Staff Summary Report

Tempe

Council Meeting Date: 01-08-2009 **Agenda Item Number:** 29

SUBJECT: Request to award a one-year contract to Kubik Maltbie, Inc. for design and construction of a mobile educational/recycling information center (ERIC) to be used by Public Works.

DOCUMENT NAME: 20090108fsta07 **PURCHASES (1004-01)**

SUPPORTING DOCS: Yes

COMMENTS: (RFP 09-047) Total cost for this contract shall not exceed $226,523.

PREPARED BY: Tony Allen, Procurement Officer, 480-350-8548

REVIEWED BY: Michael Greene, CPM, Central Services Administrator, 480-350-8516
Glenn Kephart, Public Works Manager, 480-350-8205
John Osgood, Field Operations Manager, 480-350-8949
Mary Helen Giustizia, Solid Waste Services Superintendent, 480-350-8151

LEGAL REVIEW AS TO CONTRACT FORM ONLY: N/A

FISCAL NOTE: Funding will come from multiple sources. $60,000 from an Arizona Department of Environmental Quality grant, approximately $40,000 from Hudson Baylor – the City's recycling contractor – as an educational reimbursement negotiated as part of the City's recycling contract, and approximately $126,523 from the City's Solid Waste trash and recycling programs funds appropriated in cost centers 3712, 3713 and 3716. Additional funding may come from vendor sponsorships which would lessen the City expenditure.

RECOMMENDATION: Award the contract.

ADDITIONAL INFO: The City of Tempe issued a Request for Proposal to provide design and construction of a mobile education/recycling information center to be utilized by the Public Works Department to increase awareness of and educate the public about recycling and alternate energy sources. The unit has been named ERIC and will be the center piece of the Tempe initiative to increase recycling to reduce the amount of materials sent to landfills for disposal and encourage the use of alternative energy sources. The unit will be showcased at Tempe downtown events, taken to schools, multi family housing areas, sporting events and conventions throughout the Valley. Three firms responded to the RFP. A committee comprised of Public Works and Procurement staff reviewed the submitted proposals. It is the recommendation of the committee to award the contract to Kubik Maltbie, Inc, the overall high scorer.

COPY

Prepared for:

e.r.i.c

City of Tempe
Anthony Allen Procurement

Monday November 17, 2008

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Cover Letter

November 17, 2008

Anthony Allen
Procurement Officer
City of Tempe
20 E Sixth Street 2nd Floor
PO Box 5002
Tempe, AZ
85281

Dear Anthony,

Kubik Inc. is please to submit the enclosed response to the RFP from the City of Tempe for ERIC (Education/Recycling Information Center).

Kubik Inc. imagines and creates exhibits, event, and environments. We offer in-house production, creative design, dedicated project management, logistics, and installation and dismantling services.

Our team has made every effort to respond to the requirements of the proposal with relevant, complete and original responses. To make Tempe's ERIC program a reality, we have assembled a team of skilled, creative professionals to work alongside your team. The Kubik team will include the strongest leaders from our company who will ensure that the project meets the objectives of the City of Tempe and the ERIC program is executed flawlessly and follows a process that is well thought out and beneficial to all partners.

We believe that our reputation for strong design capabilities with significant project team resources is unequalled in the environment creation industry. We are confident that we will meet the requirements of the City of Tempe and the ERIC team and deliver a final result that exceeds your expectation.

We are researching ways to provide alternative energy sources to supply the lighting, audiovisual and other low capacity elements, which are not included in this response. Though, we are unable to find a viable alternative source of energy for the truck itself, we are still pursuing the options that are available.

At Kubik, we source for recycled materials as part of our daily construction options. We are aware of the impact on the environment and are able to position our purchasing to be at least 20% from recycled materials.

We are available to respond to any queries that you may have, and look forward to the opportunity to present our concepts in greater detail to th[illegible] Tempe and the ERIC team.

Thank you for your consideration.
Sincerely,
Kubik Inc.

Jeanine M Becker
Corporate Account Executive
708 Fellowship Road
Mt. Laurel, NJ 08054
T 856-234-0052 ext: 106
C 856-220-5164
F 856-234-0760

kubik®

e.r.i.c
education recycling information center

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Vendor's Proposal Offer

It is REQUIRED that Proposal Offeror COMPLETE, SIGN and SUBMIT the original of this form to the City Procurement Office with the proposal response offer. An unsigned "Vendor's Proposal Offer", late proposal response and/or a materially incomplete response will be considered non-responsive and rejected.

Proposal offeror is to type or legibly write in ink all information required below.

Company Name Kubik Maltbie

Company Mailing Address 708 Fellowship Road

City Mt Laurel State NJ Zip Code 08054

Contact Person Jeanine Becker Title Corp Account Executive

Phone No. 856 234 0052 FAX No. 856 234 0760 E-mail jeanineb@thinkubik.com

Company Tax Information:

Arizona Transaction Privilege (Sales) Tax No. _____ Or

Arizona Use Tax No. _____

Federal I.D. No. 30 6934094

City & State Where Sales Tax is Paid Mt Laurel, NJ

If a Tempe based firm, you must indicate your Tempe Transaction Privilege (Sales) Tax No. _____

THIS PROPOSAL IS OFFERED BY

Name of Authorized Individual (Type or Print in ink) Jeanine Becker

Authorized Individual's Title (Type of Print in ink) Corp Account Executive

REQUIRED SIGNATURE OF AUTHORIZED PROPOSAL OFFEROR (Must Sign in Ink)

By signing this Bid Offer, Bidder acknowledges acceptance of all terms and conditions contained herein and that prices offered were independently developed without consultation with any other bidder or potential bidder. In accordance with A.R.S. 35-397, the offeror hereby certifies that it does not have scrutinized business operations in Iran or Sudan. Failure to sign and return this form with bid response will result in a non-responsive bid response.

Jeanine M Becker
Signature of Authorized Proposal Offeror

11/14/08
Date

Form 201-B (RFP)
(H:\RFP\3-2002)

Addendum to Solicitation

City Procurement Office/City of Tempe • PO Box 5002 • 20 East 6th Street • Tempe, AZ 85280 • (480) 350-8324 • www.tempe.gov/purchasing

This addendum will modify and/or clarify: Solicitation No.: 09-047

and is Addendum No.: 1

Procurement Description: ERIC (Education/Recycling Information Center)- Design and Construction

Changes should be made as follows:

Delete:
Bids/Proposals must be in the actual possession of the City Procurement Office on or prior to Tuesday, November 04, 2008 3:00PM (MST)

Add:
Bid/Proposals must be in the actual possession of the City Procurement Office on or prior to Tuesday, November 18, 2008 3:00PM (Local Time)

The balance of the specifications and bid solicitation instructions to remain the same. Bidders/Proposal Offerors are to acknowledge receipt and acceptance of this addendum by returning of signed addendum with bid/proposal response. Failure to sign and return an addendum prior to bid/proposal opening time and date may make the bid/proposal response non-responsive to that portion of the solicitation as materially affected by the respective addendum.

Kubik
NAME OF COMPANY

708 Fellowship Road
ADDRESS (or PO Box)

Mt Laurel NJ 08054
CITY STATE ZIP

Jeanine M Becker, Corp Acct Exec
BY NAME (please print) TITLE

856-234-0052 x106
TELEPHONE

Jeanine M Becker
AUTHORIZED SIGNATURE

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and is	Addendum No.	2
	Procurement Description:	ERIC (Education/Recycling Information Center) – Design and Construction

The following are the questions and answers from the Pre Bid Conference held on October 20, 2008

Deadline for further questions is November 4, 2008 @ 5PM local time.

1) **What is the Budget for the project?**

No specific budget is set – the only known factor is a $60,000 ADEQ grant. The actual City budget will depend on what sponsorships may be proposed by vendors which may lower the City's expenditure.

2) **Does the trailer really need to be a goose-neck or can we propose a normal tractor trailer?**

This is an RFP and every submission will be evaluated. The request by the City to utilize a goose neck design is due to licensing requirements and staff proficiency to operating a tractor/trailer unit. Additionally, space limitations should be a consideration in design of vehicle as some venues may have limited space available.

3) **How will the units for the large events be transported? Do they have to go with the trailer or can they be shipped independently?**

The City would prefer to have everything transported as part of the main display unit, however, independent shipping of auxiliary units is acceptable.

4) **Is there any thought on what the exterior units would present versus the main trailer?**

It is the desire of the City to have the main unit contain a wide variety of concepts so that if it is the only unit used at some shows, there is a good representation of ideas. Therefore, the exterior units can include any aspect supplementing ideas in the trailer or introducing additional elements.

5) **Do they expect that only renewable sources of energy will be used to power the ERIC?**

No. A generator will be necessary. All eco-friendly sources of power would be desirable, such as solar, wind, etc

6) **Could this unit be used at night or will it be strictly a daytime event?**

Night time use is possible and should be a consideration in your design

7) **Do we need to allow for CSR/staff training/transportation in our proposal?**

Training of staff is to be a part of the proposal. Transportation is to include delivery of the unit and all outside displays to the City of Tempe. In addition, an operating manual for the unit and its components is requested.

8) **What is the maximum travel/use radios for the vehicle?**

The unit will operate primarily in the Phoenix Valley, however, there may be occasional trips outside the City. The travel radius will probably never exceed 120 miles.

9) **The proposal indicated that "The City prefers a pull behind unit that utilized a gooseneck design". Will the City entertain designs based upon other types of trailer?**

Yes. This is an RFP and all submissions will be considered. This is just a preferred design

10) **Are additional design elements requested as part of this RFP, eg, website design, creative concepts, etc?**

They are not specifically requested as part of this RFP, however, any vendor wishing to offer additional services should include them in their proposals as "optional" services. These add-ons will be reviewed and scored as part of the offerers proposal

11) **Are promotional elements to be managed internally of be an outside firm?**

The City intends to manage these, however, it is acceptable for a firm to offer additional services in their proposals as "optional" services. These add-ons will be reviewed and scored as part of the offerers proposal.

12) **Will the successful vendor be responsible for tracking the metric on the unit – post deliver assistance?**

No, the City will take care of this function

13) **Are the display systems the vendors responsibility and the content the responsibility of the City?**

The City is looking for a complete functional package (turn-key operation) upon delivery. The City may provide ideas and concepts, but it is the responsibility of the vendor to bring the ideas to reality.

14) **Is ADA compliance a requirement?**

The City wished to comply in all aspects, however, the City realizes that because of design limitations (size of unit, etc) 100% compliance may not be achievable. We prefer at least minimal ADA compliance. We will evaluate the submissions to see what level was achievable by each vendor.

15) **ADEQ requirements – what will the vendor need to do or supply?**

Basically, the vendor will have to provide detailed information about timelines and productions schedules.

16) **Who will take care of licensing the unit?**

That will be the responsibility of the City.

17) **What will Tempe bring to the project – including photos, graphics and textual reference materials for incorporation?**

The City has provided you the basic material it will provide in our Request for Proposal. The City is looking to vendors, who are experts in designs of this nature, to take the basic ideas and turn them into reality.

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18) **Bearing in mind that a delivery date of March 15, 2009 has been identified; when will the project be awarded (if awarded)?**

Below is the current timeline for the ERIC project

	Date
Issue RFP	29-Sep-08
Pre-Bid Meeting	20-Oct-08
Issue Addendum – questions from Pre Bid	22-Oct-08
Final Day for Questions	4-Nov-08
Bid Opening	18-Nov-08
Initial Review Meeting	25-Nov-08
Presentation by Selected Vendors	10-Dec-08
Final Review Meeting and Recommendation	16-Dec-08
Council Session Deadline	26-Dec-08
Council Session – approval of recommendation	8-Jan-09
Contract Award	10-Jan-09
Vehicle Delivery	15-Mar-09

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Tempe

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and is Addendum No. 3

Procurement Description: ERIC (Education/Recycling Information Center) – Design & Construction

The deadline for question submittal for the ERIC unit has passed. Theses are the additional questions submitted after the pre-bid meeting.

Since the date of Contract Award is January 19, 2009, and the Vehicle Delivery Date is March 15, 2009 – a period of just 9 weeks; does the City of Tempe warrant that the selected Vendor will not be required to submit any further information (test and images for incorporation, construction details, graphic layout, etc) for approval by Tempe after January 10, 2009?

The city of Tempe will attempt to have no revisions beyond the January 10, 2009 date, however, there is always the possibility that things will need to be changed.

If the requested changes effects the timeline of the project, the City of Tempe understands that the delivery date would have to be adjusted accordingly.

Is the March 19th delivery date a hard or soft deadline? We are wondering if the City were presented with a more thorough design solution/delivery strategy for ERIC, if that might warrant a flexible delivery date.

