

Pest Control Service Proposal

Due: October 4th 2022

Newport- Mesa Unified School District

ATTN: Purchasing Department

2985 Bear St, Bldg A,

Costa Mesa, Ca 92626

Prepared By: Cheylynn Caputo, Advanced IPM

(408) 712.4437



Newport-Mesa
Unified School District





YOUR PARTNERS IN COMPLIANCE.

INTEGRATED PEST MANAGEMENT PROPOSAL



Newport - Mesa Unified School District
RFP - Integrated Pest Management Services
*Due 10/4/2022

Advanced IPM
811 Anchorage Place
Chula Vista, Ca 91914

Prepared by Advanced IPM



Attn: **Newport Mesa Unified School District | Purchasing Department**
2985 Bear St, Bldg A, Costa Mesa CA 92626

We would like to thank you and your team for the courtesy extended to us as you consider Advanced IPM as your pest management service provider.

Established in 1981, Advanced IPM, a Corporation, has been implementing proactive pest management programs for school districts such as yours across California and Nevada. Our local branch would service Newport- Mesa Unified School District out of our San Diego office and our technicians all live locally. Advanced IPM is comprised of specially trained technicians, who hold a variety of licenses, making us a full-service pest management company able to address any pest issues you may face.

The enclosed Advanced Care proposal details our comprehensive services and the strategy we have developed for your school district. Focus has been placed on addressing your needs and protecting your brand. Both corrective and preventative pest management solutions are also emphasized.

Advanced IPM is proud to offer you the resources and expertise of our organization. We trust that you will find the quality, consistency, and depth of our Integrated pest management program and service an unbeatable and compelling combination.

We would welcome an opportunity to become your partner in pest management and are prepared to begin our program. Thank you for your consideration.

Sincerely,

Cheylynn Caputo

Cheylynn Caputo
Commercial Account Manager
408.712.4437
ccaputo@advancedipm.com
www.AdvancedIPM.com



LICENSING AND COMPANY INFORMATION

Advanced IPM is a local company that has 10 branch locations throughout California. Your local service branch is out of San Diego County, CA with a team of experts who have lived and service locally for over 20 years.

Type of Business: Corporation

Established: 1981

California Business License Number: Structural Pest Control Board: 1865

Tax Identification number: 94-2844366

Local Branch information: Advanced IPM
811 Anchorage Place
Chula Vista, Ca 91914

Website: www.advancedipm.com

Customer Portal Link:

Please visit the below link to check out all that our Customer Portal can do:

<https://youtu.be/6JmEgHrc1Fw>

*Demos available upon request

Competency of Proposer

Advanced IPM has had no pending bankruptcies, liens, stop payment notices, judgements, lawsuits, arbitrations, mediations, foreclosures, or any similar actions filed or resolved in the past seven years. No client has ever terminated service with Advanced IPM due to a breach of contract.



COMPANY PROFILE

Introduction

Advanced IPM is a DBA of Roseville Termite and Pest Control, Inc. established in 1981. The name Advanced IPM was developed to focus on commercial and industrial clients and to increase our service footprint. Advanced IPM has been an innovator within the pest management industry. As a commercial and industrial specialist, Advanced IPM has developed specialized IPM treatments and programs tailored to the needs of our clients since 1981. Advanced is a full-service company providing all pest management services without sub-contracting. Advanced has received numerous accolades including "Top 100" national rankings in both "PCT Magazine" and "Pest Management Professional". Advanced IPM was also recently recognized as the Number 1 Company, in the "Sacramento Business Journal". For over three decades Advanced IPM has been implementing proactive pest management programs for Districts such as yours across California and Nevada. Advanced IPM is comprised of specially trained technicians, who hold a variety of licenses, making us a full service pest management company able to address any pest issues you may face.

Our History

Since 1981, Advanced IPM has continually demonstrated the importance of the integral relationship between our valued clients and our respected staff through the highest degree of customer service, awareness and passion for our work. As a family owned and operated corporation we are dedicated to the success of our services and our team. Built on a "Service before Self" attitude Advanced IPM has emerged as a leader within the pest control industry.

Our Mission

Advanced IPM is committed to quality service through the exceptional performance of every member of our valued team. Our pledge is to establish lasting relationships with integrity, stability, and distinct professionalism.

Our Approach

Advanced IPM focuses on stable growth to promote long term stability. We will be knowledgeable, trustworthy and passionate in providing pest solutions that are environmentally conscious. We will foster an atmosphere that embraces professionalism and ambition. Advanced IPM will be faithful to continually develop and implement positive advancements that are beneficial for our customers and our staff.



Bonding Company and Amount

Western Surety Company
Bond #71507191
\$12,500.00

Insurance

Attached

Personnel

Corporation Principals

Brian Romani – President

Background Checks

All employees of Advanced IPM undergo a rigorous screening process. Advanced employees are required to have no felonies or misdemeanors for the last 7 years. Our background checks are administered by a 3rd party agency screening utilizing social security and driver's license information. Advanced personnel must have a clean DMV. Advanced technicians must successfully pass a pre-employment physical and drug screening process. Advanced also conducts pre-hire and incident related drug testing. All licensed technicians are required to complete a third-party background clearance and fingerprinting screen to obtain a Structural Pest Control License.

Competency of Proposer

Advanced IPM has had no pending bankruptcies, liens, stop payment notices, judgements, lawsuits, arbitrations, mediations, foreclosures, or any similar actions filed or resolved in the past seven years. No client has ever terminated service with Advanced IPM due to a breach of contract.



DISCOVER THE DIFFERENCE

Consistent Communication and Documentation

As an innovator in providing unparalleled pest management solutions, Advanced IPM utilizes an electronic data reporting system. Electronic verification gives us the ability to deliver a wide range of solutions for communication, documentation and the monitoring of your program's effectiveness.

