

Request for Quotation (RFQ) / Bid Package for Snow Plowing & Salting Services for Preston County Schools

- The Preston County Board of Education will be receiving sealed bids until 12:00 PM on Friday, October 2, 2026 for the plowing and/or salting of parking school parking lots:
 - **Aurora School**: 125 Aurora School Road Aurora, WV 26705
 - **Bruceton School**: 70 Morgantown Street Bruceton Mills, WV 26525
 - **Kingwood Elementary School**: 207 South Price Street Kingwood, WV 2653F
 - **Preston High School & BOE Offices**: 400 Knight Drive Kingwood, WV 26537
 - **Rowlesburg Opportunity Center**: 200 Center Street Rowlesburg, WV 26425
 - **South Preston School**: 5258 South Preston Highway Tunnelton, WV 26444
 - **Terra Alta / East Preston School**: 1103 East State Street Terra Alta, WV 26764
 - **Central Preston Middle School**: 64 Wildcat Way Kingwood, WV 26537
 - **West Preston School**: 113 Eby School Road Arthurdale, WV 26520

- **Anticipated Contract Start and End Date**: A contract will be established with each successful vendor following Board of Education approval at the scheduled October 12, 2026 meeting. The contract will begin following the contract signing and run through approximately the end of March 2027 with the school district having an option to extend the contract later into the Spring of 2027 if needed.

- **Scope of Work / Quality Standards for Work**:
 - The successful company will plow and/or salt all designated parking lot areas (as awarded) operated by the Preston County Board of Education.
 - The parking lots will be plowed and/or salted as requested by the designated representative of the Board (Mr. Matt Murray / Mr. Bill Larue or designee)
 - The successful company will take direction on identified issues and concerns following a scheduled plowing and/or salting and take action on priority situations from the Supervisor of Maintenance and/or his designee.
 - Vendors will be given an opportunity to correct identified issues, but repeated issues may result in termination of the contract.

- **Safety Standards & Additional Requirements**:
 - The successful company will provide \$1,000,000 dollars in liability insurance with worker's compensation coverage as well.
 - The company will report any property damage or injury to any employee to the Director of Maintenance within 24 hours of the incident.
 - The successful company will be responsible for any and all damage/injuries caused by the actions of his/her employees.

▪ **Procurement Schedule:**

- Required legal advertisements will be published in the Preston County News and Journal on 9/15/26 and 9/17/26.
- A mandatory pre-bid meeting is scheduled for Wednesday, September 23, 2026 at 9:00 AM at the Preston County Board of Education Offices located at 731 Preston Drive Kingwood, WV 26537.
- Sealed bids will be submitted on the standardized bid sheet (**APPENDIX A**) due on Friday, October 2, 2026 at 12:00 PM. Bids along with all required documentation included in RFQ Vendor Checklist “A” and “B”
- Following the deadline, bids will be opened and assessed with a pre-defined rubric.
- Bidders must also submit all required documents with their bids from RFQ Vendor Checklists A & B (**APPENDIX B**) and (**APPENDIX C**).
- Following evaluation of all bids, the successful bids will be presented to the Board at their scheduled October 12, 2026 meeting for the Board’s review and potential approval.

▪ **Payment Terms / Invoicing**

- Submission of invoicing will be made to Preston County Schools, 731 Preston Drive, Kingwood, WV 26537, Attn: Mrs. Brenda Alexander and will occur within 30 days of each plowing or salting job and invoicing will include the location of service, the date of service, and the cost of service. Invoicing may be mailed to the address above or emailed to the attention of Mrs. Alexander at salexander@k12.wv.us.
- Payment to the vendor will be mailed following a scheduled Board of Education Meeting. Meetings are generally scheduled on the second and fourth Monday’s of each month. In order for payment to be approved and mailed following a scheduled Board meeting, invoicing will need to be received by the first or third Monday of the month in order to be placed on the agenda for Board review and approval.
- No taxes or additional fees may be added to submitted invoicing as Preston County Schools is a tax-exempt entity. A tax exemption form shall be provided to the successful vendor(s).