The City would have to look at this delivery date as a "soft" date. The City realizes that the timeframe may vary due to the complexity of the vehicle. It is critical that a firm timeline be established as part of your submission so that the deadlines for the grant can be complied with.

Additionally, this solicitation is issued as an RFP (Request for Proposal) with preferred specifications from the City of Tempe allowing firms more latitude in their submissions. All proposals that are received will be evaluated based on their compliance with the City's preferred specifications, suitability of function, budget, timeline for delivery, etc. Currently, ADEQ has accepted the deadline that the City has established – the City does not want to vary significantly from the established timeline.

What is the budget range for the ERIC program? At the rfp meeting, we were told there exists a $60,000 grant which the City would match. However, with the anticipated cost of visual aids, marketing/add campaign, etc. what might we realistically expect to work with? We see the add campaign as an integral part of the design, which could potentially drive the design and effect the end product.

The budget has not been set. The grant is a fixed amount – the remainder of the funds will be from established partnerships (included as part of the RFP) and City funds. The total budget will depend on the proposals submitted.

A marketing/add campaign is not an essential element of the proposal – it can be offered by the submitting firm, but the City of Tempe has many established events where this unit will be utilized.

Are there any special requirements driving the established 38' trailer dimension?

There is no special reason for the 38' trailer length. It will be up to the individual submitting firms to determine the best size for the unit.

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Can sponsorships be in the form of cash?

Cash for sponsorship/advertising can be acceptable. The City will evaluate all submitted offers based on their merit and applicability to the intended use of the ERIC vehicle.

Will sponsorships with a "letter of intent" or will interest also be considered?

The City would prefer a letter intent, however, any sponsorship that is included with the vendors proposal will be reviewed. Those relationships that are most advantageous to the City will be moved forward in the design process.

It is important to remember that the City of Tempe reserves the right to reject any or all sponsorships that are proposed. The sponsorships will be an element of the review process.

When asking for sponsorships with the City are there any legal problems we need to be aware of and has the City legal department been approached about this?

Not knowing what the sponsorships will be, it is difficult to answer the question. The City will review each proposed sponsorship to see if they support the City of Tempe image and purpose for the ERIC unit.

The sponsorships are to create "partnerships" with firms so that the unit is dynamic and adaptable as the recycling/renewable energy industry change. The City intends to rotate the displays, etc as new technologies emerge, therefore, the sponsorship will only exist as long as the display, etc is relevant and part of the ERIC unit.

The submissions for sponsorship will be reviewed by the legal department prior to award recommendation.

Does the unit need a heat option on the A/C unit?

Yes

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Proposal Questionnaire

Firm shall answer and submit the following information with their proposal. The City of Tempe will use it's discretion in reviewing answers to these questions in determining a firm's responsiveness and responsibleness.

If additional space is required, attach pages to your proposal and clearly indicate the applicable question number to which the response relates.

I Understanding of project

1. Describe your approach to this project.

We begin the creative process with a discovery stage in which we collect as much relevant research as we can find on the topic in question, recycling & waste reduction. Our findings help us form key categories or topics, which in turn, help us make up the different stages of the user experience. Once the appropriate user experience is set, we commence to populate or "program" the different spaces with the messages that are most impactful for that stage. The individual messages now begin to help us formulate and design the experiences that will best convey the key topics to our audience. These may be delivered in the form of graphics, video, sounds, physical displays and interactive media of various types. The design methodology is translated into text and visuals and presented to the client as a complete and fluid experience.

2. Describe the elements and type of displays, etc to be included.

The mobile presentation will consist of four progressive key categories while the exterior displays will focus on three additional "umbrella" messages and specific case studies.

The trailer categories and display elements will include:

Waste and the Environment: graphic examples of how much waste we produce; a physical challenge to see if you can lift your "one week" waste output; a display or video presentation on what was happening 400 years ago since it takes 400 years for plastic to break down
Collection and Processing: physical examples of post-consumer waste items with an interactive push-bottom quiz on "what is recyclable?" an experiential tunnel zone where attends can walk through the different ways in which metal, plastic and paper get recycled, a display of local programs such as shred-a-thon and a central bag depot.
Where do it all Go? three pyramid displays showing the transformation of a raw waste product into a new item (PET bottle to fleece sweater); Nike reuse-a-show program display depicting old shoes converted into shredded rubber and finally converted into the floor beneath your feet... accompanied by internet access to Nike Reuse-A-Shoe and Nike Grind website.
Choose for the future: an area that is split into two choices and their effects. One side will showcase poor ecological choices we can make while the other side will balance it with more "green" alternatives... the potential forecast for the planet is illustrated on each side and can be augmented with video or sound for greater effect.
Exterior Displays: three outdoor displays will focus on the three primary areas of waste reduction: Reduce, Re-Use, Recycle. Each will also tell an individual material story that best fits with each message, for example: One display will house 700 plastic bottles with the message: "We throw away 700 plastic bottles per second". This would be a key display to coincide with the REDUCE message.
Give-Away: as part of the overall experience, each user will be given a guide as they enter the ERIC trailer that is made from some sort of recycled paper product. It may have information on the displays or even help interact with, and navigate through, some of the components. Before exiting, the user is expected to throw the "guide" into a recycling station where a USB stick made of recycled paper products is dispensed as a take-home premium. It will carry links to websites and interactive media to continue the experience beyond the event.

3. Provide conceptual drawings for all displays, graphics and trailer as well as layout of components when set up for display.

Please see attached design proposal package listed as document #3

II Demonstration of expertise in design

4. What is the address of your company?

Kubik (HQ) 1680 Mattawa Avenue, Mississauga, Ontario, Canada L4X 3A5

Kubik 708 Fellowship Road Mt. Laurel, NJ 08054

5. Describe your company and its history.

Kubik has a rich and diverse history and throughout the 25 years we have been in business we have evolved to be one of the leading exhibit, event and environment creators. We have a global presence with offices in Canada, New Jersey and Amsterdam.

6. Can your firm provide a turnkey vehicle?

Yes _X___ No _____ (please explain)

_____

_____

_____

7. What is your project management experience?

We dedicate project managers to each project at the initial stage of the project. Our PM's are specialists with extensive and varied backgrounds who manage and estimate every detail of the project. The PM will negotiate best pricing structures, track every cost and deliver what is critical to us, client satisfaction.

8. What design projects have you done?

Hyundai, Photosensitive & Heineken

Please see attachment design project samples labeled as appendix - A

9. How many years of experience does your firm have?

We have 25 years of experience with exhibits, events and environments

10. Will you sub-contract any element of this project? Explain below.

Yes __ No __ X

III Cost and Sponsorships

11. Does your proposal contain sponsorships to defray a portion of the cost of the project?

    Yes _____ No __X___

    If yes, give complete details and specifics on sponsors and expected cost reductions because of partnership.

    _____

    _____

    _____

12. Include a detailed cost breakdown for the project.

    Please see attached design proposal package listed as document #12.

13. Include a detailed payment schedule for the project. If applicable.

    30% at signing of contract, 40% before it ships and 30% net 30 after deliveries

IV Firm demonstrates expertise in construction of vehicle

14. Will your firm build the ERIC unit?

    Yes ___X__ No _____

    If NO, who will you sub contract for the work?

    _____

    _____

    _____

15. Provide complete information on firm if you will not construct the vehicle yourself.

    _____

    _____

16. What vehicle construction projects have you or your sub-contractor completed?

    LOBLAW'S Joe Fresh Trailer and Nissan Canada Shift Into Gear Mobile Event Trailer

    Please see attached project examples labeled as appendix - B

17. Include examples of completed projects for vehicle builder.

V Completed projects, staffing and references

18. Include a sampling of completed projects

    Please see attached completed project examples labeled as appendix - C

19. Can you meet the March 2009 timeline established for this project?

    Yes __X__ No _____

    Please see detailed delivery schedule listed as document #24

20. Key personnel for this project.

Name	Title	Phone
Jeanine Becker	Corporate Account Executive	856-234-0052 x 106
Adriano Almeida	Design Director	877-252-2818
LJ Savage	Project Manager	877-252-2818

21. Resumes for key personnel on this project.

    Please see attached company biographies listed as document #21

22. Vendor contact for this project.

Name	Title	Phone
This will be the same as detailed in question #20		

23. References

Company	Contact	Phone
Nissan and Infiniti	Wendy Durward	905-629-2888
Nike Canada Inc	Vitalis Gomes	905-771-2058
Cole Haan	Brian Manson	207-846-2792

VI Delivery schedule

24. Please include a detailed delivery schedule outlining design, construction and delivery timelines.

25. Will you provide complete operating manuals for all elements of unit including displays, interactive elements, etc. to include contact information for operational issues and any warranty claims? Explain in detail how this need will be addressed.

Yes ___X_ No _____

Give complete details on what will be included.

All elements requiring operational instructions will have manuals.

26. Will you, upon delivery, provide the City of Tempe with a representative who will thoroughly train staff who will be operating the unit and explain the operation, setup and maintenance of the ERIC unit?

Yes __X___ No _____

Give complete details

We will train all personnel on the workings of the ERIC unit and provide contact data for support questions.

VII Overall response to RFP

27. Do you agree to the terms and conditions of this RFP?

Yes ____X_ No _____

28. What warranties will be offered?

1-year warranties with the exception for normal wear and tear. 3rd party warranties as described in their respective manuals will be included, i.e., audiovisual equipment, etc.

29. What is your response protocol for warranty issues?

Please email/call the account manager or project manager with details of warranty issue. We will respond within 24 hours with a plan of action to correct said issue.

30. On warranty issues, what is your timeframe for response calls?

Depending on the nature of the issue, we will provide same day response with plan of action. Repair could be one day to one week depending on the warranty issue.

31. Can you provide weekly project updates concerning all aspects of the project?

Yes ___X__ No _____

We will provide weekly project updates as requested. We would ask for the delivery method of choice for which these updates be made, email, conference call etc.

Creative Proposal

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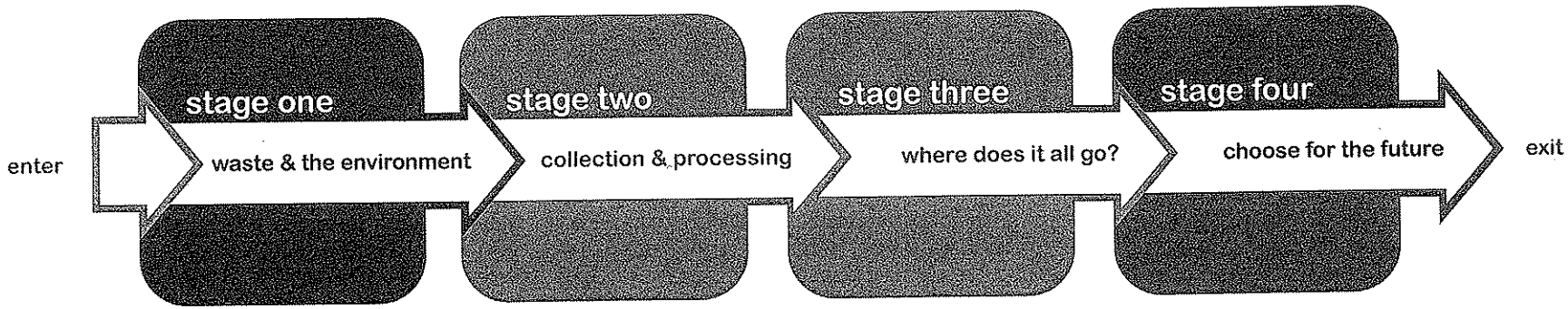
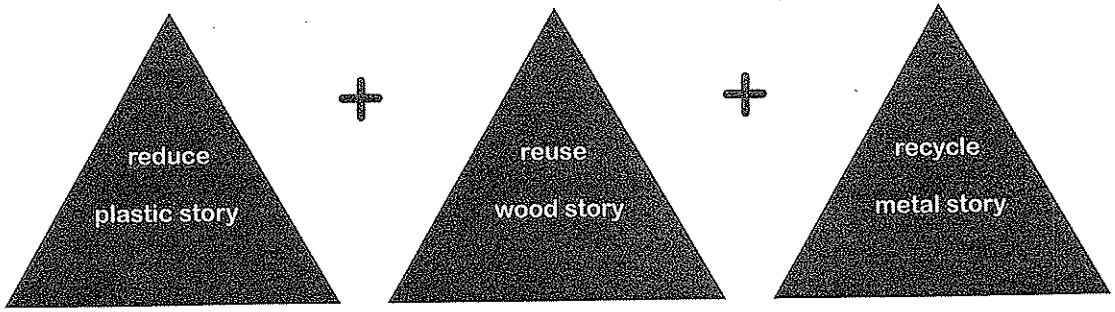
ERIC_ User Experience Programming

