



Instructional Equipment Request (IER) Form FY 2022-2023

Deadlines

Date	Action
October 12, 2022	IER forms due to Division Dean
October 19, 2022	Division review of IER forms (Dean & VP signature)
October 21, 2022	IER forms due to Executive Assistant of Administrative Services (with Dean & VP signature)

Checklist

- All IER form fields complete (**attach requisition and quote before e-signing IER form**)
- Requisition completed and attached
- Valid quote attached (with extended expiration date) including (1) shipping costs, (2) installation fees, and (3) taxes. **Do not split quotes or submit duplicate quotes.** For assistance with quotes, please contact Bill Pagano at bpagano@clpccd.org or (925) 485-5271.
 - If the quote total (including taxes) ranges from **\$30,000 to \$99,099**:
 - You must submit **three** written quotes with your request.
 - For quotes of **\$99,100 or more**, the request must go out for bid (aka RFP process) and requires Board approval. You will be provided further instruction after your request is approved.
- IER form and requisition signed by Requestor
- IER form, requisition, and quote submitted as one PDF file to Division Dean including:
 - New Vendor Form (if new vendor)
 - Copy of W9 (if new vendor)

*Note: Mac Users – do not use Apple Preview to complete forms – data will not appear when printed.

IER Process Flow

1. All paperwork filled out and signed by Requestor
2. Requestor submits to Dean for signature
3. Dean submits to VP for signature
4. VP submits to Executive Assistant of Administrative Services for review
5. EA Admin Svcs submits to M&O and IT for review
6. EA Admin Svcs creates scoring spreadsheet and disseminates to committee
7. RAC scores submissions and returns to EA Admin Svcs
8. EA Admin Svcs combines committee scores for review
9. RAC Chair documents committee scoring in memo
10. College President meets with RAC Chair to review committee recommendations
11. President’s Office provides approval memo to RAC
12. RAC submits IER forms to Business Office for processing

Instructional Equipment Definitions

Allowable Items

Allowable Items: Instructional equipment expenditures are eligible if the equipment, library material, or technology is for classroom instruction, student instruction or demonstration, or in the preparation of learning materials in an instructional program. There are five categories that will be used to classify instructional support. Please note that requests are not limited to the examples shown below.

1. **Equipment and Furniture:** instructional equipment and furniture for primary use by students in instructional programs:
 - a. Classroom/laboratory equipment including whiteboard, screen, projector, etc.
 - b. Instructional furniture including desks, tables, podium, chairs, etc.
2. **Information Technology:** instructional information technology equipment for student use in classrooms and/or laboratories including desktops, laptops, monitors, printers, servers, network/wireless infrastructure, AV/TV, multimedia.
3. **Software:** software licenses are allowed but only the initial year is permitted. Other software that are permitted are those that are used in excess of one year and software modifications that add capacity or efficiency to the software that defers obsolescence and results in an extension of the useful life of the software, including registration, counseling, student services, learning management systems for student use.
4. **Adaptive Equipment:** adaptive equipment for ADA/OCR students are allowed to assist them in a learning environment.
5. **Library Material:** databases, online subscriptions, books, periodicals, videos, etc.

Non-Allowable Items

Non-Allowable Items: Administrative or non-instructional purposes including equipment being used for administrative or non-instructional purposes is not allowed, including photocopiers, file cabinets, bookcases, computers, networking infrastructure, software licenses.

IE Rubric

RAC evaluates each IE request based on the rubric below. RAC stresses the importance of quality requests.

RAC may choose not to rank incomplete IE requests.