- Electronic service reports capture essential service details including pest activity, types of pests, sanitation and structural deficiencies, materials used, time and date of service.
- Web-based data allows designated client employees to access service details on a secured site, view trend reports and generate customized summary reports

High-Touch Account Management

Advanced IPM's Advanced Care account management structure guarantees service follow-up and issue resolution. Program changes are handled with professionalism and attention to detail. We dedicate a strategic account resource to mobilize and coordinate our resources and synchronize our service delivery with the goals and objectives of the District. Our emphasis on proactive communication and closing the loop is backed by an extensive, local and regional network that delivers quick and effective resolution to any issues.

Monthly/Quarterly Reviews - Plan

Long term partnerships are our number one priority. We believe that the initial 90 days is the most critical timeline in starting a relationship and are committed to checking in proactively by hosting Monthly calls to address any challenges/concerns and to celebrate the wins as the relationship progresses. As the program continues on we can move to Quarterly meetings or create a schedule that works for the partnership.

Customer Portal / Demonstration Link

Please visit the below link to check out all that our Customer Portal can do:

<https://youtu.be/6JmEgHrc1Fw>

Your Team.

Advanced IPM Service Team



Branch Manager: Joe Staniewski

License: FR-33753, Branch I, II, and III (*21 Years of Experience*)

Contact Number: 510.414.5883

Email: jstaniewski@advancedipm.com



Service Technician: Jordan Biesecker

Licenses: FR51284, Branch II and III (*10 Years of Industry Experience*)

Contact Number: 619.375.8376

Email: jbiesecker@advancedipm.com



Service Technician: Justin Chapman

Licenses: FR-52876, Branch II and III (*Licensed since 2017*)

Contact Number: 619.551.8186

Email: jchapman@advancedipm.com

Advanced IPM Client Care Team



Commercial Account Manager: Cheylynn Caputo

Licenses: FR-54655, Branch II

(*19 Years of Account Management Experience*)

Contact Number: 408-412-4437

Email: ccaputo@advancedipm.com



Branch Support Representative: Sachi Payne

Licenses: FR-40947, Branch I and II (*16 Years of Industry Experience*)

Contact Number: 619.343.2243

Email: spayne@advancedipm.com

Your Team.

Advanced IPM Technical Director



Ashley Freeman

Contact Number: 916.472.1440

Email: afreeman@advancedipm.com

Licenses:

QAL Cat A (Residential & Commercial) and K (Public Health)

Master of Science in Public Health

SPCB FR

18 Years of Industry Experience: School IPM Advisory, Pest Management Regulations, Control of Public Health Pests)

- Pest management IPM, regulatory and compliance advisory consulting
- Training and Education
 - Registered SPCB/DPR educator (register, host, and teach at SPCB/DPR approved courses)
 - AIPM Technician pest management training program
 - Customer education, in-service training, pesticide safety training, Healthy Schools Act training with QAL and certificate
- Public health biology
 - Control pest-borne diseases through vector management
 - Examine pesticide exposures
 - Advise on reduce risk pesticides and applications methods and physical and mechanical controls
- Regulatory compliance
 - Federal EPA pesticide laws
 - CDC guidelines on public health pest control and pesticide exposure issues
 - CA pesticide and pest control laws and regulations, Structural Pest Control Board, Department of Pesticide Regulations, and CA Healthy School Act regulations
 - Lobby, association, and industry support of regulatory and compliance issues

TECHNICAL DIRECTOR ASHLEY FREEMAN, MSPH

IPM CONSULTANT

OFFERED RESOURCES

- Pest management regulatory liaison
- Product label review and pesticide application support
- Feasibility and practical application of pest control methods
- Technical support to client
- Environmental assessments, inspection justification reports
- Onsite staff training, pest biology, pest management practices, and technology





Training

Our service technicians hold a variety of specialized licenses including but not limited to field Rep Licenses in Branch II and III. QAL Licenses that allows them to treat for problems that occur away from the structure. Our commercial technicians are trained in IPM principles. Technicians receive classroom and field training on a monthly basis. Advanced technicians also undergo regular blind audits to ensure proper servicing and quality expectations. Technicians are required to show proficiency in the following areas:

- General Pest Control
- Wildlife Management
- Commercial Facility Inspection
- Specialized training needed to conduct services at various sites
- Safe handling and mixing of chemicals
- Spill Control
- How to use a fire extinguisher
- Safe driving techniques
- Safe Lifting
- Heat Stress
- Personal Protection Equipment
- How to read and use a label and MSDS
- Working in confined spaces
- Laws and Regulations SPCB
- Rodent, Bird, and Bat Proofing
- Wasp Biology and Control
- Wood Destroying Organisms
- Weed abatement
- Storm Water Protection
- Principals of IPM
- LEED Certification training
- Calibration



Service Levels

Advanced IPM specializes in commercial and professional work environments. We recognize the sensitivity of sites that are included in this market. We also understand the local laws and ordinances that are unique to Southern California. These injunctions such as the EPA issued Endangered Species program for the bay area, are important regulations. Advanced is keenly in tune with the necessary adjustments to remain compliant and still gain control for our clients. Advanced IPM offers an integrated pest management approach. We have been practicing these techniques before it was the standard. As our valued service partner and client, we ensure minimal interruptions to daily operations. Advanced IPM offers a variety of specialized services including but not limited to:

Bird/ Bat Control
Bed Bug Remediation
Vegetation Management
Fly/ Gnat Service
Bee Removal

Termite Control
Pest Waste Removal
LEED Compliance
Yellow-jacket Abatement
Quality Control Programs
General Contracting

Tree/ Shrub Care
Live Animal Trapping
Mosquito Abatement
Rodent Exclusion

Client Safety Program

Awareness

Safety and providing a safe working environment is the responsibility of all employees. All employees are directed to work safely and report any unsafe conditions or unsafe work habits to the safety manager. Advanced IPM is responsible for implementing injury and illness policies. Any questions or comments regarding our illness and injury program should be directed to the Technical Director.