trailer experience



exterior displays



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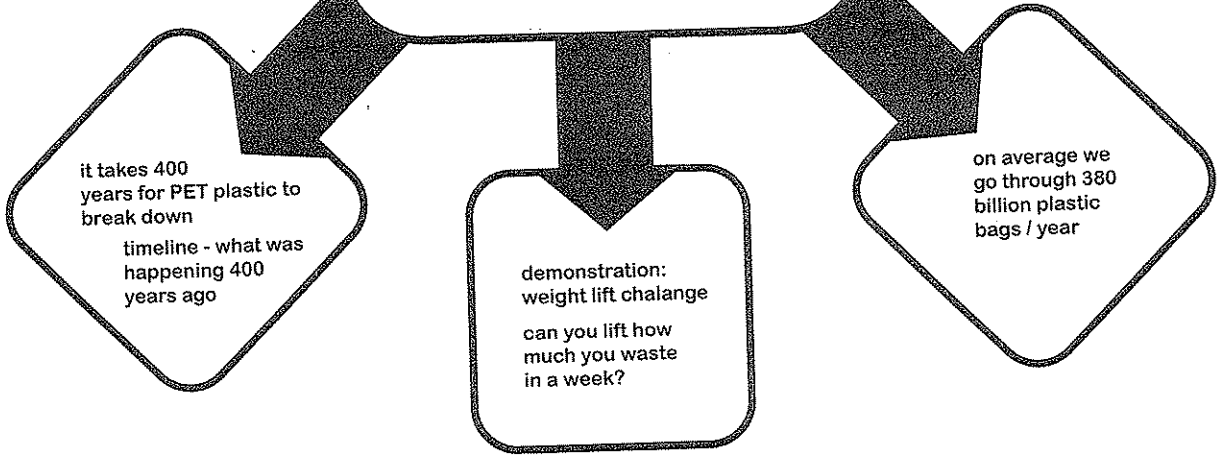
ERIC_ Trailer Stage One

stage one

waste & the environment

This stage will deal with waste and its effects on our planet. The ground, walls and ceiling will be littered with waste while facts and information are displayed in a variety of methods; for example:



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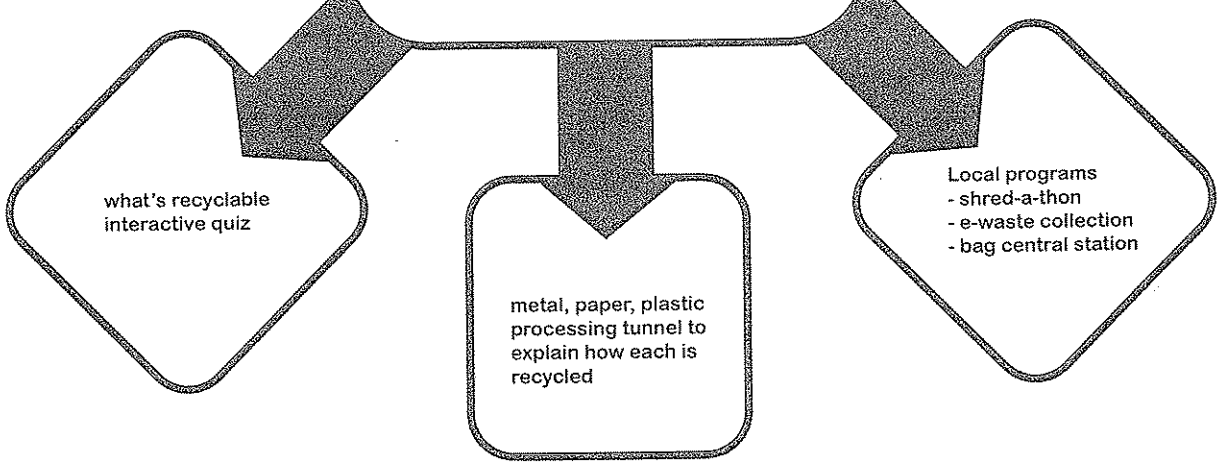
ERIC_ Trailer Stage Two

stage two

collection & processing

This stage offers visitors the opportunity to better understand the recycling process and learn about local programs.

Features may include:



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ERIC_ Trailer Stage Three

stage three

where does it go?

This stage deals with products made from post-consumer waste.

The entire environment will be created using recycled materials.

Displays may include:

- NIKE reuse-a-shoe campaign with sport court flooring
- pyramids showing the process from a recyclable material to a new consumer good
  - -PET bottles to fleece sweater
  - -aluminium cans to wheelchairs
- structures and displays made from recyclable materials

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ERIC_ Trailer Stage Four

stage four

choose for the future

The fourth and final stage of the mobile environment is a call to action where visitors can witness the effects of their choices. The display will consist of a space divided into two halves. One side is covered in environmentally poor products and their negative effects. The opposite wall will offer corresponding green alternatives.

A 50 year comparison of either projected "path" will educate visitors on the perils and benefits of each choice.

choose the wrong path and the earth will suffer devastating environmental damage

STOP and think!

choose wisely for the future

choose the correct path and have the chance for a "green" and healthy future

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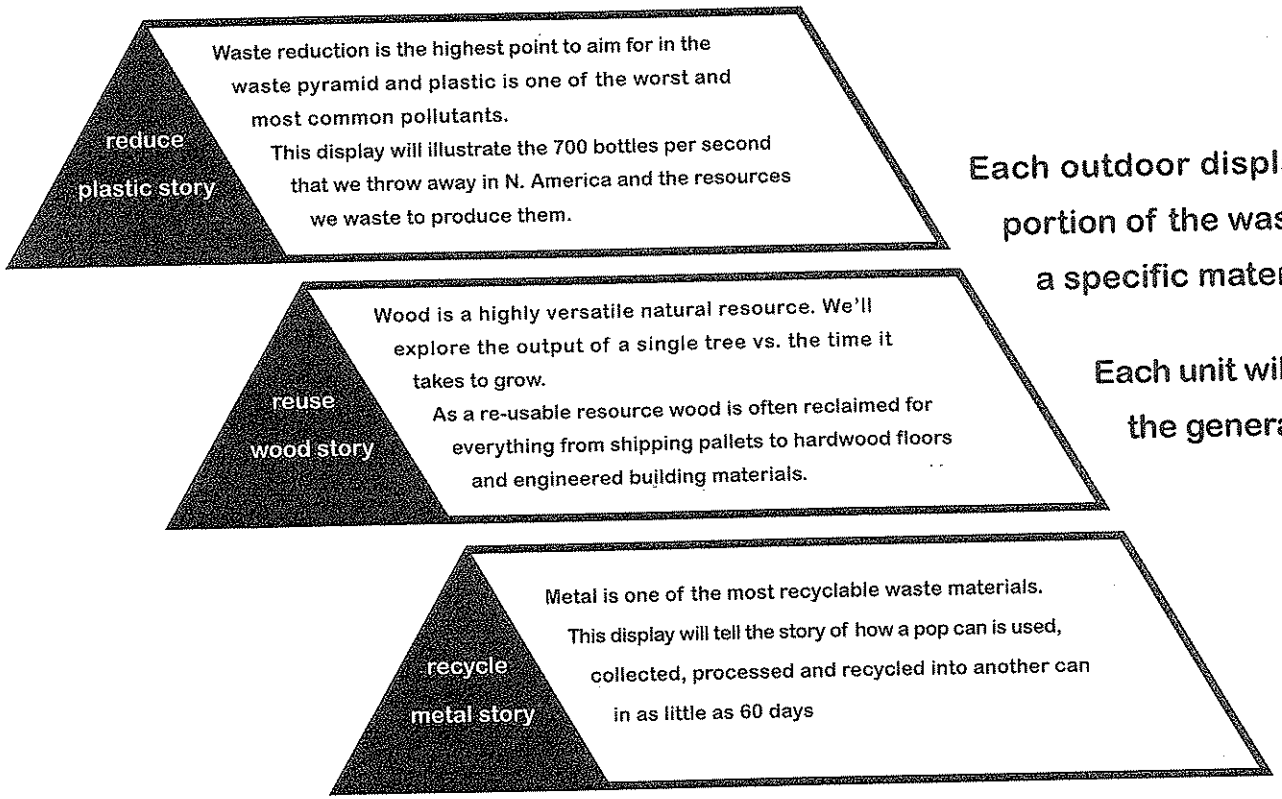
ERIC_ Exterior Display



Each outdoor display deals with a basic fundamental portion of the waste pyramid while also focusing on a specific material that best represents it.

Each unit will be double-sided in order to tell both the general, as well as specific stories.

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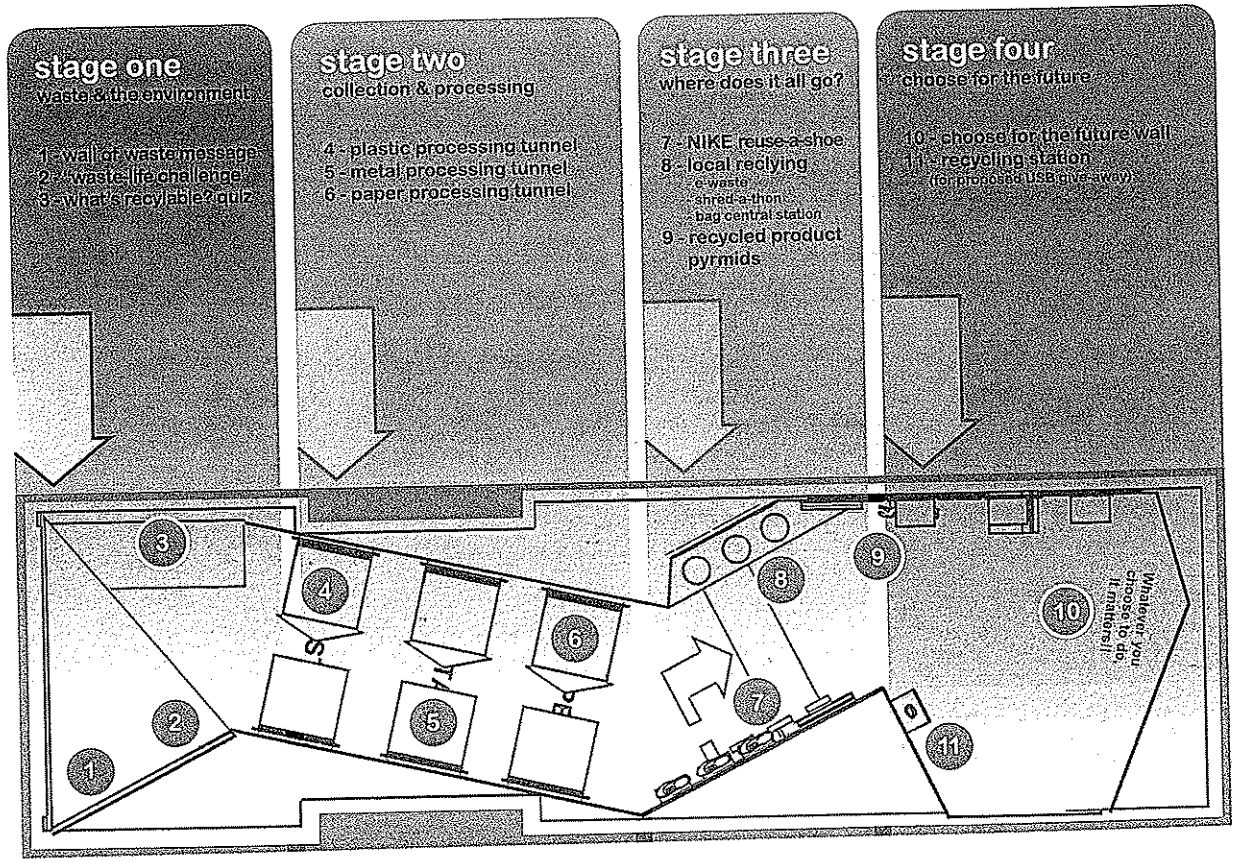
ERIC_ Trailer Floor Plan