Standardized Bid Sheet (Submitting for Individual & All Locations)—(APPENDIX A)

Company Name: _____ Email: _____

Mailing Address: _____ Phone: _____

Location	Quoted Cost for Plowing Each Time Requested	Quoted Cost for Salting Each Time Requested	Quoted Cost to Both Plow & Salt Designated Lots Each Time Requested
Aurora School			
Bruceton School			
Kingwood Elem.			
Preston High School & BOE Offices			
Rowlesburg Opportunity Center			
South Preston School			
Terra Alta / East Preston School			
Central Preston Middle School			
West Preston School			

(Signature of Vendor Representative Submitting this Bid)

(Date)

- All plowing and/or salting work will align with the requirements stipulated in the bid package within this set of documents.
- Non submission of required documents may result in the rejection of submitted bids.
- *The owner reserves the right to award the contract on a per site basis or a single overall award to one contractor; whichever, is determined to be in the best interest of the owner. The owner may consider pricing, operational efficiencies, administrative simplicity, and overall value when determining the most advantageous award approach.*

Preston County Board of Education

731 Preston Drive

Kingwood, WV 26537

304-329-0580

Superintendent: Bradley Martin

Assistant Superintendent: Angellicia Varner



RFQ Vendor Requirement Checklist "A"-- APPENDIX B

Please obtain the following information from the supplier that will be providing products to Preston County Schools:

- ☐ WV-96 Agreement Addendum (signed)
- ☐ Bidders Affidavit (signed)
- ☐ No Debt Affidavit (signed)
- ☐ General Terms & Conditions (signed)
- ☐ Vendor Registration Memorandum (signed)
 - 1. WV Business License issued by the WV State Tax Dept
[Business4WV Registration](#)
 - 2. Out-of-State Vendors—Submit a copy of your
[WV Remote Vendor Registration](#)
**Required if you do not have a physical presence in WV*
 - 3. WV Secretary of State Registration
[WV SOS Business Division](#)
**Not required if sole proprietor*

AGREEMENT ADDENDUM

In the event of conflict between this addendum and the agreement, this addendum shall control:

1. **DISPUTES** – Any references in the agreement to arbitration or to the jurisdiction of any court are hereby deleted. Disputes arising out of the agreement shall be presented to the West Virginia Court of Claims.
2. **HOLD HARMLESS** – Any provision requiring the Agency to indemnify or hold harmless any party is hereby deleted in its entirety.
3. **GOVERNING LAW** – The agreement shall be governed by the laws of the State of West Virginia. This provision replaces any references to any other State's governing law.
4. **TAXES** – Provisions in the agreement requiring the Agency to pay taxes are deleted. As a State entity, the Agency is exempt from Federal, State, and local taxes and will not pay taxes for any Vendor including individuals, nor will the Agency file any tax returns or reports on behalf of Vendor.
5. **PAYMENT** – Any reference to prepayment are deleted. Payment will be in arrears.
6. **INTEREST** – Any provision for interest or charges on late payments is deleted. The Agency has no statutory authority to pay interest or late fees.
7. **NO WAIVER** – Any language in the agreement requiring the Agency to waive any rights, claims or defenses is hereby deleted.
8. **FISCAL YEAR FUNDING** – Service performed under the agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds being appropriated by the Legislature or otherwise being available for this service. In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30. After that date, the agreement becomes of no effect and is null and void. However, the Agency agrees to use its best efforts to have the amounts contemplated under the agreement included in its budget. Non-appropriation or non-funding shall not be considered an event of default.
9. **STATUTE OF LIMITATIONS** – Any clauses limiting the time in which the Agency may bring suit against the Vendor, lessor, individual, or any other party are deleted.
10. **SIMILAR SERVICES** – Any provisions limiting the Agency's right to obtain similar services or equipment in the event of default or non-funding during the term of the agreement are hereby deleted.
11. **FEES OR COSTS** – The Agency recognizes an obligation to pay attorney's fees or costs only when assessed by a court of competent jurisdiction. Any other provision is invalid and considered null and void.
12. **ASSIGNMENT** – Notwithstanding any clause to the contrary, the Agency reserves the right to assign the agreement to another State of West Virginia agency, board or commission upon thirty (30) days written notice to the Vendor and Vendor shall obtain the written consent of Agency prior to assigning the agreement.
13. **LIMITATION OF LIABILITY** – The Agency, as a State entity, cannot agree to assume the potential liability of a Vendor. Accordingly, any provision limiting the Vendor's liability for direct damages to a certain dollar amount or to the amount of the agreement is hereby deleted. Limitations on special, incidental or consequential damages are acceptable. In addition, any limitation is null and void to the extent that it precludes any action for injury to persons or for damages to personal property.
14. **RIGHT TO TERMINATE** – Agency shall have the right to terminate the agreement upon thirty (30) days written notice to Vendor. Agency agrees to pay Vendor for services rendered or goods received prior to the effective date of termination.
15. **TERMINATION CHARGES** – Any provision requiring the Agency to pay a fixed amount or liquidated damages upon termination of the agreement is hereby deleted. The Agency may only agree to reimburse a Vendor for actual costs incurred or losses sustained during the current fiscal year due to wrongful termination by the Agency prior to the end of any current agreement term.
16. **RENEWAL** – Any references to automatic renewal is hereby deleted. The agreement may be renewed only upon mutual written agreement of the parties.
17. **INSURANCE** – Any provision requiring the Agency to purchase insurance for Vendor's property is deleted. The State of West Virginia is insured through the Board of Risk and Insurance Management, and will provide a certificate of property insurance upon request.
18. **RIGHT TO NOTICE** – Any provision for repossession of equipment without notice is hereby deleted. However, the Agency does recognize a right of repossession with notice.
19. **ACCELERATION** – Any reference to acceleration of payments in the event of default or non-funding is hereby deleted.
20. **CONFIDENTIALITY** – Any provision regarding confidentiality of the terms and conditions of the agreement is hereby deleted. State contracts are public records under the West Virginia Freedom of Information Act.
21. **AMENDMENTS** – All amendments, modifications, alterations or changes to the agreement shall be in writing and signed by both parties. No amendment, modification, alteration or change may be made to this addendum without the express written approval of the Purchasing Division and the Attorney General.
22. **DELIVERY** – All deliveries under the agreement will be FOB destination unless otherwise stated in the State's original solicitation. Any contrary delivery terms are hereby deleted.

ACCEPTED BY:

The Board of Education of the County of Preston, West Virginia

Signed: _____

Title: _____

Date: _____

VENDOR

Company Name: _____

Signed: _____

Title: _____

Date: _____

BIDDERS AFFIDAVIT

THE BIDDER MUST SIGN THIS DOCUMENT AND RETURN IT TO THE BOARD OF EDUCATION IN THE SAME SEALED ENVELOPE CONTAINING THE BID FORM AND OTHER PERTINENT BID INFORMATION.

I HEREBY CERTIFY THAT I am (Title):

And the duly authorized representative of the firm of

And that I possess the legal authority to make these testimonies on behalf of myself and the firm for which I am acting.

NON-COLLUSION CERTIFICATION

Neither, I, nor to the best of my knowledge, information, and belief, the above firm nor any of its other representatives here represent have agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith; not in any manner, directly, or indirectly, entered into any agreement, participated in any collusion to fix the bid price, or price proposal of the bidder, or offer or herein, or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the Contract for which the within bid or offer is submitted.

ANTI-BRIBERY AFFIDAVIT

Neither I, nor to the best of my knowledge, the above firm, nor any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State of any county, bi-county, or multi-county agency, or subdivision of the State have been convicted of, or have pleaded no to contendere to a charge of or have e during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions committed after July 1, 1977, which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of West Virginia under those laws of any state or federal government.

CIVIL RIGHTS COMPLIANCE

We fully comply with Title VI of the Civil Rights Act of 1964 (PL88352)

In signing this document, I represent that I have personal knowledge of all the matters and facts herein stated and do solemnly declare and affirm under the penalties of perjury that the contents of this document are true and correct.