Participation

All employees will participate in this program. All employees will be trained upon hire, and or upon the implementation of this plan, as well as take part in all subsequent training.

Report Hazards

All employees will report all unsafe conditions, work habits, equipment and other hazards to responsible party immediately. This can be done orally or by using the "Unsafe Conditions Form". Employees may turn in this form to their supervisor, the designated Safety Person. No employee will be penalized for reporting any unsafe condition.



REFERENCES

On the following (2) pages please reference some of our clients that we have provided IPM services for.

*Annual contract amounts and specific details are kept confidential due to the nature of our business, however, we have permission for you to contact our references to inquire about our IPM plans and how we have approached Partnerships.

SCHOOL REFERENCES



SANTA CLARA UNIFIED SCHOOL DISTRICT

1889 Lawrence Road, Santa Clara, CA 95051

Contact Peter Auth

Phone 315.741.6711



SAN MARCOS UNIFIED SCHOOL DISTRICT

255 Pico Avenue, San Marcos, CA 92069

Contact Peter Jenkins

Phone 760.801.0924



CARLSBAD UNIFIED SCHOOL DISTRICT

6225 El Camino Real, Carlsbad, CA 92009

Contact David Sharpshi

Phone 760.802.7391



JEFFERSON UNION HIGH SCHOOL DISTRICT

699 Serramonte Blvd. Suite 100, Daly City, CA 94015

Contact Marcus Peppers

Phone 650.550.7504

PREFERRED CLIENT REFERENCES



SAVE MART

Contact Salveen Kumar

Phone 209.409.2789

Email salveen.kumar@savemart.com



GOLDEN STATE RESTAURANT GROUP

Contact Meghan Schrader

Phone 209.938.1217

Email meghans@mcdgs.org



SOURDOUGH & CO.

Contact Jin Kaur

Phone 916.538.8488

Email jin@sourdoughandco.com



The 5 Steps to an IPM plan

IPM also has a functional definition that can be used as the basis of making pest management decisions. The process below was developed by the Bio-Integral Resource Center in Berkeley, California. There are five strategic steps involved in all pest management decision-making. Each step provides an opportunity to thoroughly think through the pest control process and to reduce pesticide use. We at Advanced IPM follow this process with every facility that we protect.

Step 1: Identify the Pest

This often-overlooked step is important. Most species of living things are NOT pests, but are contributing members of the broader ecosystem. By taking the time to ensure that a suspected pest is an *actual pest*, you can eliminate a lot of unnecessary pest control efforts.

Step 2: Monitor Pest Activity

Monitoring Pest populations over time, you can determine if there are sufficient numbers of pests present to be concerned about potential damage. Pest populations are dynamic and go up and down in response to many factors. Sometimes a stray pest shows up and passes through, doing no harm. Pest populations may decline due to natural forces. Nature is complicated, and you don't really know what is happening unless you look. Monitoring ensures that unnecessary treatments are avoided.

Step 3: Determine Action Thresholds

An action threshold is the point at which further damage is considered intolerable and pest control action needs to take place. Action thresholds can be determined according to different criteria—economical, legislative, medical, even psychological. Many models exist that can help determine the point at which economic damage becomes unacceptable.

Setting the action threshold high delays the point at which pest control treatments take place, leading to fewer treatments and lower potential for risk from pesticides.

Step 4: Explore Treatment Options & Make Treatments

There are many treatment options besides pesticides, and prevention should always be considered first (as seen at the base of the pyramid below).

Committing to use Best Management Practices (BMPs) is another treatment option.

In urban environments, exclusion is key. Using screens and caulking goes a long way to keeping pests out.

Increasing levels of sanitation often plays a big role in preventing pests.

If pesticides are deemed necessary (as seen in the smallest part of the pyramid), priority should be given to treatments that are highly targeted to the pest organism, and to pesticides that are least-toxic to human health and the environment.

Step 5: Evaluate Results

A commitment to evaluating results loops the process back to the beginning. Pest management is a dynamic, ongoing process. Monitoring after treatments is how you know how effective the treatment was, and if pest populations are now at acceptable levels. No further treatments are made unless monitoring shows that pests are again at action thresholds.

Five Opportunities to Quit Pesticides

The five-step approach of a pest management plan gives multiple opportunities to reduce and eliminate pesticide use. IPM can be very useful as a framework to help look at the big picture. The goal is not just to focus on the use of pesticides. Rather, the goal is to look at the ecosystem and how it is managed to figure out how to prevent pests in the first place. If treatments are necessary, IPM can help determine which treatments will be most effective and have the least negative impacts.



ADVANCED IPM PHILOSOPHY

Comprehensive Integrated Pest Management Plan

Advanced Care is designed to:

- Provide the best in **pest protection**
- Incorporate sound principles of **Integrated Pest Management (IPM)**
- Deliver the Advanced **CARE** difference - **C**onsistent, **A**ccountable, **R**esponsive and **E**ffective pest management solutions

School districts are prime targets for pest infestations. These pests carry disease, damage products, compromise critical environments and tarnish reputations. Through careful inspection, intelligent treatment strategies and our partnership with our clients to eliminate pest-conducive conditions, Advanced Care provides the confidence that you are protected by the very best.

Our service strategy is aggressive, leverages an exhaustive arsenal of pest management tools and combines innovative methods with intelligence to target pests at their source. Methods include inspection, sanitation, mechanical, biological, cultural, education and the use of pest management materials only when necessary.