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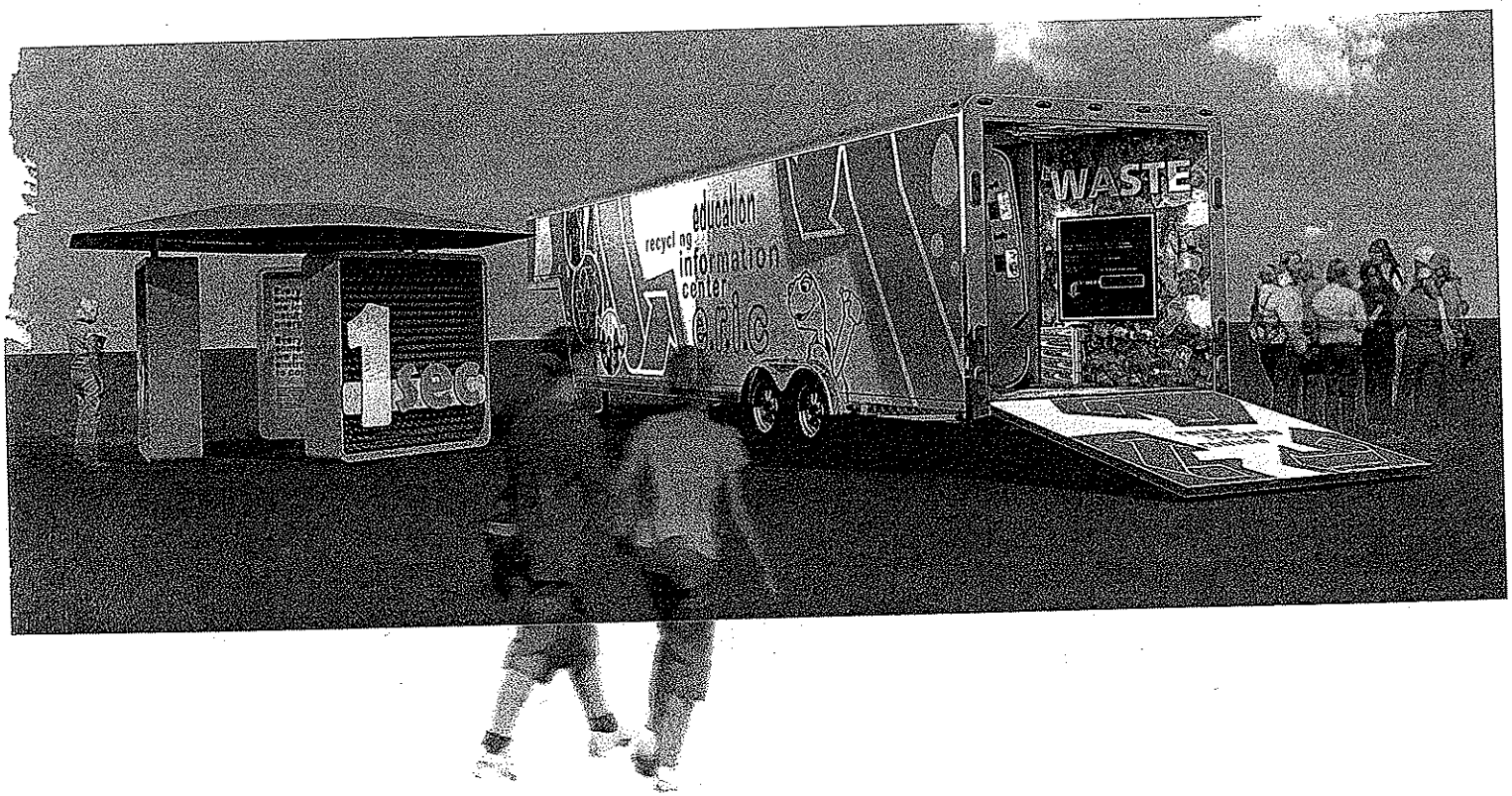
Overall Experience



The event consists of the ERIC trailer and three exterior displays focusing on the "3-R's". Bright colors have been used to energize the whole educational experience and make it more attractive visitors.

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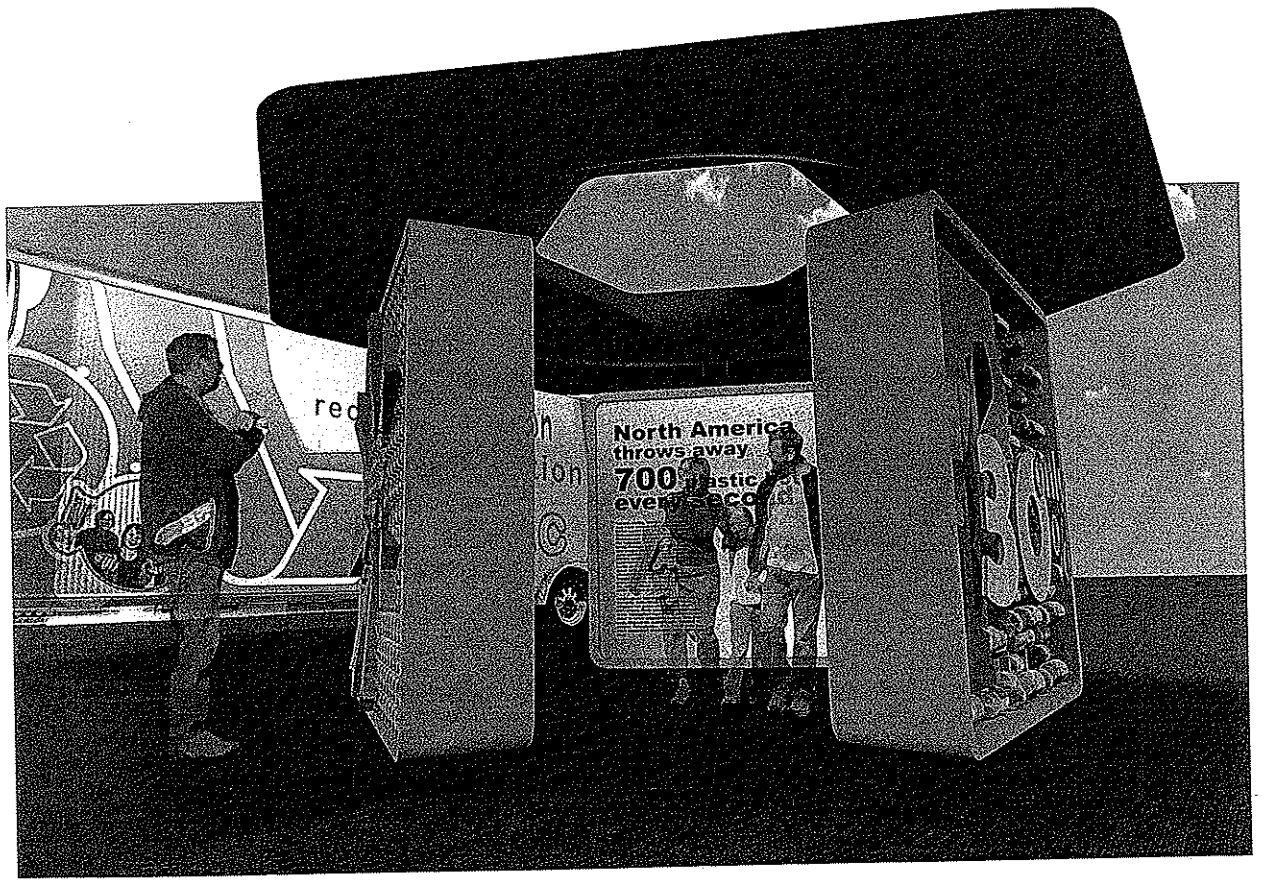
Exterior Display



3Rs (Reduce, Reuse and Recycle) educational displays with shade canopy.

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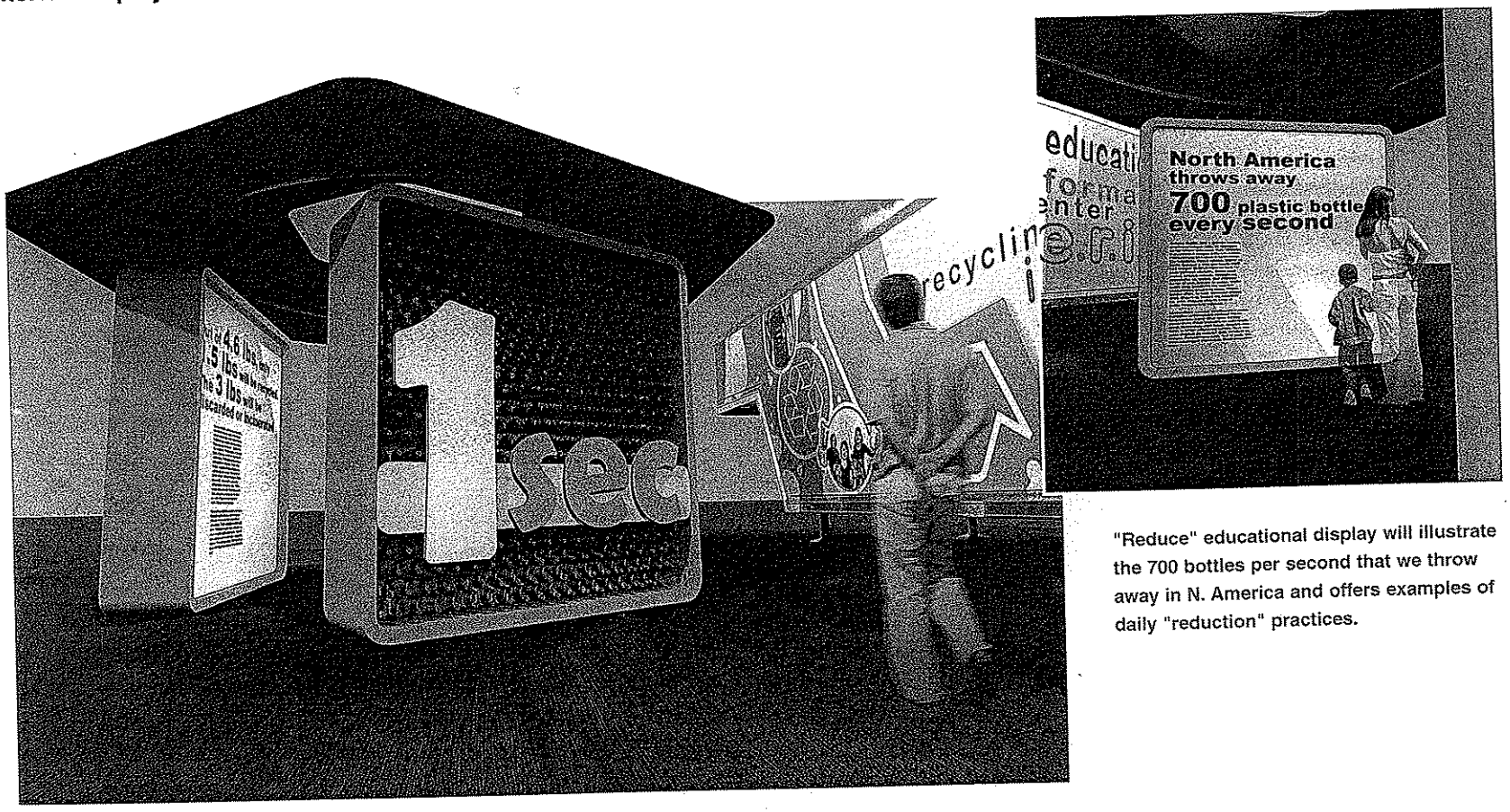
Exterior Display



"Reduce" educational display will illustrate the 700 bottles per second that we throw away in N. America and offers examples of daily "reduction" practices.

