



## INVITATION TO BID

The Arlington Heights Park District will receive sealed bids for: **Fertilizer, Turf Protectants and Grass Seed** at the Park District office at 410 N. Arlington Heights Road, until **11:00 AM** on **February 23, 2016**. Bid documents and specifications are available at the Park District Office at the address listed above.

A public bid opening will be held at **11:00 AM** on **February 23, 2016**. at the Park District office at 410 N. Arlington Heights Rd., Arlington Heights, Illinois 60004.

The bid may be awarded at the Board Meeting of the Park Board of Commissioners on **March 8, 2016**, at 7:00 p.m., in the Park District Administration Center, 410 N. Arlington Heights Rd., Arlington Heights, Illinois 60004.

The Board of Park Commissioners of the Arlington Heights Park District reserves the right to waive any irregularities and to accept or reject any proposal.

Bidders must note:

1. Bids must be submitted in sealed envelopes, and plainly marked "**BID-Fertilizer**", and have the bidder's company name indicated on the face of the envelope.
2. Bids shall be submitted only on the bid form provided. The bid form must be completed in full and all total prices must include all work as stated in the specifications.
3. All bids submitted will be considered firm for a period of 60 days from the bid opening date.
4. All bidders are required to demonstrate to the satisfaction of the Park District, that they are capable and able to complete the work as required in the specifications. Each bidder shall submit with his bid, proof that he satisfactorily performed work of a similar nature to that specified within the preceding two years, together with the locations and the names of the responsible individuals in charge of such projects.



## INSTRUCTIONS TO BIDDERS

1. The following information is enclosed in your Bid Packet.
  - Instructions to Bidders
  - Invitation to Bid
  - Cover Letter
  - Bid Form
  - Agreement Form
  - Anti Collusion, Sexual Harassment, Illinois Drug Free Affidavits
  - Specifications
  - Detail Specifications (if any)
  - Addenda (if any)
  - Conditions of the bid
  
2. Please read through the material carefully. All figures must be presented on the Bid Form in order to be considered. Information from any other source will be considered supplemental and not as a part of the bid itself.
  
3. The following items are to be returned as your completed bid:
  - Bid Form - containing all totals
  - Agreement - with the bidder's name completed on line two
  - Signed Anti-Collusion Affidavit
  - Specifications
  - Detailed Specifications (if any)
  - Addenda (if any)
  - Conditions of the Bid

**Date: 2/10/2016**

**Bid Documents For: Fertilizer, Turf Protectants and Grass Seed**

**Project:** The scope of work involves furnishing all of the required labor, materials, equipment, or parts and supplies in accordance with the plans, specifications and drawings dated **12/10/2016** and any authorized change orders there to which have been signed by both parties hereto, and which are hereby incorporated herein by reference.

**Location:** **Arlington Lakes Golf Club Service Center**  
**1211 S. New Wilke Road**  
**Arlington Heights, IL 60005**

**Owner:** Arlington Heights Park District  
410 N. Arlington Heights Road  
Arlington Heights, IL 60004  
(847) 577-3000

**Contact Person:** **Al Bevers, Supervisor of Golf Operations (847) 577-3033**

**Bid Opening:** All bids are due no later than **11:00 AM** on **02/23/2016** at 410 N. Arlington Heights Rd., Arlington Heights, IL 60004. Bids shall be submitted in sealed envelopes, plainly marked, "**BID-Fertilizer**".



**BID FORM**

**ARLINGTON HEIGHTS PARK DISTRICT  
410 N. ARLINGTON HEIGHTS ROAD  
ARLINGTON HEIGHTS, IL 60004  
(847) 577-3000**

<b><u>2/10/2016</u></b>	<b><u>02/23/2016</u></b>	<b><u>05/16/2015</u></b>
<b>DATED</b>	<b>BID OPENING DATE</b>	<b>FINAL COMPLETION DATE</b>

Sealed bids will be received by the Arlington Heights Park District until **11:00 AM** on **02/23/2015** and then publicly opened for furnishing the following supplies and/or services to be delivered in accordance with the following instructions:

Bid Opening at: Arlington Heights Park District Administration Center  
410 N. Arlington Heights Road  
Arlington Heights, IL 60004

The contractor shall be notified of purchase no later than **03/09/2016**, and shall so order this equipment so that the equipment is delivered after May 1, 2016.