Prevention and inspection are the cornerstones of IPM. Advanced IPM Specialists are specifically trained to identify conditions that attract and support pest activity. Recommendations and proactive strategies to prevent pest infestations are a standard part of our Advanced Care program.

Our objective is to deliver results without disrupting your operations and without putting you, your employees, your students or the environment at risk. With Advanced IPM and Advanced Care, delivering results in educational facilities will be accomplished with a “green” approach.

Consistent Quality

Advanced IPM's Advanced Care program consistently delivers the level of attentive service and documentation required to satisfy the toughest requirements. Through specialized training that drives consistent, high-quality service; a go-to person for getting it done; and appropriate resources when you need them, you can be assured we will deliver through our highly knowledgeable team.



Sustainability in Pest Management

Advanced Integrated Pest Management is an environmental conscious and innovative company. We rely on the proven science of Integrated Pest Management (IPM) to solve pest issues. IPM is a decision-making process that minimizes the impact that pest and pesticides have on people, structures, and the environment. IPM uses the biology and ecology of the pests to better manage them where they eat and harbor. We purposely choose long-term strategies to track and record populations, reduce breeding and harborage potential, eliminate favorable conditions, and prevent access. We only make pesticide applications when warranted or required. We always choose low impact products with the least potential to impact people, structures, and the environment. We partner with our clients to educate them about pests and IPM, find solutions specific to their facility, and help them minimize their impact on the environment.

Sustainability in Pest Management Practices:

1. Choose baits over calendar sprays
2. iQ monitoring (proof) vs. traditional (guess)
3. Pheromone traps cs. Calendar sprays
4. Fly reducing programs vs. aerosol spray (eliminate source, drain applications of biorational pesticides such as borates and bacterium)
5. Reduced exposure products like granules, baits, traps before using more toxic products
6. Do not use SGARs or products with secondary toxicity
7. Use Tier 1 rodent bait stations
8. Inspection reports and walk-through with client: point out/educate client about conducive conditions, structural issues, pest vulnerable areas) to provide solutions (exclusion, de-clutter, sanitation)
9. LEED and HSA experienced provider
10. EcoWise certified
11. Less fuel usage: techs no longer come into office, work closer to their homes, less travel and road time
12. Weekly IPM, pesticide, and safety training
13. Annual pesticide safety training
14. Accidents: how many days since the last pesticide exposure, latter fall, auto accident
15. Hazardous storage and/or Ag inspection pass rate



PROJECT UNDERSTANDING

Phase I - Site Inspections / IPM

Advanced IPM to complete a thorough inspection at each of the sites listed and priced out in Column A in the Pricing section of this bid.

- Advanced IPM Inspections include locating & identifying any structural, sanitary, or procedural modifications that would reduce pest food, water, harborage, or access at each site. This is also known as **Conducive conditions** that may require partnership from the district to resolve.
- Advanced IPM will provide a thorough analysis and report of each site. Analysis report will summarize the inspection findings at each location and the specific areas with recommendations.
- Each report is uploaded with Pictures of the specific areas at each site onto the online customer portal and will be reviewed with the District and Advanced IPM within (1) week of completion of initial site inspections. *(Please refer to "Discover the Difference" Section of this bid to review our link to our online customer portal for demonstration.)*
- Advanced IPM can provide standard exclusion repairs and doorsweeps upon request at an additional service fee.

Description of any Structural or Operational Changes that would facilitate the Pest Control Effort:

- Exclusion: fill, repair, and /or screen any point of entry 1/4" or more with hardware cloth, IPF foam, stucco patch, door sweeps, rubber seals, steel wool
- Cut back trees and pick up any fruit or nuts that have dropped to the ground
- Do not feed wild animals (bird feeders, cats, etc.)
- Fix plumbing leaks
- Cut ivy and other ground cover away from the building approx 12".
- Dump trash cans daily or more often if needed
- Make sure trash areas are clean and free of spills.



Phase II - Monthly Residual Services

Advanced IPM's program is designed to provide comprehensive coverage for pests commonly found in a variety of environments. Advanced Care's IPM program will cover your District with the following comprehensive IPM inspection and residual service program:

An Integrated Approach

Advanced Integrated Pest Managements program aggressively attacks the source of Pest activity and delivers proactive strategies to prevent future problems, reducing your risk of Pest issues. This preventive program specifically targets areas where Pests are most likely to be active. It's a complex approach and, as such, relies on multiple techniques to be effective, taking into consideration the varying structural and sanitation conditions inherent to your different locations as well as your operational needs.

Advanced IPM Monthly Monitoring & Residual Services

- Inspect building and site for pests to gather information about the health of the landscaping and local ecosystem, pests, and natural enemies.
- Pests on or near food in school buildings, including, but not limited to classrooms, offices, assembly areas and kitchens.
- Pest Monitoring Devices, traps are inspected and updated monthly as part of IPM service.
- During Monthly service inspections, Service technician will take note of all sanitation, structural or mechanical issues that could adversely impact IPM from proper function.
- **Methods:**
 - Pest Monitoring Devices.
 - Tin Cats, Glue Boards, Sweep nets, and Pheromone traps may be used to collect insects for both identification and population density information.
 - Sweep nets, sticky traps, and pheromone traps may be used to collect insects for both identification and population density information.
- Issues shall be presented to the person directed as point of contact for site at time of service completion. Service records will be included on Service Report that is emailed and available via the online customer portal and in the logbook kept onsite.
- Once service inspection or treatment is completed service technician will obtain a sign off signature. Signature sign-off is required at all times with no exceptions. Upon completion of each service the service technician will review all services provided with school site representative, including District IPM Staff.
- All service tickets are printed in accordance with state and local law and placed into the Service Report. Service tickets shall be emailed to Newport- Mesa Unified School District personnel and is available in the onsite logbook as well as the online portal.