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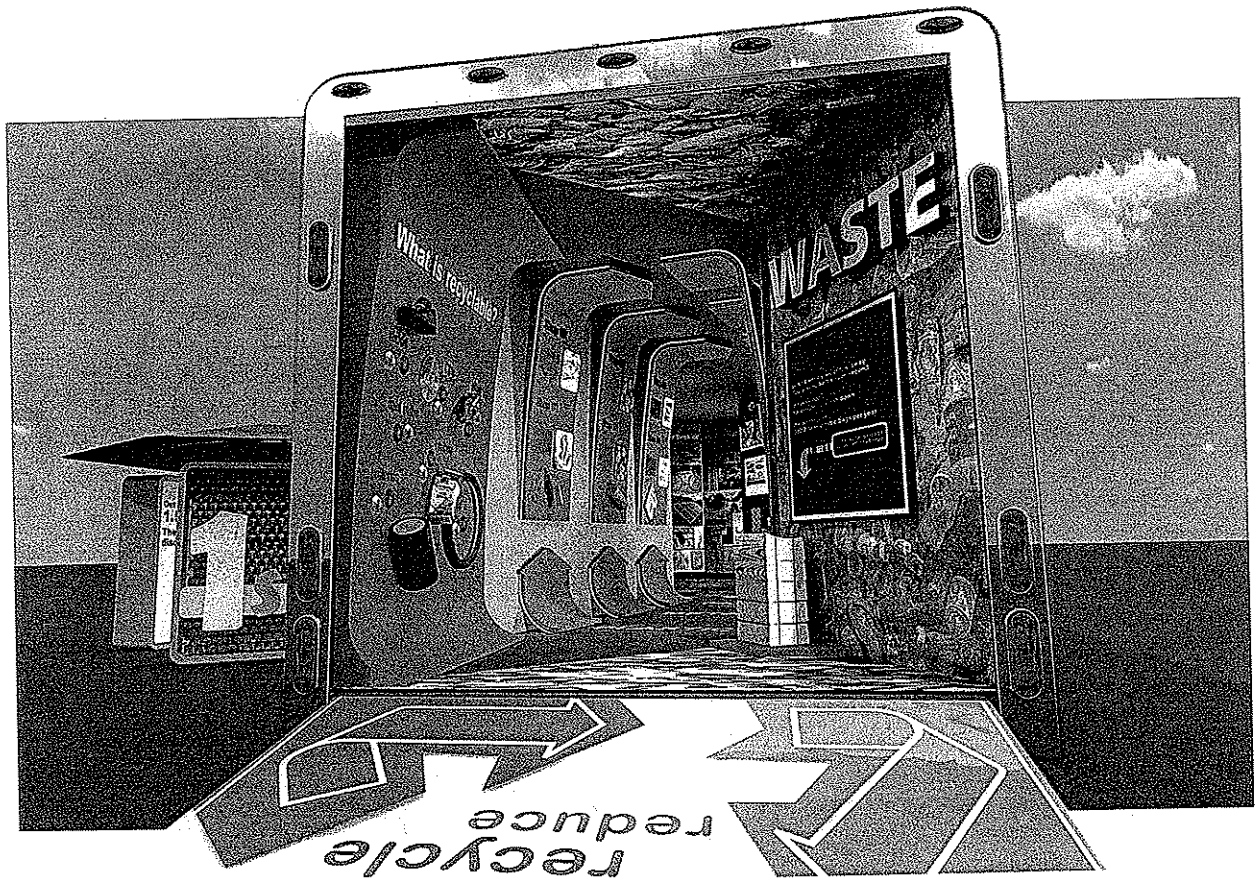
Entrance/ Stage One Experience



This experience will deal with waste and its effects on our planet. The walls, floor and ceiling will be appear to be littered with waste products. A "waste-lift challenge" interactive experience illustrates the waste each of us produce per week by asking visitors to lift it. The opposite side wall features a recyclable interactive quiz to mark the beginning of the recycling learning experience.

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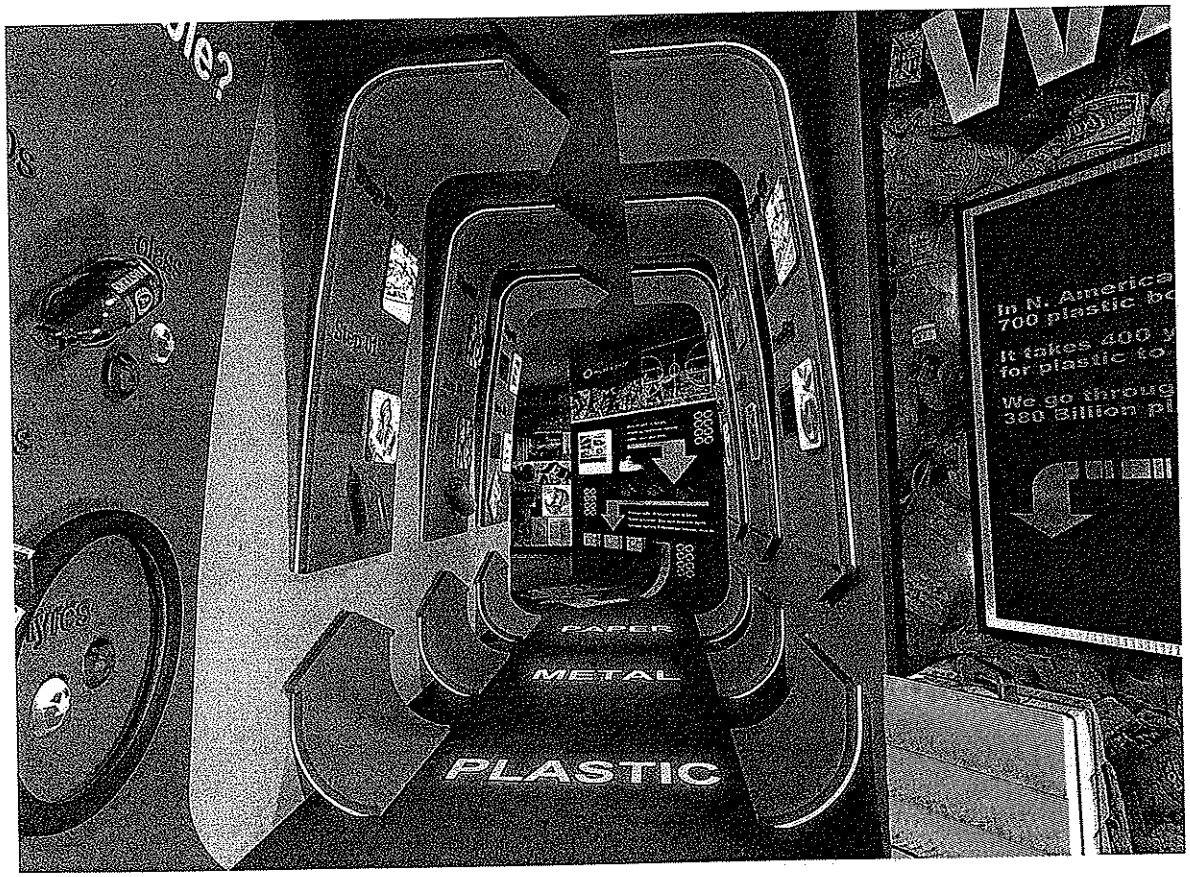
Stage Two Experience & Recycling Processes



These three material experiences form a tunnel that offers visitors the opportunity to better understand the recycling process of three materials: plastic, metal and paper as they pass through. Starting from the left, the actual products travels up and overhead as it transforms into it's recycled state. Each materials converts to it's recycled raw state on the opposite side.

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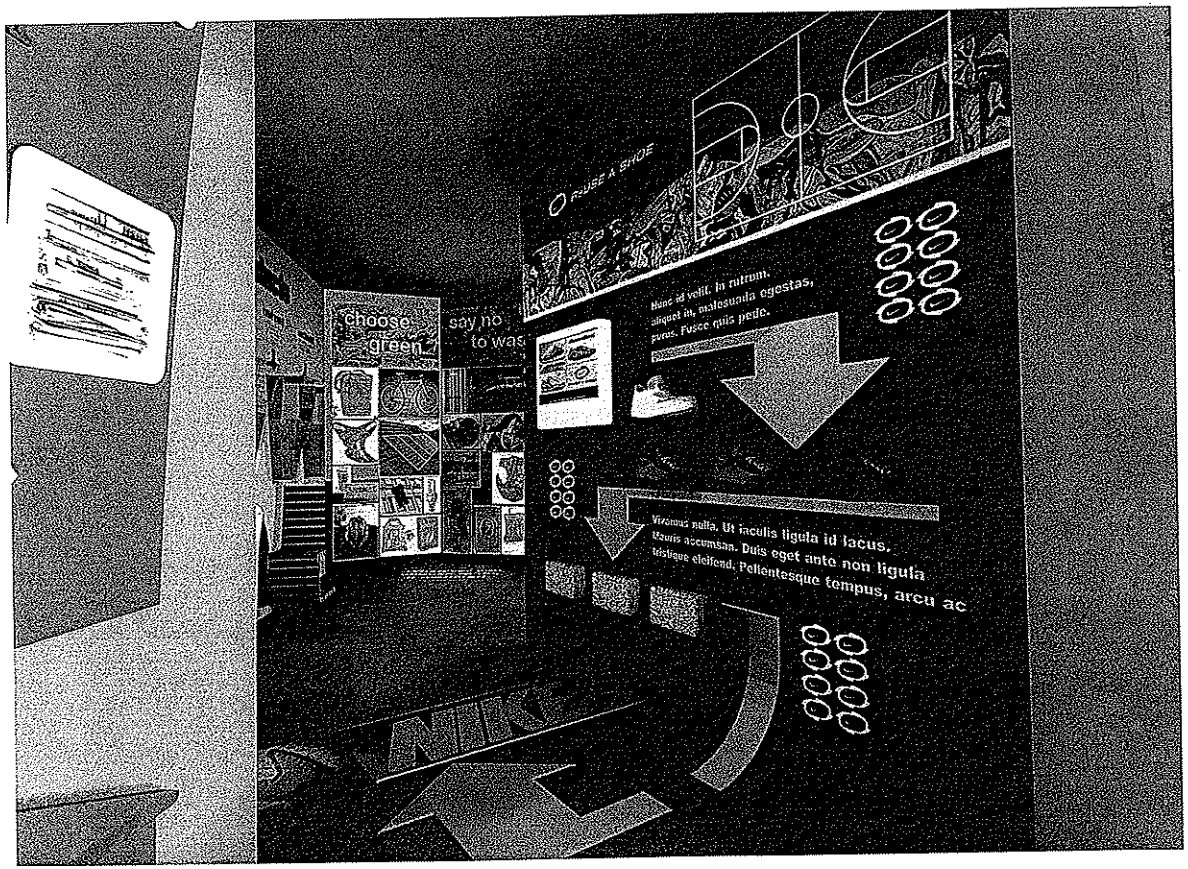
Stage Three Experience / Nike Resue-a-shoe



This wall features the entire Nike "reuse-a-shoe" program from the used shoe, to the ground raw material, all the way down to the Nike "grind" that makes up the floor of this display. The display is backed up with a video or website for greater interaction.

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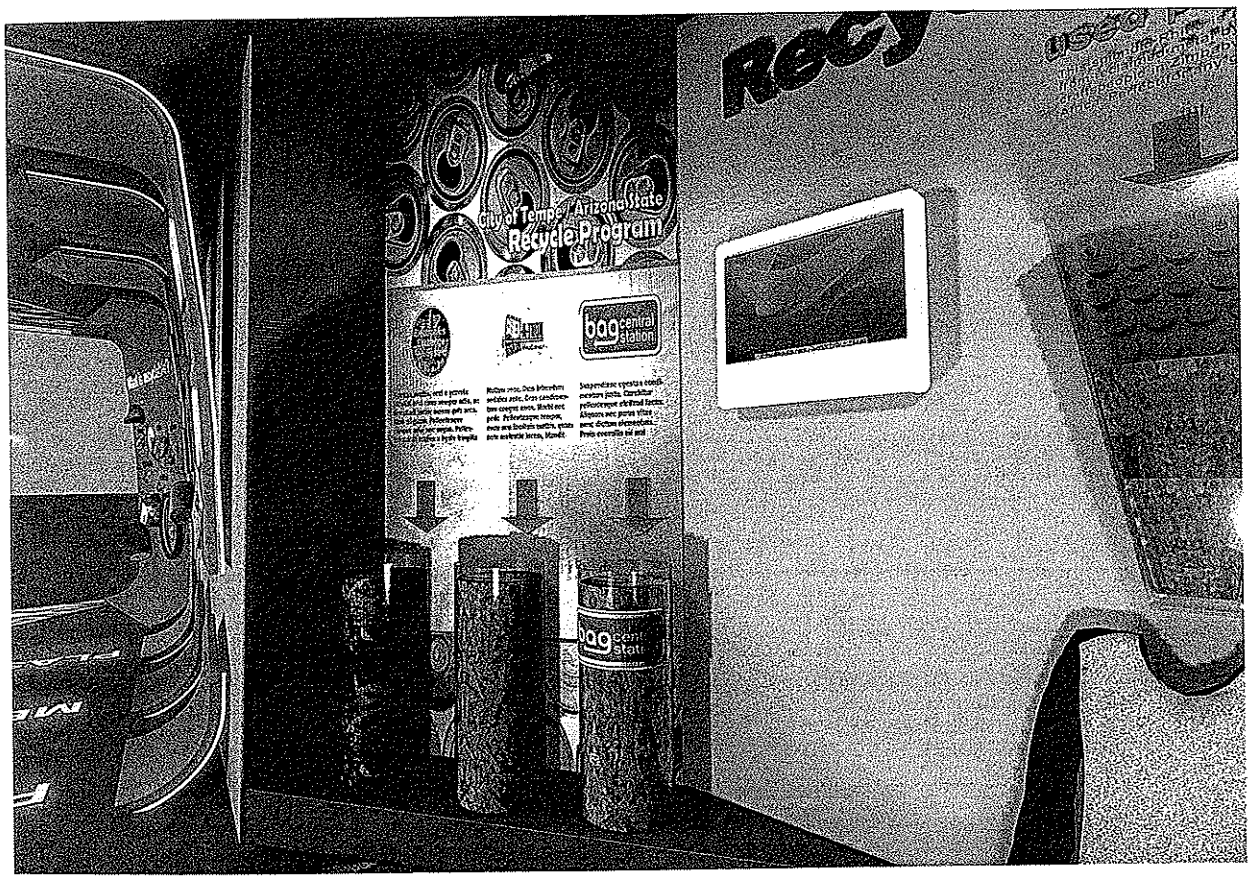
Stage Three Experience/ City of Tempe Local Recycling Programs



This experience highlights three main recycling initiatives available to local residents: e-waste, shred-a-thon and bag central station. There will be details information on where and how the visitors can participate.