Date

Signature

Printed Name

No Debt Affidavit

The **No Debt Affidavit** is administered in accordance with the ***West Virginia Code, §5A-3-10A***.

According to the statute, no contract or renewal of any contract may be awarded under this article to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor as defined in this section and the debt owed is an amount greater than \$1,000 in the aggregate.

AFFIDAVIT

No contract or renewal of any contract may be awarded under this article to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor as defined in this section and the debt owed is an amount greater than five thousand dollars in the aggregate.

Definitions:

"Debt" means any assessment, penalty, fine, tax or other amount of money owed to the state because of a judgment, fine, permit violation, license assessment, penalty or other assessment presently due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon;

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions;

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor, so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

Exception:

The prohibition does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the West Virginia Code, worker's compensation premium, permit fee or environmental fee or assessment, and the matter has not become final, or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the bidder and all related parties do not owe any debts or, if a debt is owed, that the provisions of the exception clause (above) apply.

Vendor's Name: _____

Authorized Signature: _____ Date: _____

PRESTON COUNTY SCHOOLS REQUEST FOR QUOTATION

GENERAL TERMS & CONDITIONS

1. Awards will be made in the best interest of the Preston County Schools.
2. Preston County Schools may accept or reject in part, or in whole, any bid.
3. Preston County Schools reserves the right to waive any technicalities or minor irregularities in responses received and to award the contract in the most beneficial manner for the district.
4. All quotations are governed by the *West Virginia Code* and Policy 8200.
5. All services performed or goods delivered under Preston County Schools Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30 of each fiscal year.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Vendor preference will be granted only upon written request at the time of bid in accordance with the *West Virginia Code* and Preston County Schools' purchasing policy.
8. Any additional taxes, charges, or fees must be disclosed and included in quoted price
9. The Preston County Schools is exempt from Federal and State taxes and will not pay or reimburse such taxes.
10. The Purchasing Director may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and Policy 8200 shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. BANKRUPTCY: In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.

Vendor Name: _____

Authorized Signature: _____ Date: _____

Preston County Board of Education

731 Preston Drive

Kingwood, WV 26537

304-329-0580

Superintendent: Bradley Martin

Assistant Superintendent: Angellicia Varner



Vendor Registration Memorandum

Prior to engaging in a business transaction with **Board of Education of the County of Preston** (school district), vendors shall complete and certify the following (check one):

- ☐ I, _____ (vendor) hereby attest to be a registered vendor authorized to conduct business within the State of West Virginia in accordance with West Virginia Legislative Rule 148, Title 1, Section 6.1.7 (WVSOS) and West Virginia Code §11-12-3 (WVTax) and have submitted applicable forms to **Board of Education of the County of Preston** (school district) verifying registration.

Applicable forms consist of the following and are attached:

_____ [W-9](#) (IRS)
_____ [WV Business License](#) issued by WV State Tax Dept
_____ [Remote Seller Registration](#) completed through the WV State Tax Dept
_____ [WV Secretary of State Registration](#) (WVSOS)

OR

- ☐ I, _____ (vendor) hereby attest to be exempt from vendor registration requirements in order to be authorized to conduct business within the State of West Virginia in accordance with West Virginia Legislative Rule 148, Title 1, Section 6.1.7 (WVSOS) and West Virginia Code §11-12-3 (WVTax). Specifically, the business activity conducted by _____ (vendor) is considered to be an exempt organization indicated under exemption # _____ found on page 3 of this document.

Please note that a vendor may be exempt from one agency's requirements but not the other. If the vendor is exempt from only a portion of the requirements, applicable registration documentation shall be attached with the submission of this memorandum.

After the date of this signed memorandum, _____ (vendor) agrees to notify **Board of Education of the County of Preston** (school district) upon the occurrence of any event that would cause the above attestation to be false or incorrect.

Vendor Registration Memorandum cont'd

AFFIRMATION:

I, _____ (vendor) hereby declare under penalty of perjury and/or false swearing that the information provided on this Vendor Registration Memorandum is true and correct to the best of my information and belief.