Documentation:

Electronic service verification will be used to track activity and results via bar-coding technology. Trend reports and service logs are available online or via email. All reports and trending data will be owned by **Costa Mesa- Newport School District**. The proprietary software used to capture data is not owned by Advanced IPM therefore cannot be sold to any clients. Please refer to Customer Portal Demo link provided to get more information on your customer portal.

Site Log Books:

A Site Log will be kept and maintained at each site for appropriate personnel. With access to the SDS sheets, company & business license and all service reports. All of this information will be electronically available via online customer portal.

All IPM services requiring application of materials will require approval in advance of treatment by Newport-Mesa Unified School District IPM Manager. All treatment services will be scheduled after hours when students and faculty are not present on campus. At no time will treatment be performed to building interior when students or staff is occupying the building. At no time will treatments be performed without prior notice. All Postings will be done by Advanced IPM. Advanced IPM warrants applications for (30) Days. If the target pest is still present seven (30) days after the initial treatment, Advanced IPM will retreat the area at no additional cost to the District.

EMERGENCY SERVICE

Advanced IPM can perform corrective, special, or emergency service(s) that are beyond routine service requests. Contractor shall respond to these exceptional circumstances and complete the necessary work within two (2) hours after receipt of the request.

Advanced IPM response to an emergency request is to be on site to perform pest management services within two (2) hours of receiving notice, telephone, email or text message, from Newport-Mesa Unified School personnel.



General Pests - Integrated Approach

Cockroaches and Ants

Insect monitoring is a critical component of our program both as a means to identify insect activity and to determine the results and effectiveness of our treatment strategies.

Insecticide baits are the primary control measure for cockroaches and are an integral component of ant programs. Baits consist of a food attractant to entice the insect to the bait and a slow acting toxicant to eliminate insects that feed on the bait material. Baits are much less volatile than other pesticide formulations, enabling us to apply them while people are present, without disturbing your operations. This enables their use while people are present.

Where appropriate, Insect Growth Regulators (IGRs) may be used to augment baits. IGRs are mimics of natural insect hormones and as such, present no hazard to people.

The routine application of insecticides is limited to preventive applications where insects are likely to enter the interior, where there is a history of activity, when weather conditions result in substantial increases in insect activity and when the results of monitoring deem it necessary.

Rodents

Your rodent program is designed to ensure that commensal rodents are unable to establish a presence in or around the facility, adversely impacting sanitation, food quality, property value and safety. Commensal rodents consist of the House Mouse, Norway Rat and Roof Rat. This program does not rely solely on the routine use of rodenticides, but may use them when appropriate and only when IPM was followed, documented and falls under HSA guidelines. Equipment type, quantity, spacing/location, and frequency of service will be determined based on a thorough inspection of the property, a review of previous rodent activity records, and consultation with facility management. Advanced IPM will comply with all applicable regulations and audit standards and consider non-target animals and environmental variations at each facility location in the development of our service strategy.

Sanitation and proper building maintenance are essential for preventing rodent immigration and infestation. Rodents enter buildings through many routes including doors, unscreened vents, pipe and utility openings, and with incoming goods. Sanitation and building maintenance can reduce the number of rodents that enter a building from the exterior.

Additionally, multi-catch traps and/or tamper resistant rodent control devices will be maintained in appropriate areas of the facility. Exterior rodent bait stations will be secured and locked to ensure tamper resistance. Devices will be inspected, cleaned, and maintained with fresh bait as necessary. Also, rodent burrows will be baited as necessary.



Action Thresholds

- Actions thresholds are one of the most important but difficult to implement aspects of an IPM program. In simplest form, action thresholds are rules that help the pest control technician know when a particular problem is serious enough to warrant control.
- Action thresholds in a school provide guidelines about when pest levels are serious enough to justify the filing of a work order or complaint. As an example, an IPM coordinator receives numerous complaints from teachers at a middle school about ants. An ant baiting program has recently begun; however, it will take two to three weeks to see results. Frequent call-backs from the school take staff time from other projects; therefore, the coordinator asks teachers to observe a threshold of five or more ants in a classroom before filing a complaint or work order request.