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Stage Three Experience/ Recycling Product Pyramids

This displays showcase examples of the products that we can buy that are made from recycled post-consumer waste. We will show plastic, metal and wood being converted into everyday items.

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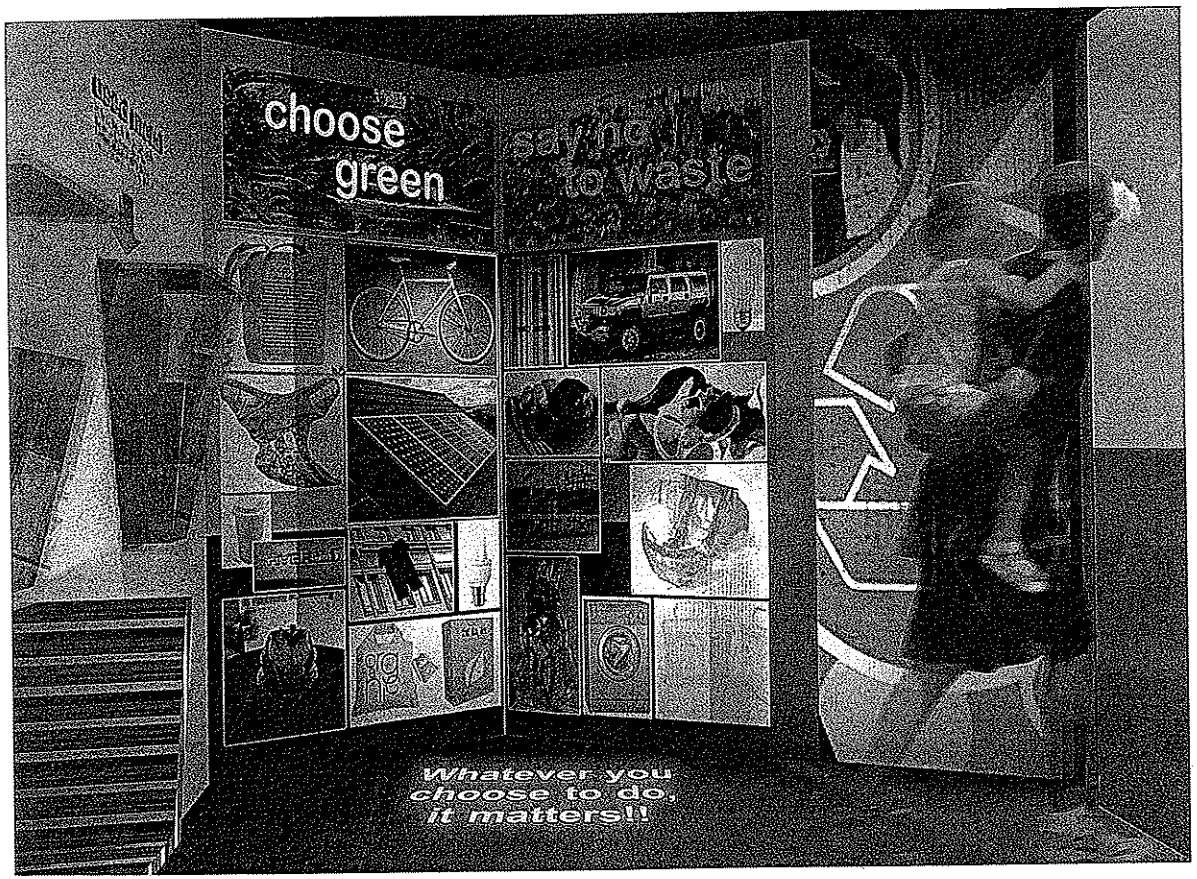
Stage Four Experience/ Choose For The Future



This final stage of the mobile environment is a call to action where visitors can witness the effects of their choices. The display will consist of a space divided into two halves. One side is covered in environmentally poor products and their negative effects. The opposite wall will offer corresponding green alternatives. A 50 year comparison of either projected "path" will educate visitors on the perils and benefits of each choice.

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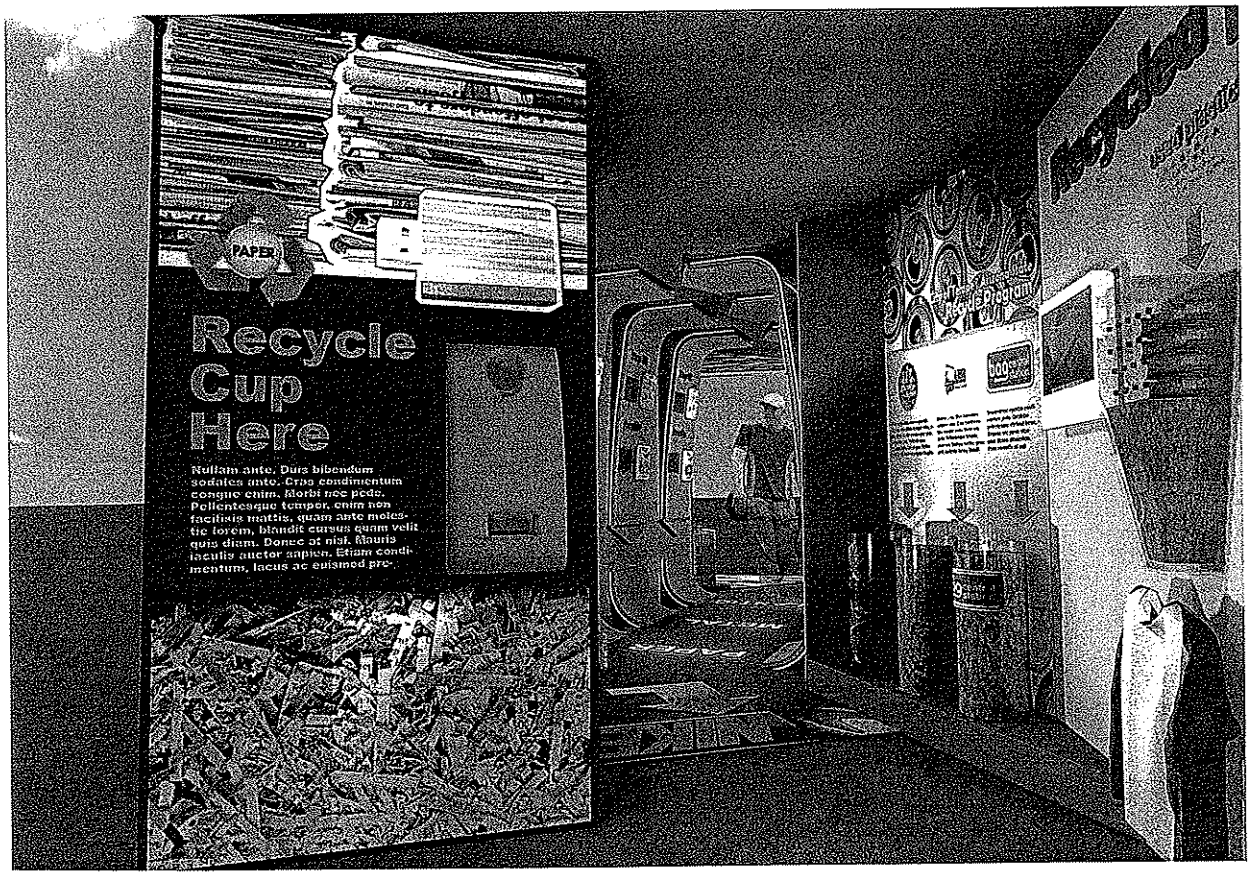
Stage Four Experience/Recycling Bin



This interactive feature encourages visitors to practice recycling. Through this "recycling experience", visitors will be asked to take a paper product that is given to them at the beginning of the tour and recycle it into a container. Then it will be magically converted into a USB key made of recycled paper which will hold information to further extend this learning experience at home.

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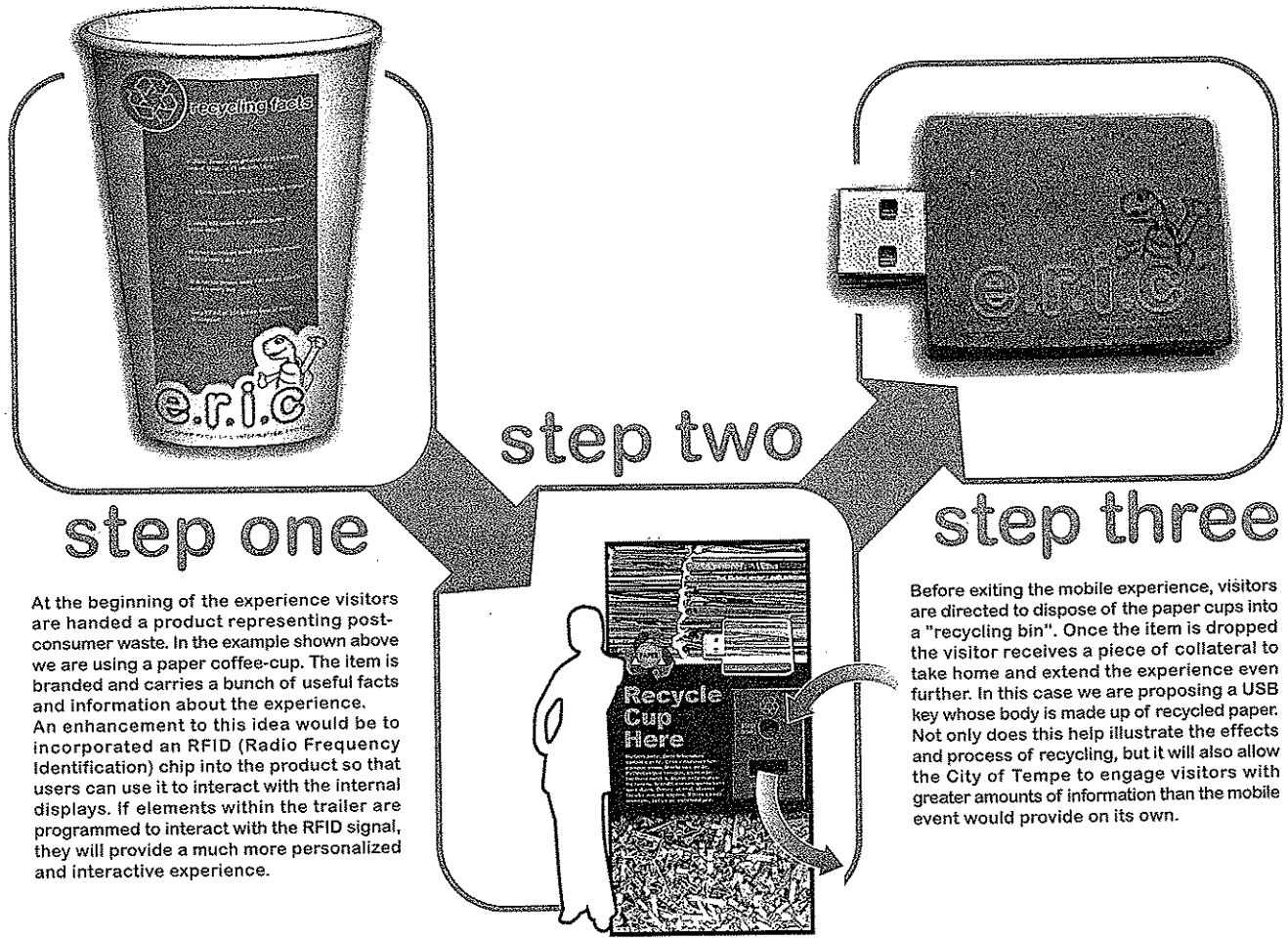
Interactive USB give-away Proposal



At the beginning of the experience visitors are handed a product representing post-consumer waste. In the example shown above we are using a paper coffee-cup. The item is branded and carries a bunch of useful facts and information about the experience.
An enhancement to this idea would be to incorporated an RFID (Radio Frequency Identification) chip into the product so that users can use it to interact with the internal displays. If elements within the trailer are programmed to interact with the RFID signal, they will provide a much more personalized and interactive experience.