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
LPC Mission & Planning Priorities [Section 2] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will fully support LPC Mission and Planning Priorities. 4-5	Clear evidence/data that equipment will fully support LPC Mission and Planning Priorities. 2-3	Limited or no evidence/data that equipment will support LPC Mission and Planning Priorities. 0-1
Educational Items: Programmatic Impact and Institutional Support [Section 3] (10 points) Ranking Scale	Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 8-10	Clear evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 4-7	Limited or no evidence/data (as stated in program review) that this equipment will have an impact on program curriculum. 0-3
Teaching & Learning [Section 4] (10 points) Ranking Scale	Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction. 8-10	Clear evidence/data that equipment provides enhanced instruction that is not met through current means. 4-7	Limited or no evidence/data that equipment provides enhanced instruction that is not met through current means. 0-3
Outcomes [Section 5] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will support course and/or program outcomes above and beyond current capability. 4-5	Clear evidence/data that equipment will support course and/or program outcomes beyond current capability. 2-3	Limited or no evidence/data that equipment will support course and/or program outcomes beyond current capability. 0-1

Instructional Equipment Request Form

Name of Requestor: Scott Miner Division: PATH

This Equipment Request is: A Replacement | An Upgrade | New Equipment or Technology

SECTION 1: Equipment Description

Describe the specific equipment requested and how it will be used to replace, upgrade, or provide new technology to LPC from what is currently in place:

Equipment Location

Building #: New Advanced Manufacturing Bldg. Room #: TBD

Comments:

This equipment is intended to replace a sheet metal shear given to LPC as surplus equipment from the original Chabot Welding program. The machine has been in service for 60+ years serving every one of the thousands of students that have taken a WLDT class at LPC and Chabot. It is a set of industrial strength sissors used to cut up 100% of all sheet material used by in our classes. Sheet material is 3/16" or thinner. It is used to cut up our steel, stainless steel and aluminum welding coupons. It is used to prepare materials for student certification testing and preperation. We cannot operate our program in an efficient manner without the use of a sheet metal shear. Thin sheet metal is difficult to cut cleanly with a plate shear because of the required blade gap needed for thicker materials.

If applicable, describe the legal requirement, mandate, or safety concern related to the purchase of this equipment, making specific reference to legal requirements or regulations:

This equipment is as safe to use as a computer mouse if operated correctly. If used incorrectly, over-riding safety features, ignoring signage, defeating garding or placing a body part in a compromised location can have severe consequences. One student, in the 42 years of our program used a similar piece of equipment in a way that they placed their hand in a spot directly adjacent to a space with singnage that warned of the hazard present. Your imagination can help describe what happened next. It was determined that the safety guarding was correct and in place as the machine was sold, the training and instruction was solid, but the guarding was not up to the most current OSHA safety standards. The same is true of the current sheet metal shear we have. It was manufactured in the 1960's and does not have current level of safety features. Because of the cost and size of the equipment, as well as the importance to the operations of the program is was determined that the machine would be replaced when we moved into our new facility which is now planned for Fall 2023. The equipment attached to this request meets the current OSHA standards. IN OUR OPINION THIS ITEM SHOULD BE A TOP PRIORITY AND BE REPLACED AS IT PRESENTS A PAST, PRESENT AND FUTURE LIABILITY RISK TO THE DISTRICT DUE TO OUTDATED SAFETY FEATURES

SECTION 2: LPC Mission Statement and LPC Planning Priorities

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career- technical goals while promoting lifelong learning.

LPC Planning Priorities

- Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

Explain how the equipment supports LPC's Mission Statement and Planning Priorities:

This equipment will provide Las Positas College welding students an inclusive, learning centered, equity focused environment. Las Positas College welding offers educational opportunities and support for completion of students transfer, degree, and career technical goals while promoting lifelong learning.

This equipment will provide students with increased CTE student success and completion through changes in our college practices and processes, coordinating needed academic support, removing inequities & barriers, and supporting focused professional development for faculty and staff.

Students in this program are defined as being part of the "Critical Infrastructure Workforce", important to our local, State and our Nation's economy and public safety.

SECTION 3: Educational Items | Program Review

Specify the educational programs the equipment supports:

Welding Technology

Ironworkers Union Apprenticeship

All Manufacturing Courses

Engineering Technology

Fixtures and aids for other programs on campus such Swimming, Automotive, Engineering and Horticulture as examples.

M&O Campus operations

Is the equipment part of an upcoming Program Review? Was it included last year? If not, why? Use language from your Program Review to explain:

AY 2020-21 Program review :

Section A. Accomplishments

Preparation, vision and planning for our new Advanced Manufacturing facility slated to open in Fall of 2023

Section C Planning

Refreshing shop equipment to meet industry standards.