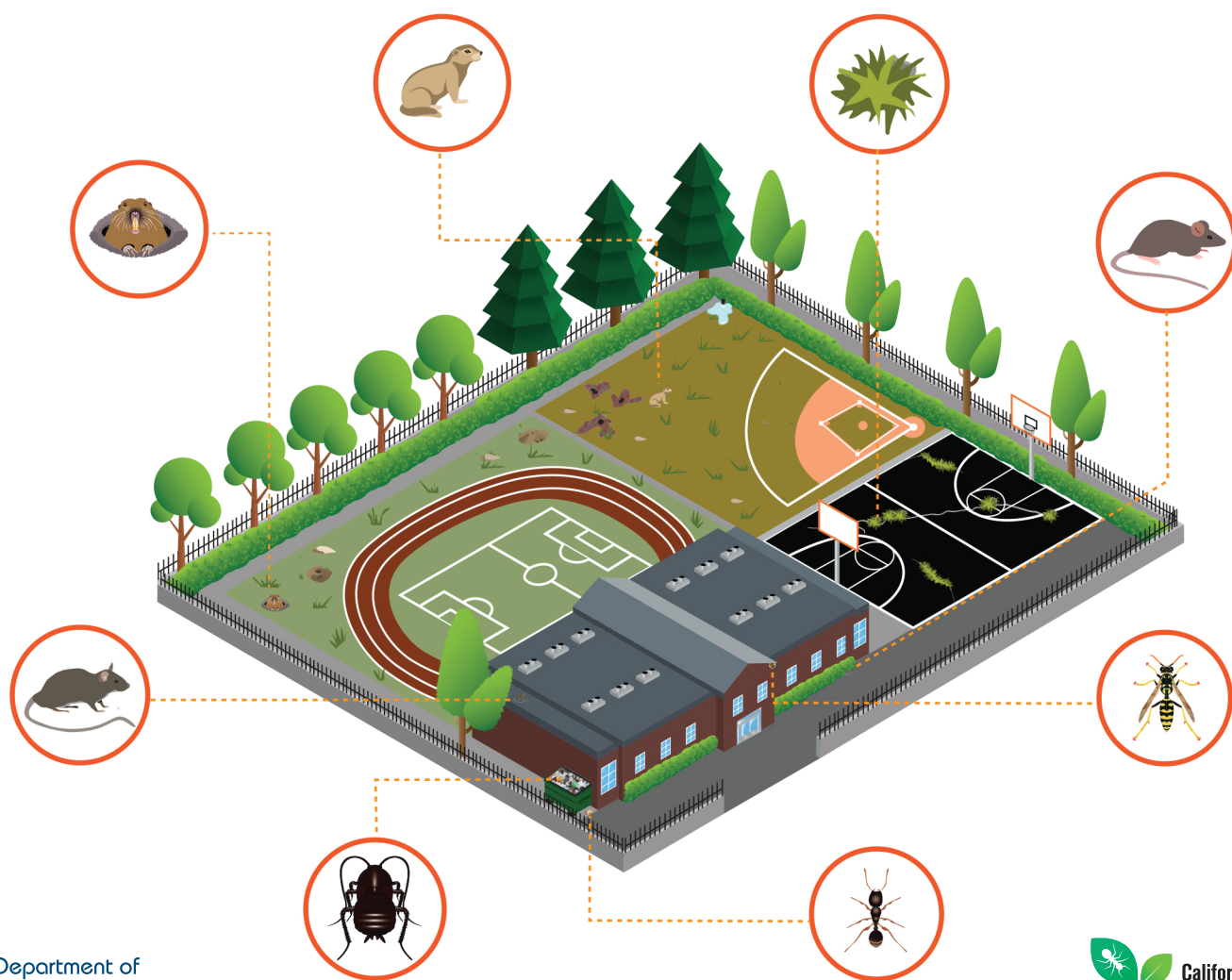
- Many action thresholds must be developed from scratch. After determining which pests to include, and which locations need separate action thresholds, schools should decide what pest levels can be tolerated by staff, visitors, and regulatory agencies. These tolerance levels then become your starting point for action thresholds, also known as nominal thresholds. These specific action thresholds would need to be determined and implemented upon the first 90 days of the IPM implementation plan.



Action Thresholds Continued...

- Schools need action thresholds tailored to their unique staff and facilities. A threshold that works at one school with historically high insect problems may be viewed as too high by staff in a new school building with relatively few pest problems. Although thresholds are best set by a coordinator with high standards for pest management, occasionally it may be necessary to tighten standards for a demanding principal or PTA. On the other hand, some schools may be willing to put up with, say, more weeds in a school yard because of parent or staff concerns about herbicide spraying.
- Advanced IPM proposes that Costa Mesa- Newport Unified School District should review the action thresholds regularly, preferably every year with Advanced IPM. Action thresholds may need to be tweaked, particularly in the first year or two of an IPM program. For example, suppose you request that teachers not file a work order unless they see 3 or more flies per classroom. Yet teachers persist in filing work orders when only one or more flies enter their rooms. Your threshold of ten flies per classroom may be unrealistic, based on your teachers' tolerances.
- Action Thresholds will be identified and created in Partnership with the District upon award of contract and in the first service month.

INTEGRATED PEST MANAGEMENT AT SCHOOLS



dpr Department of
Pesticide Regulation

www.cdpr.ca.gov

[SCCIPM 35 (7/2020)]

California
School & Child Care IPM

CONDUCTIVE CONDITIONS



Broken irrigation lines provide water sources for pests.



Cracks in pavement create habitats for weeds.



Weeds, like clover, encourage gopher infestations on turf.



Dense vegetation growing close to buildings provide shelter for pests.



Tree limbs touching the roof grant pests access to buildings.



Access to sugary beverages attract paper wasps.



Open dumpsters provide food for pests.



Garbage littered around schools provide food for pests.

INTEGRATED PEST MANAGEMENT AT SCHOOLS



IPM SOLUTIONS



Trap ground squirrels and fix irrigation leaks to eliminate water sources for pests.



Trap gophers and practice good lawn care to reduce weed invasion.



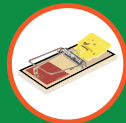
Trim back tree limbs to prevent pests from accessing the roof.



Place dumpsters at least 50ft away from buildings and cover with tight-fitting lids to block pests access.



Seal cracks in pavement to prevent weed growth.



Trap commensal rodents and trim back dense vegetation to reduce pests habitat.



Use lure traps to capture wasps and clean-up sugary beverage spills to avoid attracting pests.

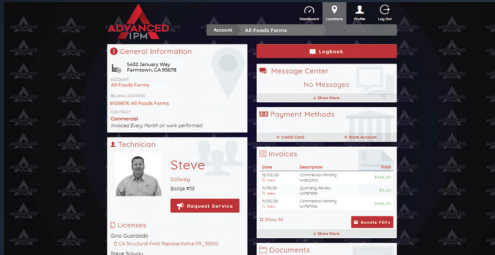


Apply baits to reduce ant population size and clean-up garbage to eliminate food sources.