The bidder hereby acknowledges receipt of the following addenda, if any, distributed by the Arlington Heights Park District.

Addendum No. _____	Date _____
Addendum No. _____	Date _____
Addendum No. _____	Date _____

**TOTAL BASE BID FOR: Fertilizer, Turf Protectants and Grass Seed \$ \_\_\_\_\_**

**(IN WORDS) \_\_\_\_\_**

**DELIVERY OF MATERIALS TO:  
Arlington Lakes Golf Club Service Center  
1211 S. New Wilke Road  
Arlington Heights, IL 60005**

**REFERENCES:**

List three clients for reference checks. Bidder must have supplied equipment of a similar nature for these clients within the last two years.

<b><u>Company Name</u></b>	<b><u>Contact Person</u></b>	<b><u>Phone Number</u></b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

In compliance with the invitation for bids, and subject to all the conditions thereof, the undersigned offers, and agrees, if this bid be accepted within sixty (60) days from the date of the opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item and, unless otherwise specified within sixty (60) days after receipt of order.

**Date:** \_\_\_\_\_

**(Please Print)**  
**Name of Bidder** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_

**Phone Number** \_\_\_\_\_

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Name and Title**



**AGREEMENT**

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and

between \_\_\_\_\_, hereinafter called the "CONTRACTOR/VENDOR" and the ARLINGTON HEIGHTS PARK DISTRICT, hereinafter called the "PARK DISTRICT".

WITNESSETH, that the CONTRACTOR and the PARK DISTRICT for the consideration stated here-in agree as follows:

ARTICLE I - SCOPE OF WORK: The CONTRACTOR shall provide all of the materials and perform all of the work described in the specifications entitled:

**Fertilizer, Turf Protectants and Grass Seed**

and in strict accordance with the requirements of all of the component parts of this Agreement as noted under Article V, all of which are attached hereto and made a part hereof.

ARTICLE II - TIME OF COMPLETION: This purchase will be made under this agreement and shall commence **3/9/2016** and shall be completed **05/16/2016**.

ARTICLE III - CONTRACT PRICE: The PARK DISTRICT shall make payments to the CONTRACTOR/VENDOR for the completed performance of work included in this agreement in compliance with the prices as noted in the proposal dated **2/10/2016** and in accord with subsequent approved agreement change orders subject to all of the provisions of the component parts of this agreement.

ARTICLE IV - COMPLIANCE WITH LAW: The CONTRACTOR shall comply with all statutes, rules and regulations of all Federal, State and Local Agencies having jurisdiction over the proposed improvement at the time the proposal was submitted to the PARK DISTRICT. This includes the Toxic Disclosure Act which states: Seller represents and warrants that the goods and services furnished hereunder (including all labels, packages and container for said goods) comply with all applicable standards, rules and regulations as applicable. Such rules shall include the Occupational Safety and Health Act as amended with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Seller shall furnish "Material Safety Data Sheets" in compliance with the Illinois Toxic Substances Disclosure Act, and shall otherwise comply with the requirements of said act for materials and supplies covered by the act.

Any and all costs associated in complying with said statutes, rules and regulations in effect at the time proposals were submitted and due shall be included within the costs of the proposal submitted.

ARTICLE V - COMPLIANCE WITH ADA: In addition to the obligations set forth in Article IV, the contractor confirms that the materials and/or products listed in the proposal for bid do comply with the Americans with Disabilities Act, Title II, the ADA Accessibility Guidelines, the Illinois Accessibility Code, and all rules and regulations promulgated with reference thereto. In addition, if the contractor is obligated by this agreement to install the materials and/or products, the contractor shall install the materials and/or products in compliance with the Americans with Disabilities Act, Title II, ADA Accessibility Guidelines, the Illinois Accessibility Code, and all rules and regulations promulgated with reference thereto. All costs of compliance with said statutes, rules and regulations in effect at the time the contractor submitted its bid have been included in the contract price.