SECTION 4: Teaching and Learning

Please use evidence and data that describes how the equipment provides enhancements/benefits to the current level of teaching capabilities:

As stated earlier, this equipment processes 100% of our SHEET material.
Plate materials are used in about 70% of our course work with 20% being sheet material and another 10% bar and pipe.
This equipment processes 2000-4000 pounds of student SHEET material per year in preparation for lab classes.
Our program is unlike other programs on campus, where labs are the majority of the time a student spends at LPC. Being a lab based program requires lab equipment that matches what a student might be expected to use in an employment setting.
This is one of the most, if not the most important piece of equipment to our department's success.
A shear is used to cut flat materials, where a saw is used to cut bar, structural shapes and pipe.
The alternative is to use manual hand held equipment operating with consumable gasses and a torch operation at 10% of the rate and efficiency of the requested machine.
The students would have about 10% of lab working materials as they currently have as well.
This is standard shop equipment in a modern fabrication facility.
Directly connected to student success in a Welding or Manufacturing lab based program.

Detail the impact the equipment has on learning:

This equipment will keep students safe.
This equipment touches every lab class we offer.
Huge impact if it goes down or not available for mechanical repairs.
Prepares majority of sheet materials used for certification testing by all students in program.

Please state the number of classes and students the equipment will impact:

Classes/Sections: 20+ Classes/40-60 Sections/Year	Students: 100% - 100-125 CTE Students/Year
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SECTION 5: Student Learning Outcomes (SLOs)

Document how the equipment will enable you to surpass your current Student Learning Outcomes:

Our program is subject to the most substantial regulations of any program on the LPC campus.

We have more than 12 specific industry Certifications listed as a SLO for a lab courses.

One of our PSLO is focused on Industry Certifications

We need this equipment to prep the material needed to train students to meet these industry standards

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability

Please provide the lifespan of the proposed equipment:

The current equipment is still in use after 60+ years.
With the correct maintenance, we would expect something similar.
25 years in a normal shop environment is not uncommon.

What are the requirements and associated costs for the storage of the equipment?

No storage needs.

Is there a specific location required to store the equipment?

Note: include storage costs in Part A: Initial Start-Up Costs (pg. 10)

No storage needs

Does the new equipment replace older equipment? If so, will you retire/surplus the old equipment? If not, where will you store the older equipment and what are the associated storage costs?

Replacement
District should scrap machine to avoid liability with buyer

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability (cont'd)

What are the maintenance costs associated with the regular upkeep of the equipment?

One major repair in 42 years on the similar old machine in our shop.
Weekly and monthly work performed by Technician/Classified Professional that supports Welding.
Blades sharpened ever 10 years

Detail how the equipment meets or exceeds LPC's Sustainability Efforts:

The existing equipment and the new equipment are made from 95% recycled materials and will remelted and reborn as another product, shape or form. Steel is a green material in that it is infinitely recyclable.
This equipment will process 5-10,000 pounds of recyclable student materials every year.

How does the equipment provide renewal resources to the college?

It runs on eletricity generated from the solar panels on campus.
It emits no greenhouse gasses of any type

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability (cont'd)

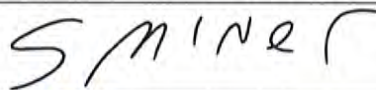
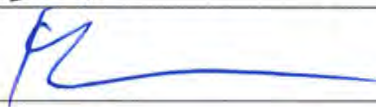
Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	\$28,500	
Shipping & Delivery Fees	\$4000	Verbal estimate based on fuel/truck volatility
Installation Costs	\$500	District Electrician Work Order/Materials
Miscellaneous Costs	\$4,850	17% Materials Inflation Surcharge :-(
Modification to Facilities		
Operator Training		
Maintenance/Repair Training		
Storage		
Other		
Discounts (enter as negative)		
Sub-Total	\$37,850	
Taxes	\$3,879.63	10.25%
Grand Total	\$41,729.63	
Part B: Annual Operating Costs		
Type	Cost	Comments
Service/Maintenance	\$0	Staff Technician Duties
Part Replacement		
Vendor Calibration or Standardization		
Storage		
Supplies	\$100	Top Off Hydraulic Fluid
Maintenance/Repair Labor		
Software Licensing		
Other		
Grand Total	\$100	
Overall Cost:		