Vendor Representative Signature

School District Representative Signature

Date

Date

Vendor Registration Memorandum cont'd

Exemption 1 – Small Seller (WV Tax Department)

Beginning January 1, 2019, remote sellers, as defined below, are required to collect West Virginia State and municipal sales and use taxes on sales delivered in West Virginia on or after January 1, 2019, unless the small-seller exception applies. This requirement was in direct response to the “Wayfair decision” set forth by a case law of the US Supreme Court on June 21, 2018, in *South Dakota v. Wayfair, Inc., et al.*

“Remote seller” means a person selling tangible personal property and/or services for delivery in West Virginia who does not have a physical presence in West Virginia and who has not voluntarily agreed to collect West Virginia sales and use taxes.

Smaller remote sellers that have no physical presence in West Virginia will not be required to collect West Virginia State and municipal sales and use taxes when the remote seller has annual sales of products and services into the state of (1) no more than \$100,000 and (2) has less than 200 separate transactions for goods and services delivered in West Virginia.

<https://tax.wv.gov/Business/SalesAndUseTax/ECCommerce/RemoteSellers/Pages/RemoteSellersAndWestVirginiaTax.aspx>

Exemption 2 – Business Structure Exemption (WV Secretary of State)

Based on information provided by the WV SOS, the following business structures are exempt from registration with the agency: Sole Proprietorship, General Partnership, Joint Venture, and Association. All other business structures are required to register with the WVSOS. This exemption is specific to filing requirements with the WV SOS; thus, registration with the WV State Tax Department is required for the listed incorporation types.

<https://sos.wv.gov/FormSearch/Business/Documents/BusStructuresList.pdf>

Exemption 3 – Certain Business Activity Exemptions (WV Secretary of State and WV State Tax Department)

Persons engaged in the following activities are not required to register with the WV SOS and WV Tax Department if they engage solely in these activities.

- Judicial sales directed by law or court order.
- Sales for delinquent taxes of real or personal property.
- Licensed charitable raffles.
- Horse or dog race meetings by any licensed racing association under W. Va. Code § 19-23-1.
- Operation of the pari-mutuel system of wagering during a licensed horse or dog race meeting.
- Sale of commodities during a horse or dog race meeting.
- Occasional or casual sales of property or services by persons not engaged in a business activity.
- Any person engaging in a business activity who meets all three following conditions:
 - a. Is not required by law to collect or withhold a tax;
 - b. Does not claim exemption from payment of the West Virginia Consumers Sales and Service Tax or Use Tax; AND
 - c. Had a gross income from business activity of \$4,000 dollars or less from operations in all states during the income tax year most recently completed.

tsd360.pdf (wv.gov)

Exemption 4 – Activities not constituting transacting business (WV Secretary of State)

In accordance with WVC §31B-10-1003 and WVC §31D-15-1501, there are several exemptions to WV SOS registration requirements afforded to foreign limited liability companies and foreign corporations that do not constitute “transacting business” by the definition of the term found in WV Code. Those code sections can be found at the following links. West Virginia Code | §31B-10-1003 (wvlegislature.gov) West Virginia Code | §31D-15-1501 (wvlegislature.gov)

**WEST VIRGINIA
STATE TAX DEPARTMENT
BUSINESS REGISTRATION
CERTIFICATE**

ISSUED TO
Your Business Name & Address

BUSINESS REGISTRATION ACCOUNT NUMBER: XXXX-XXXX

This certificate is issued on: DATE

*This Certificate is issued by
the West Virginia State Tax Commissioner
In accordance with Chapter 11, Article 12, of the West Virginia Code*

*The person or organization identified on this certificate is registered
to conduct business in the State of West Virginia at the location above*

This certificate is not transferable. The holder must hold it at the location for which it is issued. This certificate shall be permanent until cessation of the business for which the certificate of registration was first issued. It shall be subject to the Tax Collection Code.

Change of name or change of location shall be reported to the Commissioner and a new certificate shall be required.