ARTICLE VI - COMPONENT PARTS OF THIS AGREEMENT: This agreement consists of the following component parts, all of which are as fully a part of this agreement as if herein set out verbatim, or if not attached, as if attached hereto:

- Instruction to Bidders
- Invitation to Bid
- Cover Letter
- Bid Form
- This Agreement
- Anti-Collusion Affidavit and Contractor's Certification
- Specifications
- Detailed Specifications (if any)
- Addenda,(if any)
- Conditions of the Bid

In the event that any provisions in any of the above component parts of the agreement conflict with any provision in any other component parts, the provision in the component part last enumerated above shall govern over any other component part which precedes it numerically, except as may otherwise specifically stated.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in three (3) original counterparts the day, month and year first above written.

CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

Attest: \_\_\_\_\_ Title: \_\_\_\_\_

(SEAL)

PARK DISTRICT                      ARLINGTON HEIGHTS PARK DISTRICT

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

Attest: \_\_\_\_\_ Title: \_\_\_\_\_

(SEAL)

**ARLINGTON HEIGHTS PARK DISTRICT**  
**ANTI-COLLUSION AFFIDAVIT AND CONTRACTOR'S CERTIFICATION**

\_\_\_\_\_, being first duly sworn, deposes and says:

That he is \_\_\_\_\_ of  
(Partner, Officer, Owner, etc.)

\_\_\_\_\_  
(Contractor)

The party making the foregoing proposal or bid, that such bid is genuine and not collusive, or sham; that said Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any Bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.

The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

\_\_\_\_\_  
(Name of Bidder if the Bidder is an Individual)  
(Name of Partner if the Bidder is a Partnership)  
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed and sworn to before a notary public. Subscribed and sworn to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public



**ARLINGTON HEIGHTS PARK DISTRICT**  
**SEXUAL HARASSMENT POLICY**

The undersigned, on behalf of the entity making this proposal or bid, certified that a written sexual harassment policy is in place, pursuant to Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 A).

This Act has been amended to provide that every party to a public contract must have a written sexual harassment policy that includes, at a minimum, the following information:

1. The illegality of sexual harassment;
2. The definition of sexual harassment, under State law;
3. A description of sexual harassment, utilizing examples;
4. The vendor's internal complaint process including penalties;
5. The legal recourse, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission;
6. Directions on how to contact the Department and Commission;
7. Protection against retaliation as provided by 6-101 of the Act.

**IT IS EXPRESSLY UNDERSTOOD THAT THE FOREGOING STATEMENTS AND REPRESENTATIONS AND PROMISES ARE MADE AS A CONDITION TO THE RIGHT OF THE BIDDER TO RECEIVE PAYMENT UNDER AND AWARD MADE UNDER THE TERMS AND PROVISION OF THIS BID.**

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

Subscribed and sworn to me on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, A.D.

By: \_\_\_\_\_  
*(Notary Public)*

\*\*\*Seal\*\*\*

**ARLINGTON HEIGHTS PARK DISTRICT**

**ILLINOIS DRUG FREE WORK PLACE STATEMENT**

The undersigned will publish a statement:

1. Notify employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the work place;
2. Specifying the actions that will be taken against employees for violating this provision;
3. Notifying the employees that, as a condition of their employment to do work under the contract with the Arlington Heights Park District, the employee will:
  - a) Abide by the terms of the statement;
  - b) Notify the undersigned of any criminal drug stature conviction for a violation occurring in the work place not later than five (5) days after such a conviction;
4. Establishing a drug free awareness program to inform employees about:
  - a) The dangers of drug abuse in the work place;
  - b) The policy of maintaining a drug-free work place;
  - c) Any available drug counseling, rehabilitation or employee assistance program;
  - d) The penalties that may be imposed upon an employee for drug violations;
5. The undersigned shall provide a copy of the required statement to each employee engaged in the performance of the contract with the Arlington Heights Park District, and shall post the statement in a prominent place in the work place;
6. The undersigned will notify the Arlington Heights Park District within ten (10) days of receiving notice of an employee's conviction;
7. Make a good faith effort to maintain a drug free work place through the implementation of these policies;
8. The undersigned further affirms that within thirty (30) days after receiving notice of a conviction of a violation of the criminal drug statue occurring in the work place, he shall:
  - a) Take appropriate action against such employee up to and including termination; or
  - b) Require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposed by a federal, state, or local health, law enforcement, or other appropriate agency;

**IT IS EXPRESSLY UNDERSTOOD THAT THE FOREGOING STATEMENTS AND REPRESENTATIONS AND PROMISES ARE MADE AS A CONDITION TO THE RIGHT OF THE BIDDER TO RECEIVE PAYMENT UNDER ANY AWARD MADE UNDER THE TERMS AND PROVISIONS OF THIS BID.**

SIGNATURE \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

Subscribed and sworn to me on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, A.D.

By: \_\_\_\_\_

*(Notary Public)*

\*\*\*Seal\*\*\*

**SPECIFICATIONS FOR**

**Fertilizer, Turf Protectants and Grass Seed Bid**

**ARLINGTON HEIGHTS PARK DISTRICT**

**ARLINGTON HEIGHTS, ILLINOIS**

**I SCOPE OF WORK**

Sale and delivery of fertilizer, turf protectants and grass seed as noted in the enclosed specifications.

**Special Note: No delivery can be accepted before May 1, 2016**

**SEE ATTACHED SPECIFICATIONS**

Any alterations or modifications of the work herein specified shall be made only by written agreement between the Bidder and the Park District, and shall be made prior to commencement of any such alterations or modifications. No claims for any extra work or materials will be allowed unless covered by written agreement.

**All bids submitted will be considered firm for a period of 60 days from the bid opening date.**

**2016  
ARLINGTON HEIGHTS PARK DISTRICT  
SPECIFICATIONS FOR FERTILIZER, CHEMICALS & GRASS SEED**

**FERTILIZER**

<b>Quantity</b>	<b>Item &amp; Specification</b>	<b>Unit Price</b>	<b>Amount</b>
<b>28 Tons</b>	25-0-15 Bulk fertilizer delivered in 2 Ton or larger spreader wagon, (or acceptable equal), upon request, calibrated to one pound nitrogen per 1,000 sq. ft. Fertilizer must meet following specifications:  Nitrogen - will consist of 12.51% nitroform, 1.00% di-ammon. phosphate, 11.49% urea , Potash - 15% sulphate of potash	_____	_____
<b>319 acres</b>	<b>Rate of application is 175 lbs. per acre or 11.42 acres per ton</b>	_____	_____
<b>7 tons</b>	0-0-7 W .20 % Merit Bulk fertilizer delivered in 2 Ton or larger spreader wagon (or acceptable equal), upon request, calibrated to one half pound of nitrogen per 1000 sq. ft. Fertilizer must meet following specifications:  Will consist of 7% sulfate of potash and 0.20% merit.	_____	_____
<b>70 acres</b>	<b>Rate of application is 200 lbs. per acre or 10 acres per ton</b>	_____	_____

**THE PARK DISTRICT IS REQUESTING THE ABOVE PRODUCTS BID AS A CUSTOM APPLICATION WITH FIVE APPLICATION DATES THROUGHOUT THE **2016** GROWING SEASON. THOSE SUPPLIERS WHO DO NOT OFFER CUSTOM APPLICATION SHOULD NOTE THIS ON THE BID AND BID THE PRODUCTS AS A TENDER AND SPREADER WAGON DELIVERY SYSTEM WITH THE PARK DISTRICT MAKING THE APPLICATION.**