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability (cont'd)

Operator	
Primary operator:	Faculty, Staff, Students
Does the work align with current position duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cost to train primary operator:	\$0
Approx. # of hours equipment will be used per month:	100-120
Comments: Similar equipment in use in classes for 40+ years We like this Made in the USA product , there are cheaper models but like the safety features on this machine.	
Maintenance and Repairs	
Who will perform maintenance and repairs?	J. Weston - Sr. Lab Technician
Estimated hours per month:	2
Does the work align with current position duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cost to train for maintenance and repairs:	\$0

Approvals and Signature Routing

Before signing below, please confirm all fields are filled out and all information provided is correct. Requests must be fully complete, signed, and submitted to your Division Dean by the deadline (see page 1). **Requisition and quote must be attached to this form before signing. Adobe prevents adding pages once a document has been e-signed.**

Requestor:		Date:	10/12/22
Division Dean:		Date:	10/19/22
Vice President:		Date:	
College Technical Service Manager:		Date:	
M&O Director:		Date:	
Vice President, Administrative Services:		Date:	




Office of Administrative Services
Requisition Request Form

(Wait 5-10s)

Reset Submit

R _____ - _____

Fiscal Year		Vendor ID #		Vendor Name		Date Required	
FY 22-23				Emrick Machinery Sales Inc.		Fall 2023	
Deliver To			Room #		Return Copy of Requisition To		
Advanced Manufacturing			TBD		S.Miner/PATH Division Office		
Seq	Item #	Description			Qty	Unit Price	Extended Cost
1	4x10ga	Hydraulic Sheer 4x10ga			1	28,500	\$28,850
2							\$ 0.00
3		17% Materials Inflation Surcharge			1	\$4,850	\$4,850
4							\$ 0.00
5							\$ 0.00
6							\$ 0.00
7							\$ 0.00
8							\$ 0.00
9							\$ 0.00
10							\$ 0.00
11							\$ 0.00
12							\$ 0.00
13							\$ 0.00
14							\$ 0.00
15							\$ 0.00
Comments					Subtotal	\$37,850	
					10.25% Tax	3,789.63	
					Shipping	\$4,000	
					Total Cost	\$45,729.63	
FOAP to be Charged					%	Amount	
- - - - 095650					100		
FUND	ORG	ACCOUNT	PROGRAM				
-	-	-	-				
FUND	ORG	ACCOUNT	PROGRAM				

Requestor (print name) Scott Miner 10/12/2022 Date 10/12/2022
 Dean (signature)  Date 10/19/22
 Coordinator/Manager (signature) _____ Date _____
 Vice President (signature) _____ Date _____

OFFICE OF ADMINISTRATIVE SERVICES USE ONLY

Reviewed: _____ Verified: _____ Approved: _____
Administrative Services Administrative Services Officer VP, Administrative Services

PO Number: _____ Budget Transfer #: _____ Entered: _____

TR 4/6/20



BETENBENDER MANUFACTURING, INC.



Emrick Machinery Sales Inc
2626 E. Jensen Ave Fresno Ca 93706 559-233-6115 info@emrickmachinery.com

Oct. 4, 2022

MADE IN THE USA

Las Positas College
Scott Minor
sminer@clpccd.org

Betenbender 4' x 10ga Hydraulic Shear..... \$ 28,500.00

*We can no longer absorb the higher cost of rapidly rising material prices.
Therefore, effective Nov. 15, 2021, we will be implementing a surcharge*

17% Surcharge..... \$ 4,845.00

STANDARD EQUIPMENT:

36" Power Backgauge w/LED Readout
4' Squaring Arm w/Inlaid Scale
Power Adjust Variable Rake
Hydraulic Self-Compensating Holddown Bar Assy
Manual Swing Up Backgauge
All Steel Construction
Approximate Weight: 4,500#

NEMA Electrics
Disconnect Switch
Hour Meter
All Hydraulic Fluids
Mark II HCHC Knives
Light Beam Gauge
10 Hp Baldor Motor

OPTIONAL EQUIPMENT:

NC Control 5 Station "Go To" Positioner.....	\$ 620.00	NO CHARGE
48" Front Support Arms w/T-Slots (1)	780.00	NO CHARGE
Neoprene Holddown Caps.....	8.00 each	NO CHARGE
Solid Table Top - Bolt on Segments	950.00	NO CHARGE
One Shot Lube.....	740.00	NO CHARGE

This does not include freight, rigging or set-up.