TRAVELING/STREET VENDORS MUST carry a copy of this certificate on the vehicle. CONTRACTORS, INSTALLING OPERATORS, TAILORS, etc. MUST have a copy of this certificate in the office with the West Virginia

STATE OF WEST VIRGINIA
MY TAXES RETURN RECEIPT
DO NOT MAIL--FOR YOUR RECORDS ONLY



Name:

YOUR COMPANY NAME

Account ID:

1234-5678

Filing Period:

30-Jun-2024

Confirmation Number:

1-234-567-890

Request Status:

Pending...

wBR8010 v.4

REMOTE VENDOR

WEST VIRGINIA APPLICATION FOR REGISTRATION CERTIFICATE

Business Registration License

Exempt	False
Exempt Reason	
Cigarettes or Tobacco	False
Primary Business Code	000000
Secondary Business Code	0
Total Registration Fee Due	\$30.00
Farmer	False

Account Attributes

Transient Vendor	True
Collection Agency	False

State of West Virginia



Certificate

*I, Natalie E. Tennant, Secretary of State of the
State of West Virginia, hereby certify that*

YOUR COMPANY NAME HERE

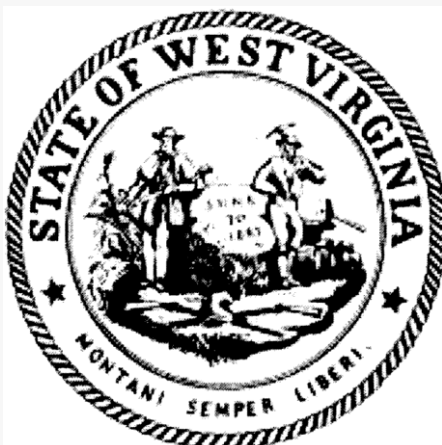
was duly authorized under the laws of this state to transact business in West Virginia as a foreign limited liability company on November 21, 2007.

The company is filed as an at-will company, for an indefinite period.

I further certify that the company's most recent annual report, as required by West Virginia Code §31B-2-211, has been filed with our office and that a certificate of cancellation has not been filed.

Therefore, I hereby issue this

CERTIFICATE OF AUTHORIZATION



*Given under my hand and the
Great Seal of the State of
West Virginia on this day of
February 9, 2009*

Natalie E. Tennant

Secretary of State

Preston County Board of Education

731 Preston Drive
Kingwood, WV 26537
304-329-0580

Superintendent: Bradley Martin
Assistant Superintendent: Angellicia Varner



RFQ Vendor Requirement Checklist (B)-- APPENDIX C

The following documentation is required from the supplier that will be providing services to Preston County Schools:

- ☐ Current W-9
- ☐ Copy of Certificate of General Liability Insurance with Worker's Compensation coverage (*required by PCS*)
- ☐ Drug-Free Workplace Affidavit (signed)

Request for Taxpayer Identification Number and Certification

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

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

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

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ 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 Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. ☐	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

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

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

Social security number	
or	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person	Date

General Instructions

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

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

What's New

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

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

Purpose of Form

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

Example Certificate of Liability Insurance (COI)

DATE (MM/DD/YYYY)

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 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	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$
	☐ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	☐ CLAIMS-MADE ☐ OCCUR						MED EXP (Any one person) \$
	☐ Broad Form Property Damage						PERSONAL & ADV INJURY \$
	☐ Blanket Contractual						GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$
	☐ POLICY ☐ PRO-JECT ☐ LOC						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS	☐ NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	☐ UMBRELLA LIAB	☐ OCCUR					EACH OCCURRENCE \$
	☐ EXCESS LIAB	☐ CLAIMS-MADE					AGGREGATE \$
	☐ DED ☐ RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						☐ WC STATU-TORY LIMITS ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below	☐	N/A				E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

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



PRESTON COUNTY BOARD OF EDUCATION
DRUG-FREE WORKPLACE VERIFICATION STATEMENT

COMPANY NAME _____

COMPANY REPRESENTATIVE _____

ADDRESS _____

EMAIL ADDRESS _____

I, _____, as an authorized representative of the above-named company certify that we have a written policy for a drug-free workplace and that any person representing our company is required to comply with said policy at all times while executing contracted services with Preston County Board of Education.

Signature of Company Representative

Title

Date