**SPECIALIZED FERTILIZER**

<b>Quantity</b>	<b>Item &amp; Specification</b>	<b>Unit Price</b>	<b>Amount</b>
6000 lbs. / 120 Bags	27-0-12 Midsize fertilizer 33%SCU 33% Nitroform Nitrogen- 7.83% Urea 9.0% Nitroform 1.17% Ammoniacal 9.0% SCU Potash- 12.0% Sulphate of Potash	_____	_____
2000 lbs. / 50 bags	17-0-17 Contec DG Greens Grade fertilizer 50% MUtech 5.3% Amm N 4.5% Urea N 3.0% WIN 4.2% WSN	_____	_____

**FUNGICIDE**

<b>Quantity</b>	<b>Item &amp; Specification</b>	<b>Unit Price</b>	<b>Amount</b>
4 x 21oz. (1case)	Lexicon	_____	_____
60gals.	Daconil Weatherstik (Chlorothalonil) Syngenta	_____	_____
4 gals.	Banol (Propamocarb Hydrochloride) Bayer	_____	_____
5 x.49 case (1case)	Emerald (Bascalid) BASF	_____	_____
33 lbs.	Curalan EG (Vinciozolin)	_____	_____

**GRASS SPEED**

50 LBS.	Penncross Creeping Bentgrass (100%)	_____	_____
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**INSECTICIDES**

<b>Quantity</b>	<b>Item &amp; Specification</b>	<b>Unit Price</b>	<b>Amount</b>
1000 lbs./ 20 Bags	0-0-7 .067 Acelepryn	_____	_____

**NOTICE TO ALL BIDDERS**

**All materials accepted as low bid must be accompanied by material safety data sheets where applicable, in order to comply with Illinois Law (Public Act 83-240)**

**ARLINGTON HEIGHTS PARK DISTRICT**

**II. CONDITIONS OF THE BID**

**DEFINITION OF TERMS**

Throughout these bid documents, the following terms shall be used:

Bidder - Any individual, firm, company or corporation submitting a sealed proposal as a bid on the designated item(s) or project.

Contractor - Any individual, firm, company or corporation whose bid is accepted by the Arlington Heights Park District for the item(s) or project.

Executive Director - The Executive Director of the Arlington Heights Park District or his designated representative.

Park District - The Arlington Heights Park District of Cook and Lake Counties, Illinois.

**FORMS**

All bid proposals are to be submitted on the Bid Form provided, signed in ink in the proper spaces and submitted in a marked and sealed envelope.

**PRE-BID CONFERENCE AND QUESTIONS**

There is no pre-bid meeting. If any questions arise about the Bid documents, they should be directed, in writing, to the Park District. All questions and responses will be available to all interested persons through the Park District.

When an error is made in extending the total price, the unit price will govern. Otherwise the bidder is not relieved from errors in bid preparation.

**CORRECTIONS/WITHDRAWAL**

If an error is found in a bid, it must be corrected before the date and time for the bid opening. A written request for withdrawal of the original bid or any part thereof may be granted only if the request is received prior to the specified time of closing. No bid may be withdrawn or canceled after the closing time for receipt of bids and for a period of sixty (60) days thereafter.

**TRADE NAMES**

When an item is identified in the specifications by a manufacturer's or trade name or catalog number, the Bidder shall bid upon the item so identified. If the specifications state "or equal," bids on other items will be considered, provided the Bidder clearly identifies in his proposal the item to be furnished, together with any descriptive matter which will indicate the character of the item.

The Park District shall have the right to approve or reject as an equal, any article the Bidder proposes to furnish which contains variations from the specifications.

**PRICE**

1. Bidders must specify unit prices as well as the aggregate price, unless otherwise specified. Failure to specify unit prices when required may result in bid rejection.
2. Cash Discount - Offers of cash discounts will be considered in determining awards.

**TAXES**

This work is being done under the auspices of the Arlington Heights Park District and therefore is exempt from the Illinois sales tax and the Regional Transportation Authority sales tax. The proposal shall not include any costs for these taxes.