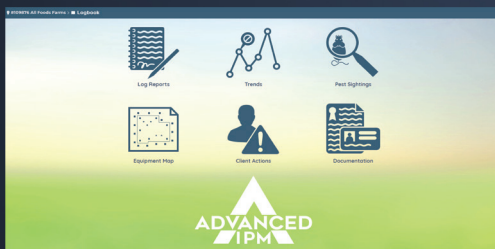
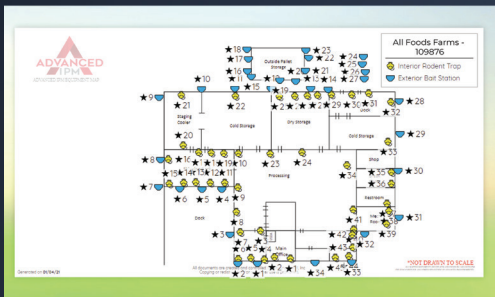
TRANSPARENCY THROUGH TECHNOLOGY

TOOLS TO STAY COMPLIANT & INFORMED



CUSTOMER PORTAL

- Report a pest finding
- View service history
- Reschedule upcoming services
- Request service
- Pay online
- Review trend reporting
- View spatial heat maps
- Review material application, pest findings & device inspections
- Generate for multiple locations
- Enter date range options
- Have multiple users registered

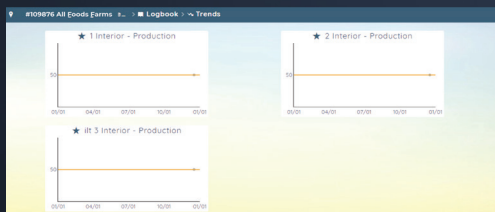


LOGBOOK

Instantly access IPM audit-ready documentation. Our digital logbook organizes, stores and tracks the most important documentation and inspection reports so you're always ready for audit.

Features Include:

- Easy to navigate, search & find all important documents
- Generate graphs showing past trend analysis
- View past inspection reports
- View heat maps
- View SDS and labels
- Organized log of all inspection results





PRICING, ADDENDUMS, W9 & INSURANCE

The following page(s) include Pricing sheet, Addendums, W9 & Insurance.

*Pricing is based on Annual all inclusive Total

ATTACHMENT 2
BID FORM

ITEM	LOCATION	ESTIMATED AREA (SQ.FT.)	COLUMN A IPM SERVICE (EA)	COLUMN B RESIDUAL SERVICES (EA)	TOTAL COST: COLUMN A+ COLUMN B
1	Adams	38,725	\$350.00	\$175.00	\$2,275.00
2	Andersen	41,494	\$350.00	\$175.00	\$2,275.00
3	California	36,861	\$350.00	\$175.00	\$2,275.00
4	College Park	43,637	\$350.00	\$175.00	\$2,275.00
5	Davis Magnet	70,792	\$350.00	\$220.00	\$2,770.00
6	Eastbluff	41,052	\$350.00	\$175.00	\$2,275.00
7	Harbor View	40,761	\$350.00	\$175.00	\$2,275.00
8	Kaiser	58,977	\$350.00	\$175.00	\$2,275.00
9	Killybrooke	46,395	\$350.00	\$175.00	\$2,275.00
10	Lincoln	78,764	\$350.00	\$220.00	\$2,770.00
11	Mariners	51,436	\$350.00	\$175.00	\$2,275.00
12	Newport Coast	43,175	\$350.00	\$175.00	\$2,275.00
13	Newport Elementary	45,023	\$350.00	\$175.00	\$2,275.00
14	Newport Heights	50,476	\$350.00	\$175.00	\$2,275.00
15	Paularino	39,597	\$350.00	\$175.00	\$2,275.00
16	Pomona	36,829	\$350.00	\$175.00	\$2,275.00
17	Rea	51,728	\$350.00	\$175.00	\$2,275.00
18	Sonora	43,995	\$350.00	\$175.00	\$2,275.00
19	Victoria	83,146	\$350.00	\$220.00	\$2,770.00
20	Whittier	51,562	\$350.00	\$175.00	\$2,275.00
21	Wilson	56,678	\$350.00	\$175.00	\$2,275.00
22	Woodland	37,715	\$350.00	\$175.00	\$2,275.00
23	Ensign	70,800	\$350.00	\$220.00	\$2,770.00
24	TeWinkle	83,146	\$350.00	\$220.00	\$2,770.00
25	Corona del Mar HS	210,340	\$700.00	\$535.00	\$6,585.00
26	Costa Mesa HS	282,416	\$700.00	\$535.00	\$6,585.00
27	Estancia HS	221,576	\$700.00	\$535.00	\$6,585.00
28	Newport Harbor HS	244,676	\$700.00	\$535.00	\$6,585.00
29	Back Bay/Monte Vista	25,680	\$350.00	\$175.00	\$2,275.00
30	Early College HS	25,760	\$350.00	\$175.00	\$2,275.00
31	BESST Center	28,320	\$350.00	\$175.00	\$2,275.00
32	Presidio	22,480	\$350.00	\$175.00	\$2,275.00
33	Lindbergh	33,040	\$350.00	\$175.00	\$2,275.00
34	District Office (Baker/Bear)	91,000	\$350.00	\$535.00	\$6,585.00
35	Harper Assessment Center	36,240	\$350.00	\$175.00	\$2,275.00
TOTAL BASE BID AMOUNT:					\$103,650.00



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

ADDENDUM NO. 1 Integrated Pest Management

RFP No. 103-23

NEWPORT MESA UNIFIED SCHOOL DISTRICT
2985 BEAR ST., BLDG.-A
COSTA MESA, CALIFORNIA 92626

September 9, 2022

The following revisions and/or clarifications shall be made to the RFP documents for the above-named work. All work described in the original RFP documents and all applicable Sections of the original RFP documents shall be included in the contract, except as herein modified:

Acknowledgement of this Addendum shall be made below and submitted with the RFP submission. If acknowledgement is not made the proposal may be considered non-responsive.