Expiration Date: 30 Days

Delivery: approximately 10-12 weeks after PO date.

If you would like a freight rate, please call JT&Co. at 417-374-7341

Terms: 25% deposit, balance before shipment

For financing programs and options please call Michelle Sherman of Apex Capital at 201-362-4052, or msherman@financewithapex.com.

**EMRICK MACHINERY SALES INC
2626 E. JENSEN AVE FRESNO CA 93706
559-233-6115 INFO@EMRICKMACHINERY.COM**

**SMALL BUSINESS CERTIFICATION
31020**

QUOTATION FORM

Welding Technology
Las Positas College
Livermore, CA 94551
Scott Miner cell 925-352-0239

Quotation No : **S30017502**
Date : 10/11/2022
Customer Ref.Nr :
Quotation Date : 10/11/2022
Validation to : 10/11/2022
Person In charge : O.KART
Currency : USD
Transport : Highway
Delivery Terms : FOB MICHIGAN
Payment Terms : 100% in advance

Dear **Scott Miner**

We thank you for your inquiry.

In order to meet your need we are quoting you our product along with our general terms of delivery and payment .

Description Of Goods	Factory Delivery Date (year/week)	Quantity	Unit Price	Total Price	
Mechanical Shear MS 1303	Immediately	1	34,564.40	34,564.40	USD
<ul style="list-style-type: none">• Motorized back gauge 750 mm travel• Control unit: D-Touch 5• Pneumatic thin sheet support system• 1 Squaring arm (850mm) + 2 sheet support arms (850mm)• Portable foot control with emergency stop button• Finger protect• Holdown with Rubber					

Installation & Training is not included.

*If you purchase the offers S30017502 -MS 1303- and S30017503 -SBT 3010- together "transport to your door and installation&training" will be free of charge.

Sub Total **34,564.40 USD**

Discount -6,912.88

TOTAL **27,651.52 USD**

We hope this quotation meets your requirements and we look forward to your order(s).

Best regards,
Oğuzcan KART

Scott Miner
 Las Positas College
 3000 Campus Hill Dr
 Livermore, CA 94551
 sminer@clpccd.org

Quote #: Q-04689-1
 Date: 10/12/2022
 Expires On: 10/22/2022

Investment Summary:

AccurShear 61356

QTY	DESCRIPTION	UNIT PRICE	EXTENDED
1	AccurShear 61356, 10GA X 6 ft Hydraulic Shear	\$53,750.00	\$53,750.00
1	Front Support Arms 2' with T-slot, recessed inch/metric scale, disappearing stop	\$860.00	\$860.00
1	T-slot in table: machined front to back c/w inch/metric scale recessed into table	\$375.00	\$375.00
1	Hydraulic Oil for Models 6135xx-62506	\$1,000.00	\$1,000.00
AccurShear 61356 SUBTOTAL:			\$55,985.00
AccurShear 61356 TOTAL:			\$55,985.00

SUBTOTAL:	\$55,985.00
TOTAL:	\$55,985.00

OPTIONS TO CONSIDER

Services

QTY	DESCRIPTION	UNIT PRICE	EXTENDED
1	Freight	\$4,500.00	\$4,500.00
1	Machine Installation & Basic Operator Training	\$1,500.00	\$1,500.00
Services SUBTOTAL:			\$6,000.00
Services TOTAL:			\$6,000.00

Notes:

Terms & Conditions:

Terms: 30% Down with Order, 60% Prior to Shipment, 10% Due at Installation Or Net 15 From Ship Date,
Whichever Comes First
FOB: Shipping Origin - Freight & Rigging Quoted by Request
Validity: 10 Days from Issue
Warranty: 2 Years Parts and 1-Year Labor
Tax: Prices DO NOT include State or Local Tax

Prices and specifications subject to change without notice.
The fulfillment of accepted orders is contingent on accidents, fire, strikes, or other causes beyond our control.