**DELIVERY CHARGES**

All bid prices should include both shipping and delivery charges. These charges shall be freight (F.O.B.) to the Park District. Delivery should be to a desired point within the Park District unless otherwise stated in the call for bids. Any variation from the advertised terms should be clearly stated in the Bidder's proposal.

**PAYMENT**

Payment will be made to the Contractor within thirty (30) days of completion and acceptance of the project by the Park District. As required by the IRS, a W-9 Request For Taxpayer Identification Number and Certification Form must be submitted to the accounting department prior to releasing payment for the project. The form and instructions are located at the back of this document.

**INSURANCE**

Contractor shall maintain throughout the agreement, as a minimum, the following insurance policies:

1. Workers compensation and occupational disease statutory limits covering all employees who perform any obligations assumed under this contract.
2. Public liability and property damage liability insurance covering all operations under the contract; limits for bodily injury or death not less than \$1,000,000 for each accident; for property damage, not less than \$500,000 each accident.
3. In addition to the above coverage, contractor shall maintain a blanket umbrella liability policy in the amount of \$2,000,000.
4. All vehicles whether owned or non-owned, hired or in any way connected with this agreement shall be insured for public liability limits of not less than \$1,000,000 aggregate for each accident.

The Contractor awarded the bid shall furnish to District two copies of certificates of insurance made in favor of the Arlington Heights Park District and the Contractor.

**TOXIC DISCLOSURE ACT**

Material Safety Data Sheets should be included as specified in the Toxic Disclosure Act which states: Seller represents and warrants that the goods and services furnished hereunder (including all labels, packages and container for said goods) comply with all applicable standards, rules and regulations as applicable. Such rules shall include the Occupational Safety and Health Act as amended with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Seller shall furnish "Material Safety Data Sheets" in compliance with the Illinois Toxic Substances Disclosure Act, and shall otherwise comply with the requirements of said act for materials and supplies covered by the act.

**OMISSIONS AND DISCREPANCIES**

Should a Bidder find discrepancies in, or omissions from bid documents, he should at once notify the Arlington Heights Park District which may send a written instruction to all Bidders.

**ACCEPTANCE OR REJECTION OF BIDS**

The Park District reserves the right to reject any or all bids, to award a contract for only a portion of the bid work, waive informalities or technicalities in any bid, and accept any bid it deems to be in its best interest.

The Park District may consider such factors as bid price, delivery guarantee, experience and responsibility of bidder, methods of construction and similar factors in determining which bid it deems to be in its best interest.

**GUARANTEE**

The Bidder shall guarantee, in writing, that all materials and workmanship are free from defects and will remain so free for a period of at least one year after completion of the work. He shall further agree to replace all defective materials furnished under this agreement for a period of one year from the date of final acceptance, at no additional charge to the District.

**ANTI-COLLUSION AFFIDAVIT**

Bidders shall file an affidavit of anti-collusion, contained herein, with all bids for award consideration.



**MATERIALS  
BID CHECKLIST**

**PROJECT : Fertilizer, Turf Protectants and Grass Seed**  
(Name of Bid)

**BIDDER** \_\_\_\_\_

<b>ITEM</b>	<b>RECEIVED</b>	<b>CORRECT INFORMATION</b>
Bid Form		
Agreement		
Anti Collusion, Sexual Harassment and Illinois Drug Free Affidavits		
Specifications		
Detailed Specifications (if any)		
Addenda (if any)		
Conditions of the Bid		

# If you are awarded the project, please complete this form.

Form **W-9**  
 (Rev. December 2014)  
 Department of the Treasury  
 Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	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; check only <b>one</b> 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) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member 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.)		Requester's name and address (optional)
	6 City, state, and ZIP code		Arlington Heights Park District 410 N. Arlington Heights Road Arlington Heights, IL 60004-6038
	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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>										
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<b>OR</b>										
<b>Employer identification number</b>										
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**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 on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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**General Instructions**

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**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? on page 2.*

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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
- 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?* on page 2 for further information.