1. **Change:** Change RFP Submitters Meeting date to September 20, 2022, at 8:30 AM

All other provisions of the RFP remain unchanged.

BELOW, PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND SUBMIT IT WITH YOUR PROPOSAL.

Name:	<u>Cheylynn Caputo</u>
Signature:	<u><i>Cheylynn Caputo</i></u>
Firm Name:	<u>Advanced IPM</u>
Address:	<u>811 Anchorage Pl, Chula Vista, Ca 91914</u>
Telephone #:	<u>408.712.4437</u>
Fax #:	<u>N/A</u>

(END OF ADDENDUM NO.1)

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

ADDENDUM NO. 2 Integrated Pest Management

RFP No. 103-23

NEWPORT MESA UNIFIED SCHOOL DISTRICT
2985 BEAR ST., BLDG.-A
COSTA MESA, CALIFORNIA 92626

September 20, 2022

The following revisions and/or clarifications shall be made to the RFP documents for the above-named work. All work described in the original RFP documents and all applicable Sections of the original RFP documents shall be included in the contract, except as herein modified:

Acknowledgement of this Addendum shall be made below and submitted with the RFP submission. If acknowledgement is not made the proposal may be considered non-responsive.

1. **Change:** Change RFP due date to October 4, 2022, at 4:00 PM
2. **Change:** Change RFP Q&A due date to September 29, 2022, at 4:00 PM
3. **Add:** Tentative submitter interview dates the week of October 17th-21st
4. **Add:** Voluntary Site walk Friday September 23rd 7:00AM starting at California Elementary, full schedule is posted to the PlanetBids documents folder.

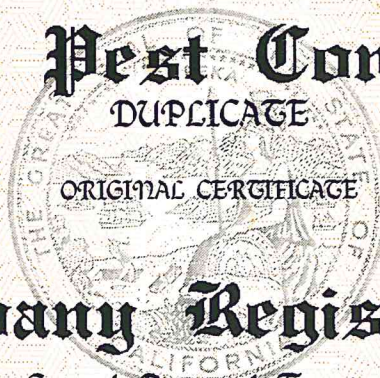
All other provisions of the RFP remain unchanged.

BELOW, PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND SUBMIT IT WITH YOUR PROPOSAL.

Name:	<u>Cheylynn Caputo</u>
Signature:	<u><i>Cheylynn Caputo</i></u>
Firm Name:	<u>Advanced IPM</u>
Address:	<u>811 Anchorage Pl, Chula Vista, Ca 91914</u>
Telephone #:	<u>408.712.4437</u>
Fax #:	<u>N/A</u>

(END OF ADDENDUM NO.2)

Structural Pest Control Board



Company Registration

General Pest and Termite

REGISTRATION PR 1865

ISSUE DATE JULY 11, 1990

ADVANCED INTEGRATED PEST MANAGEMENT

PO BOX 1168

ROSEVILLE CA 95678-8168

The above is registered with the State Structural Pest Control Board as a Corporation.

THIS REGISTRATION IS NOW, AND SHALL REMAIN, THE PROPERTY OF THE
STRUCTURAL PEST CONTROL BOARD AND SHALL BE SURRENDERED TO SAID
BOARD AT ANY TIME UPON DEMAND, PENDING FINAL ACTION AS TO
SUSPENSION, REVOCATION, OR RENEWAL OF SAME.

RECEIPT NUMBER 00010285

This Original Registration must be kept for the life of the registration and posted in Public View.

In accordance with the provisions of Chapter 14, Division 3 of the BUSINESS AND PROFESSIONS CODE, the registrant named above is hereby registered at the above address, and is subject to the rules and regulations of the California Structural Pest Control Board.

Registrations are non-transferable. You must contact the California Structural Pest Control Board within 30 days when there is a change of ownership, location, corporate officer, qualifying operator, or field representative employee.

STRUCTURAL PEST CONTROL BOARD
1418 HOWE AVENUE, SUITE 18
SACRAMENTO, CA 95825-3204
(916) 263-2544

---- POST IN PUBLIC VIEW ----



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/2/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Polley Insurance and Risk Management 12150 Tributary Point Dr Suite 200 Gold River CA 95670	CONTACT NAME: PHONE (A/C, No, Ext): 916-984-3000 E-MAIL ADDRESS: certificates@polleyinsurance.com FAX (A/C, No): 916-984-3100
INSURED Advanced Integrated Pest Management 1110 Melody Lane Roseville CA 95678	INSURER(S) AFFORDING COVERAGE INSURER A: National Union Fire INSURER B: Risk Placement Services, Inc. INSURER C: UCPM Inc. INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 285961027**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GL 518-02-36	3/1/2022	3/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			CA 296-16-64	3/1/2022	3/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$			MKLV5EUL103980	3/1/2022	3/1/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	WC 012-01-5983	3/1/2022	3/1/2023	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Pollution			G70969531 003	3/1/2022	3/1/2023	Each Condition Aggregate 1,000,000 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Coverage

CERTIFICATE HOLDER**CANCELLATION**

Evidence of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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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. Roseville Termite and Pest Control	
	2 Business name/disregarded entity name, if different from above Advanced Integrated Pest Management	
	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 checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ 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. 1110 Melody Lane	Requester's name and address (optional)
	6 City, state, and ZIP code Roseville, CA 95678	
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									
9	4	-	2	8	4	4	3	6	6

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ► 1/6/2022
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General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

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

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

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

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

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

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

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

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

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

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

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

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

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

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

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

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

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

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

G—A real estate investment trust

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

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

J—A bank as defined in section 581

K—A broker

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

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

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

Line 5

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

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

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

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.

You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

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

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

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

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

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

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

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

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

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

Protect yourself from suspicious emails or phishing schemes.

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

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

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

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.