North South Machinery is not responsible for misprints or typographical errors.

We thank you for the opportunity to quote you on these items and look forward to doing business with you in the future. If you should have any questions, please do not hesitate to call me at (562) 690-7616

Sincerely,

Bob Stewart

Regional Sales Manager
bstewart@northsouthmachinery.com
+1 2096237842



CHABOT – LAS POSITAS COMMUNITY COLLEGE DISTRICT

Vendor Profile Application

Please type or print.

If you have any questions regarding this form or the application process, please contact the Purchasing Division at (925) 485-5233

Part A: Business Questionnaire

Date: 10/12/2022

1. Vendor Name: North-South Machinery Company Inc.

2. Primary Contact:

Name Bob Stewart

Title Vice President

Phone (209) 623 - 7842 Ext. _____

Fax (562) 690 - 1420

E-mail Address bstewart@northsouthmachinery.com

3. Vendor Category

- Disabled Veteran
 Minority Owned
 Small Business
 Women Owned

4. Type of Business:

- a. Sole Proprietor (S) Joint Venture (J)
 Partnership (P) Independent Contractor
 Corporation (C), State where firm is incorporated CA

b. Is it a Non-Profit Organization? Yes No

If yes provide Tax-Exempt Form

c. Business Start/Incorporation Date 10 / 27 / 1986

5. Type of Business: Check the one which best describes your company:

- Broker Wholesaler Retailer
 Manufacturer Manufacturer's Rep
Service
 Architect, Engineer, Construction Professional Other

(This information must be supplied. If not, the application will be returned):

6. Federal ID Number 33 - 0176273 or Social Security Number _____

7. Sales Tax Collection

- Collect all Sale/Use Tax for Alameda County Collects Selected Taxes
 Does not collect Sales Tax
 Tax Exempt

California Seller or Use Tax Permit Number SR-EA17810088

Do you supply recycled Products?

Yes No

Part B: Address Questionnaire

1. General Mailing Address:

Address 1400 Pioneer St

City Brea

State CA Zip 92821

Contact Name Lani Christensen

Title Vice President

Phone (562) 690 7616 Ext 303

Fax (562) 690 1420

2. Remittance Address:

Address 1400 Pioneer St

City Brea

State CA Zip 92821

Contact Name Wayne Henderson

Title C.F.O.

Phone (562) 690 7616 Ext 308

Fax (562) 690 1420

Part C: Commodity and Service Codes

Type of commodities or services that your business provides

We are a distributor for various machinery lines, such as Mill, lathe, waterjet, press-brake, shears, lasers, and many others.
We also provide service and parts support.

Part D: Completing and Returning Application


1. Name of Person Completing Form

Name Wayne Henderon

Title C.F.O.

Phone (562) 690 7616 Ext 308

Fax (562) 690 1420

Signature 

Date 10/12/2022

2. Return Completed Application to:

Purchasing Department
Chabot - Las Positas CCD
7600 Dublin Blvd, 3rd Floor
Dublin, CA 94568
Fax: (925) 485-5271

DO NOT COMPLETE - FOR INTERNAL USE ONLY

Received / /

Input / /

Vendor No.

Received / /

Input / /

New Updated

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.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
North-South Machinery Company Inc.

2 Business name/disregarded entity name, if different from above

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

- Individual/sole proprietor or single-member LLC
- C Corporation S Corporation Partnership Trust/estate
- Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____
- Other (see instructions) ▶ _____
- 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.

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) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
1400 PioneerSt

6 City, state, and ZIP code
Brea, CA 92821

Requestor's name and address (optional)

7 List account number(s) here (optional)

Print or type. See specific instructions on page 3.

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

3	3	-	0	1	7	6	2	7	3
---	---	---	---	---	---	---	---	---	---

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 ▶

10/12/22

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.