Before exiting the mobile experience, visitors are directed to dispose of the paper cups into a "recycling bin". Once the item is dropped the visitor receives a piece of collateral to take home and extend the experience even further. In this case we are proposing a USB key whose body is made up of recycled paper. Not only does this help illustrate the effects and process of recycling, but it will also allow the City of Tempe to engage visitors with greater amounts of information than the mobile event would provide on its own.

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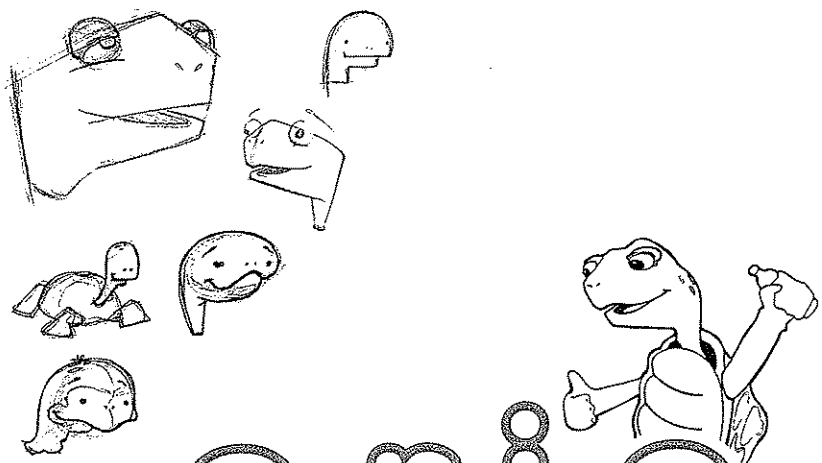
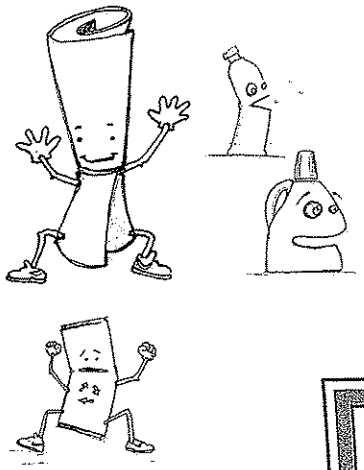
Mascot Character Development





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Jeanine Becker | Corporate Account Executive

Jeanine has extensive expertise in the exhibit and event management industry and understands the experiential elements that are key to implementing successful programs. Jeanine has spent the last 8 years as a tradeshow manager, inside convention manager and account executive and brings added value to the team with extensive experience working with domestic and international exhibit/event programs. Jeanine has an intimate understanding of the clients' wants and needs, and a natural talent for working with clients to develop cost-effective, turnkey solutions.

Adriano Almeida | Creative Director

Adriano is one of the young stars of the experiential design community. With a background in architecture and fine arts, and trained in Industrial Design, he has focused his talents on creating unique environments and events for some of the worlds top brands. Adriano has spent the last 12 years developing experiential programs and face-to face marketing initiatives. Originally joining Kubik in 2002, Adriano was recently named Creative Director. In this new role he lends his creative vision and marketing experience to every project Kubik undertakes.

LJ Savage | Project Manager

LJ has been in the event and entertainment business for over 25 years, working on many diverse projects including Major League Baseball's All-Star FanFest, the National Hockey League's All-Star FANtasy and U2's ZOO-TV Tour. As a Kubik project manager, he is responsible for the development of the production needs for many different projects. Coordination and management of production and budget from start to finish is paramount. LJ's work as a project manager with Kubik has included the Maple Leaf Sports Ford platforms, Red Bull North America, PhotoSensitive, the PGA, XP Events, and Adidas.

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QUOTATION

November 17, 2008

Anthony Allen
Procurement Officer
City of Tempe
20 E Sixth Street 2nd Floor
PO Box 5002
Tempe, AZ
85281

Re: ERIC (Education/Recycling Information Center) - Design and Construction
Our Reference Number: Q11917
Account Representative: Jeanine Becker

Dear Anthony

Please find description costs as follows for ERIC (Education/Recycling Information Center):

Description	Cost $USD
Design and Detailing • Product and engineering drawings	20,465.45
Warehouse and Transport	18,734.36
Installation • Installation on site Tempe and travel expenses • Includes training for local staff	16,674.25
Trailer • Exterior wrap, two sides 38'l x 9'h	14,977.00
Trailer • 3 zone interior - digital prints, vinyl graphics and floor graphic • 8 x 8 waste wall w/panel and weights • 8 x 10 tunnel right side with arrows and monitors • 8 x 8 Nike wall, including 19" widescreen LCD with DVD • 8 x 8 Hopper wall, including 19" widescreen LCD with DVD • 8 x 8 end wall	76,206.74
Trailer • Exterior 3 part recycling display • Digital prints	8,283.33
Gooseneck trailer • Trussed roof for a/c • Insulated walls and ceiling • Heat pumps units Please note the requirements/suggestions are: • Dodge 3500 dually • Ford F350 dually • GMC/Chevy 3500 dually • Diesel or gas engine choice would work with a larger truck like a Ford F450, 550 or 650 Truck will need a 5th wheel hitch rated for the adequate weight capacity along with a brake activator	59,196.11
TOTAL PROJECT COSTS FOR ABOVE	$214,510.24
Please note: Arizona state and local tax of 6.3% and all other taxes (where applicable) are in addition to, and not included in the total noted above.	

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Document Twenty Four_*Timeline*

- Contract award Saturday, January 10, 2009
- Contract signed and deposit received January 12, 2009
- Week of January 12-16, 2009

  Purchases begin
  All timelines reconfirmed and notifications sent regarding any changes
- Week of January 19-23, 2009

  Receive purchases and begin production process
- Week of January 26-30, 2009

  Build out of vehicle begins
  1st Monthly review
- Week of February 2-6, 2009

  Build out of vehicle continues
  Installation of components to vehicle
- Week of February 9-13, 2009

  Build out of vehicle continues
  Installation of components to vehicle
  Update all timelines
- Week of February 16-20, 2009

  All interactive media due from Tempe
  Interactive tests done
  2nd monthly review
- Week of February 23-27, 2009

  All graphic images due from Tempe
- Week of March 2-6, 2009

  Image production and placement done
- Week of March 9-13, 2009

  Final touch, prep and ready vehicle
- Vehicle Delivery week of March 15, 2009

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HYUNDAI | *Auto Show Exhibit*

Challenge:

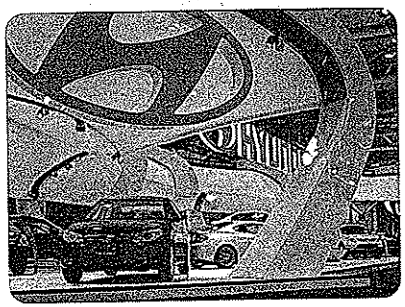
On the Canadian International AutoShow circuit, Hyundai competes with every other manufacturer to make their products stand out among the 1000 new vehicles on display. Our challenge was to create a striking new environment that would be an irresistible draw for customers and a showcase for the complete Hyundai line.

Highlights:

The kubik team drew on years of autoshow experience to create a dramatic, yet intimate 17,000 square foot environment for Hyundai. We erected a huge tensile structure as a canopy over the space – an innovative structure that combined swooping architecture, specialty lighting, flowing scrims and complicated canopies to create a strong brand presence.

Result:

The stylish enclosure was visible from almost anywhere on the show floor, forming a perfect backdrop for the Hyundai logo. It enabled Hyundai to present their cars in a way that consumers had never seen before.



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PHOTOSENSITIVE | *Canadian Cancer Society*

Challenge

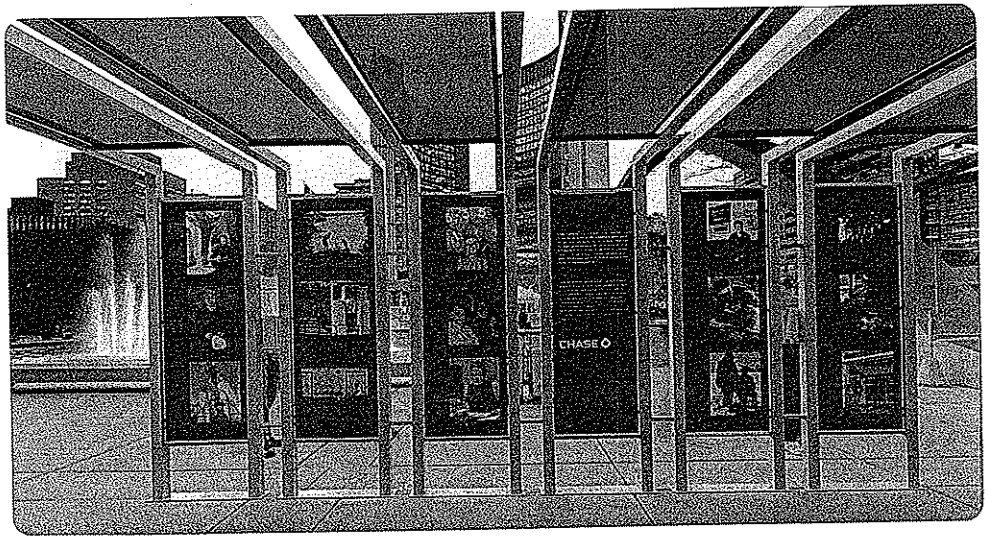
PhotoSensitive, a non-profit, national collective of photographers, the Canadian Cancer Society and *kubik* have joined together to create Cancer Connections - a unique photographic exhibit that documents the broad range of how cancer affects the lives of countless Canadians.

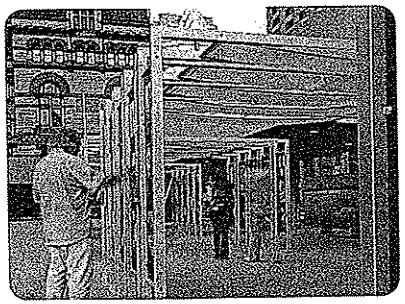
Highlights

Cancer Connections documents and explores a wide range of emotions associated with cancer, such as sadness, loss, hope and redemption. *kubik's* design places the exhibit's gripping photographs within a modernist overhead structure, which forms an arbor or tunnel that enables observers to pass through, surrounded by photos on all sides. The exhibit, having started with just 300 photos, has grown at each stop to now include more than 1,000 images, and the clean, simple design of the structure helps to underscore their powerful impact.

Results

kubik created a supporting structure that combines heft, presence and impact, yet is simple enough in its design that the emphasis remains on the powerful photos and compelling stories being told. The structure invites and welcomes visitors, but keeps the focus on the photos.





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HEINEKEN | *Mobile PET Bar*

Challenge:

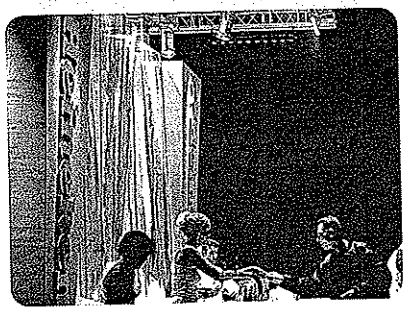
Heineken's new plastic PET bottle was the focus of an installation designed by the brewer's in-house architect and brought to life by *kubik*. Created as a traveling event, the Heineken Pet Bar had to have enough impact and excitement to properly introduce the new bottle at major outdoor events and concerts.

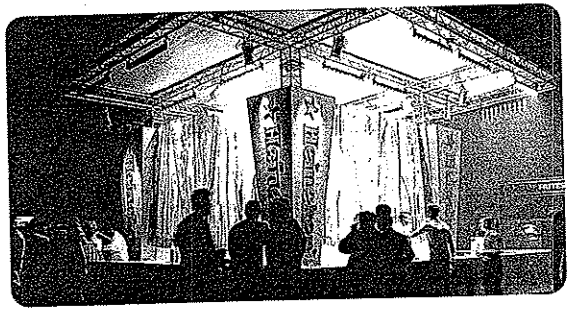
Highlights:

kubik designed the new PET Bar around a shimmering wall built entirely from decorative slabs of real ice. Beer was served in PET bottles pulled from large basins filled with ice rather than from traditional industrial coolers, creating a sense of fun and familiarity.

