility corridors, proposed walks and roads and potential construction staging areas; and whose branches may be damaged by construction equipment.

1. Not salvageable

- a. All trees that are within the footprint or close proximity to the footprint of a proposed building
- b. Trees of undesirable species or in very poor health

2. Low priority for protecting

- a. Small trees (less than 10 inches DBH) that fall outside of the building footprint, but are likely to be impacted by construction activities.

- b. Larger trees outside of the building footprint with relatively low landscape value.

3. High Priority for protecting

- a. Medium (>10 inches DBH) to large (>24 inches DBH) trees of desirable species with good form, good health and room to continue to grow.

H. Tree Protection Fencing

1. Tree Protection fencing must be installed around all existing trees noted to remain on plans within the fenced staging area. Fencing shall extend a distance from the trunk of 1.25 feet per inch the tree's diameter breast height (DBH) or 6 feet, whichever is greater.
2. Fencing must be installed prior to any equipment arrival on the site. Work may not begin until fencing is installed.
3. Wood, plastic or chain link 4' fencing is acceptable.
4. Fence shall be maintained for the duration of the project, and shall not be removed without the University's permission.
5. No material storage, vehicles or any other activity shall occur at any time within tree protection fencing.
6. Contractors may be required to pay for tree replacement and/or soil compaction remediation costs if there is any incursion to tree protection zones.

I. Goals and Targets

Campus Tree Removal and Pruning

1. Identify trees on campus that require pruning or removal that may provide a safety hazard
2. Develop a priority list of trees to prune to create a safer environment for the campus community.
3. Remove trees that impose a safety hazard pedestrians, property or vehicles.
4. Create a University Landscape Standard including approved and prohibited plant material.

J. Tree Damage Assessment, Enforcement and Penalties

Assessment of campus trees will be performed by the Troy University Grounds Department or a Certified Arborist. Enforcement of protection measure is performed by the Troy University Physical Plant.

K. Prohibited Practices

Topping of trees or any other form of inappropriate crown/branch reduction pruning is not permitted except in emergency situations.

Bid # 23-019 Tree Pruning & Removal Services – Alabama Campuses

{Please provide 2 copies of this proposal with your bid submission}

Company Name _____

- Requesting Bids for following:

- Tree Removal

- Including sawing, hydraulic “pinching”, or any means of the total “take down” of the specific tree.
 - Price based on DBH (Diameter Breast Height)
 - From 4”-10” \$ _____
 - From 11”-15” \$ _____
 - From 16”-20” \$ _____
 - From 21”-25” \$ _____
 - From 26”-30” \$ _____
 - From 30” above \$ _____

- Stump Grinding

- Pricing shall be by the average diameter of the total grinding area including stump and roots that are requested to be removed
 - Mulch from stump grinding shall be raked into a mound at site of removed stump
Ex: 24” x 20” = 44” 44” / 2 = 22” Average Diameter

- 12” and Less \$ _____
 - From 12”-24” \$ _____
 - From 24”-36” \$ _____
 - From 36”-48” \$ _____
 - From 48”-60” \$ _____
 - From 60”-72” \$ _____
 - From 72”-84” \$ _____

- Tree Pruning and removal priced at an hourly rate

- Tree Pruning involves removing of dead wood, crossed branching, weak crotches or any limbs deemed unsafe or unnecessary
 - Tree Pruning involves total tree removal
 - Hourly Rate \$ _____

- Tree Contractor shall be a Certified Arborist
- Tree Contractor shall follow the Troy University Campus Tree Campus Care Plan (see previous)
- Disposal of chipped wood and wood that can be used as firewood can be disposed at select locations on Troy University Campuses with approval by the Troy University Physical Plant
- Tree Contractor shall take preventive measures to ensure the safety of people and property on the Troy University Campuses.

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

- ☐ Troy University Cover Sheet (signed by an authorized company representative)
- ☐ Bid response (respond based on instructions provided in specifications)
- ☐ W-9 (October 2018 Version MUST be COMPLETED for IRS compliance).
- ☐ Affidavit of Alabama Immigration Law Compliance (see instructions below)
- ☐ Vendor Disclosure (**awarded vendor only – see instructions below**)
- ☐ Bid Bond, if applicable (see instructions, below)
- ☐ Performance Bond (**awarded vendor only – see instructions below**)

Requirements Defined:

BID BONDS:

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

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

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

PERFORMANCE BONDS:

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

VENDOR DISCLOSURE FORMS:

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

ALABAMA IMMIGRATION LAWS:

Alabama Law (Section 31-13-9 (a) and (b), Code of Alabama, 1975) - The State of Alabama passed new legislation effective January 1, 2012 known as the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535. This legislation requires anyone receiving state monies to verify that they are in compliance with the new immigration law. State Agencies, including Troy University are required to withhold payment until proper verification has been obtained. **Please complete the enclosed Alabama Affidavit and/or enclose a copy of the approved federal E-Verify registration. For vendors with no Alabama employees, please indicate your federal E-Verify # and indicate "NO ALABAMA EMPLOYEES."**

Vendor Disclosure Statement Information and Instructions

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

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

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

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

Definitions as Provided in Act 2001-955

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

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

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

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

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

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

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

Instructions

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

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



State of Alabama Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

()

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

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

()

This form is provided with:

☐

Contract

☐

Proposal

☐

Request for Proposal

☐

Invitation to Bid

☐

Grant Proposal

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

☐

Yes

☐

No

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

STATE AGENCY/DEPARTMENT

TYPE OF GOODS/SERVICES

AMOUNT RECEIVED

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

☐

Yes

☐

No

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

STATE AGENCY/DEPARTMENT

DATE GRANT AWARDED

AMOUNT OF GRANT

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

NAME OF PUBLIC OFFICIAL/EMPLOYEE

ADDRESS

STATE DEPARTMENT/AGENCY

OVER

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

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

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

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

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS
----------------------------------	---------

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

Signature

Date

Notary's Signature

Date

Date Notary Expires

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

AFFIDAVIT OF ALABAMA IMMIGRATION LAW COMPLIANCE

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

State of Alabama:

County of _____:

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

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

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

E-Verify Employment Eligibility Verification User Identification Number

Signature of Affiant

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

Signature and Seal of Notary Public

To be returned to Troy University

Request for Taxpayer Identification Number and Certification

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

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

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

Social security number									
				-					
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

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

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

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.