Results:

The new design transformed standard trusses and other components into a workable traveling event for Heineken, and created a sensation at outdoor events and concerts like AHOY, Dance Valley, Fast Forward, and Impulz - outdoor festivals that are visited by tens of thousands of dance/music enthusiasts.





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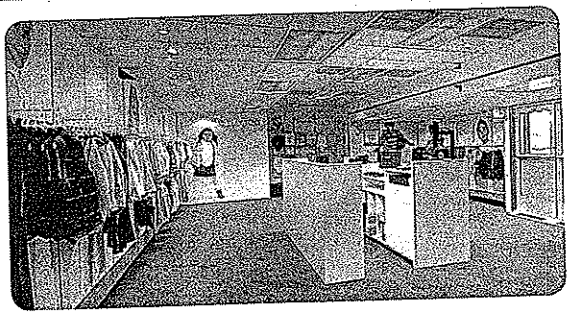
LOBLAW'S | *Joe Fresh Trailer*

Challenge:
Loblaw's new "Joe Fresh" brand was developed to give their customers new quality clothing choices, so *kubik's* challenge was to create a national promotional concept that would be mobile, memorable and above all, fresh.

Highlights:
kubik's idea was to introduce Joe Fresh by getting it out of the store and into the minds of the audience. We designed a traveling salesroom that would take the line to the customer, rather than wait for them to discover it in-store. Our mobile store was completely self contained and could be transformed from road-worthy to open-for-business in less than 1 hour. No outside help was needed except to staff and restock merchandise that was sold on a daily basis.

Results:
The campaign goal of meeting customers "beyond the store" was achieved and customers across the country were able to see, try and buy – and then decide to come to Loblaw's stores for more.



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NISSAN CANADA | *Shift into Gear Mobile Event*

Challenge:

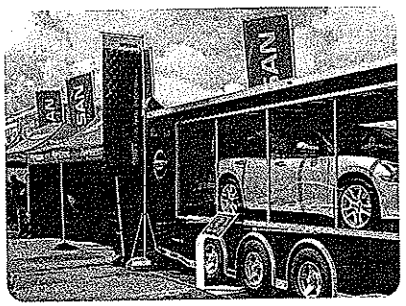
The Nissan Canada team knows from experience that with *kubik* on their side, they can think as big as they want to, and we'll turn the vision into rolling reality. For the '09 model launch season, we went over the top, and out on the road with the "SHIFT_into gear" Experience.

Highlights:

"SHIFT_into gear" was a totally immersive Nissan experience: a combination of hospitality, unique and exclusive content, and of course, an extended test drive of their favourite Nissan vehicle. *kubik* designed and managed elements of "SHIFT_into gear", from inspiration to invitation, site selection to staging, and graphics to giveaways. Central to the success of the cross-Canada experience were two *kubik*-designed and built trailers - one 26 ft with glass sides that became a rolling showcase for the fabulous '09 GT-R, the supercar for everyone, the other a 53 ft transporter for the tons of equipment, supplies, signage and other gear needed at each location.

Results:

In 5 Canadian cities *kubik* and Nissan gave nearly 3,500 drivers a fully branded experience, and strong dealer participation at each location helped transfer the positive results of the program to local sales floors.



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NIKE | *World Cup Parks*

Challenge:

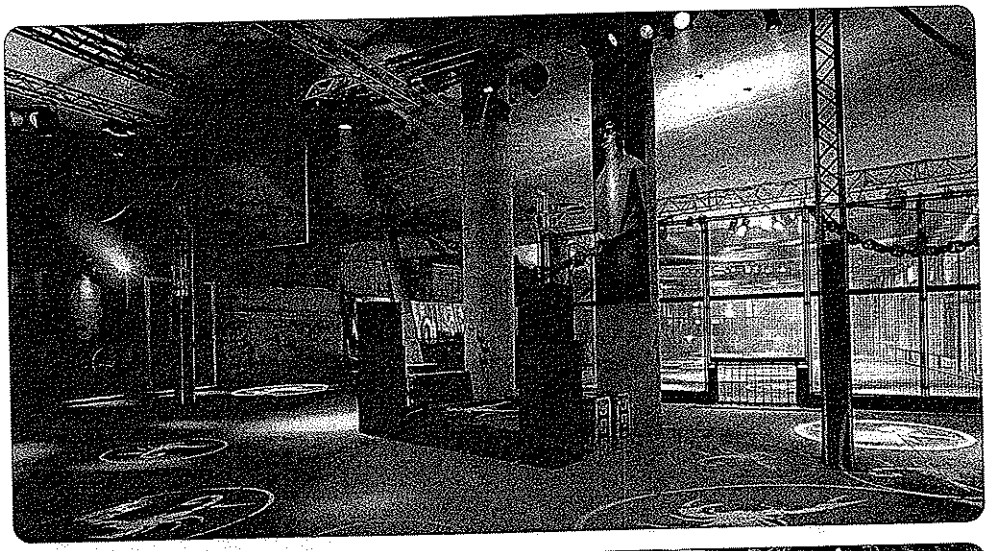
Today's Nike doesn't "just do it" – it does it raw, rough and edgy. That was our brief from Nike Design for creating a series of street-savvy, multi-media, high energy sporting events. Targeted at soccer-loving kids all over the world, 20 events had to be timed to complement an on-going worldwide advertising campaign.

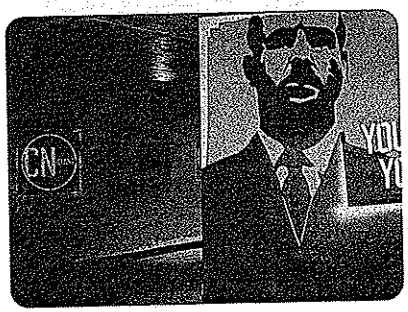
Highlights:

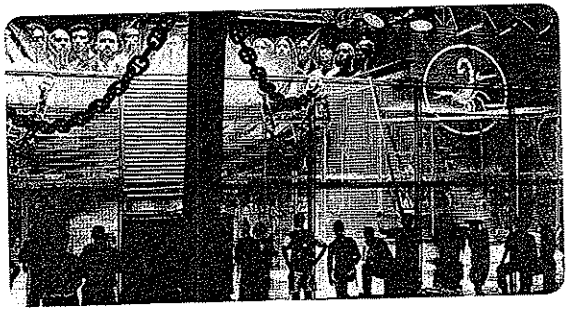
kubik staged events in some pretty raw places: an abandoned slaughterhouse, an old tanker ship, an unfinished subway station, to name just a few. We gave each location a tough industrial feel, using chain link, oil drums, rusted metal walls and super-graphics of the world's best soccer players. Visuals, lighting and live DJ sound made the events into totally immersive brand experiences.

Results:

We worked on five continents in 10 different languages to provide a total Nike branded environment, and played host to thousands of young soccer fans. Nike met their goal of bringing a great advertising campaign into the street and reinforcing the connections between their brand, their market, and soccer: the sport they both support.







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E-ON | *Visitor's Center*

Challenge:

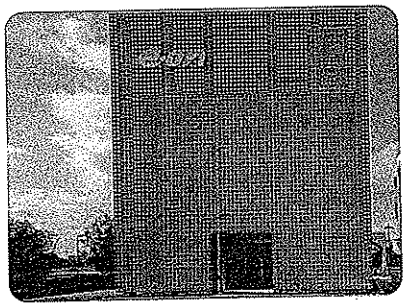
E.ON, one of the world's largest energy companies, asked *kubik* to create a visitor centre concept with a big mandate: explore the role of energy in our daily lives, promote information sharing, invite feedback, stimulate open dialogue – all within a format that is suitable for new power plants in several different countries.

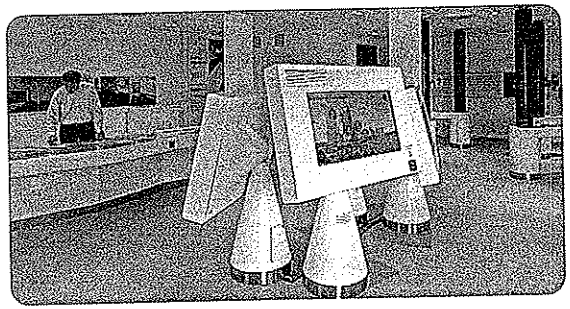
Highlights:

The *kubik* team based all development on a single story line: "Energy is all around us". The idea allowed each visitor centre to become an "Energy MeetingPoint" where visitors could use the interactive displays to calculate their own carbon footprint and explore the options and implications of different energy mix scenarios. (solar, wind, gas, coal, etc.). *kubik* also produced a special Style Guide that incorporates both the graphical and interior design language and ensures a consistent presentation, while allowing for local variations to meet the needs of different stakeholder groups.

Results:

The visitor centre's meeting rooms, corporate areas and tailor-made interactive displays help explain the technology and the environmental aspects of modern power generation. The centres have been successful in facilitating education and creating open dialogue about both the present and future of E.On power plants.





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FREEDOM FORUM | *Newseum*

Challenge:

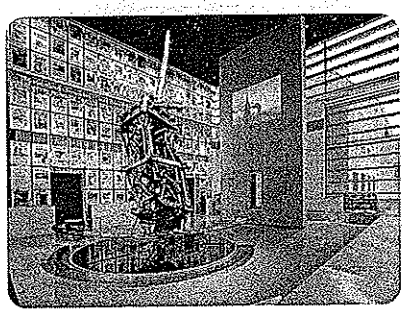
The Newseum is the world's most comprehensive presentations of international news artifacts and is one of the most talked about museums in Washington D.C. *kubik* was responsible for housing the museum's huge collection – over 81,000 pounds of priceless materials – and for developing exciting new approaches to installation and usage.

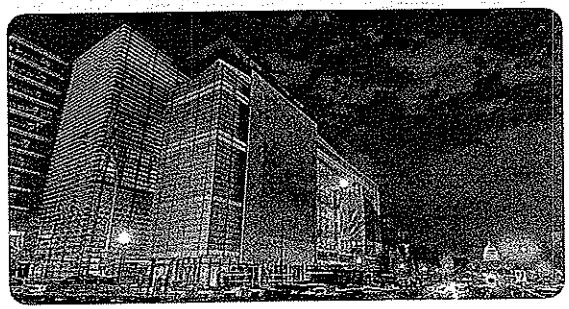
Highlights:

The Newseum has over 250,000 square feet of space and contain thousands of artifacts of great historical and social importance, including a shrapnel-riddled news truck, an original Berlin Wall guard tower, and a gallery featuring every Pulitzer Prize winning photograph taken since 1942. Innovative and interactive multimedia centres, designed by *kubik*, broadcast major news items from the past fifty years and show video interviews with nearly 70 Pulitzer Prize winning photographers. In all, *kubik* shipped over 100 tractor trailers of materials to be used throughout the Newseum's 15 theaters, 14 major galleries, 130 interactive stations and two cutting-edge broadcast studios.

Results:

The 3-year Newseum project required us to develop new approaches to installation and innovative new ways to utilize materials. The unique content and exciting installation have made The Newseum one of Washington's premier cultural destinations, and critics agree that it represents the future in terms of design and construction of museum galleries.





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Form **W-9**
(Rev. October 2007)
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.

Name (as shown on your income tax return) KUBIK MALTBIE, INC.

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ .....
☐ Other (see instructions) ▶
☐ Exempt payee

Address (number, street, and apt. or suite no.)
708 FELLOWSHIP ROAD

Requester's name and address (optional)

City, state, and ZIP code
MOUNT LAUREL, NJ 08054-1004

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 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 chart on page 4 for guidelines on whose number to enter.

Social security number
: :
or
Employer identification number
20: 5934094

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).

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 4.

Sign Here Signature of U.S. person ▶ [signature] Date ▶ 11/14/08.

General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

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

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

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

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

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

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

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

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

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

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

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

Payments you receive will be subject to backup withholding if:

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

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Penalties

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

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

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

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

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the business name, sign and date the form.

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Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

2. The United States or any of its agencies or instrumentalities,

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,

9. A futures commission merchant registered with the Commodity Futures Trading Commission,

10. A real estate investment trust,

11. An entity registered at all times during the tax year under the Investment Company Act of 1940,

12. A common trust fund operated by a bank under section 584(a),

13. A financial institution,

14. A middleman known in the investment community as a nominee or custodian, or

15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 7[2]

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

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

Part I. Taxpayer Identification Number (TIN)

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

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at *www.ssa.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting *www.irs.gov* or by calling 1-800-TAX-FORM (1-800-829-3676).

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

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

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

Part II. Certification

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

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

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

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

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

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