

# PROPOSAL FOR EMERGENCY EQUIPMENT REMOVAL, INSTALLATION, AND TROUBLESHOOTING SERVICES

**Submitted by:** One Stop Mobile Technology Specialist & Communication. LLC

**Date:** 05/07/2025

---

## I. Business Overview

My name is **Octavio Villalobos**, and I am the owner and operator of **One Stop Mobile Technology Specialist & Communication, LLC**, based in El Paso, Texas. I specialize in the **installation, removal, repair, and diagnostics** of emergency vehicle equipment. With over 20 years of direct experience serving city, county, and federal law enforcement fleets, I take pride in offering high-quality, efficient, and dependable services tailored to public safety needs.

---

## II. Scope of Services

I am pleased to offer the following services to the Horizon City Police Department:

### 1. Installation and Removal

- Emergency lighting (lightbars, strobes, grille lights)
- Sirens and PA systems
- Partitions and equipment consoles
- Custom brackets and mounting hardware

### 2. Technology Integration

- Mobile data computers (MDCs)
- License plate recognition systems (ALPRs)
- In-car video and body camera integration
- GPS and fleet tracking systems

### 3. Diagnostics and Troubleshooting

- Electrical inspections and repairs
- Fault isolation and rewiring
- Resolution of performance issues

### 4. Specialty Services

- Setup for marked units, undercover vehicles, and police motorcycles
- Custom installations based on agency specifications

### 5. On-Call Emergency Support

- Mobile services available for urgent field repairs
  - Quick response to minimize operational disruption
-

### III. Service Timeline

I understand the importance of keeping your fleet operational. Below is an estimated timeline for services:

Service	Estimated Time
Standard Equipment Installation	4–8 hours per vehicle
Full Setup (new vehicle)	2-3 weeks
Equipment Removal & Transfer	1-3 days
Minor Repairs	2-4 hours from request
Troubleshooting	1-2 days

I will coordinate with your department to ensure services are scheduled around your availability and operational needs.

---

### IV. My Commitment

- **Mobile Capability:** I provide all services on-site, eliminating the need to transport vehicles.
  - **Hands-On Experience:** I personally perform the work with precision and attention to detail.
  - **Quick Response:** I am available around the clock to respond to service requests.
  - **Quality Control:** I perform final system tests to ensure everything is fully operational and safe.
  - **Tailored Solutions:** I offer flexible and customized installations to meet your department's standards.
- 

### V. Contact Information

**Octavio Villalobos**

(915) 314-2909

onestopmobileservice@outlook.com



## SOLICITATION DOCUMENT

2025-124RFP

Emergency Vehicle Equipment Installation and Maintenance f/ PD (Re-Bid)


### TABLE OF CONTENTS

1. TOWN OF HORIZON CITY BACKGROUND
2. PROJECT SCOPE OF SERVICES
3. PROJECT ROADBLOCKS
4. GENERAL TERMS AND CONDITIONS
5. SOLICITATION INSTRUCTIONS
6. EVALUATION, DECISION CRITERIA AND AWARD MATRIX
7. PROPOSAL SUBMITTAL FORMAT
8. ADDITIONAL INFORMATION

### SOLICITATION ATTACHMENTS:

Exhibit A – Town of Horizon City Standard Terms and Conditions

By signing the proposal, the Proposer acknowledges that all facts contained in it are true to the Proposer's best knowledge and that Town of Horizon City may rely upon such and that the Proposer has read the entire document and agreed to the terms therein. The undersigned, by his/her signature, represents that s/he is authorized to bind the Proposer to fully comply with the Specifications, Scope and General Requirements for the amounts shown on the accompanying pricing schedule and by signing the proposal, the Proposer acknowledges that all facts contained in it are true to the Proposer's best knowledge and that Town of Horizon City may rely upon such.

Name and Address of vendor		Name and Title of Person Authorized to Sign Offer (Failure to sign shall result in rejection of offer)	
Company Name	One Stop Mobile Technology Specialist & Communication, LLC	Print Name	Octavio Villalobos
Contact Name	Octavio Villalobos	Title	Owner
Address	304 La Puerta Dr.	Signature *	
City, State & Zip	El Paso, TX 79932	Original must be signed in Ink.	
Telephone No.	(915) 314-2909	Date	05/07/2025
E-mail address:	onestopmobileservice@outlook.com		

## 1. TOWN OF HORIZON CITY BACKGROUND

The municipality of Horizon City, Texas, established through a referendum on October 22, 1988, derives its name from the Horizon Corporation, the real estate development entity responsible for its inception as a planned community in the early 1960s.

As of the 2024 United States Census, Horizon City has a population of 26,128, reflecting a growth of over 35% since the 2010 Census. Covering an area of 8.72 square miles, Horizon City serves as the primary urban gateway for travelers from the eastern regions of West Texas, playing a pivotal role as the initial point of welcome for numerous new arrivals. Over the past two decades, the town's population has doubled, with projections indicating a further twofold increase within the next decade. This rapid expansion underscores a burgeoning demand for goods and services within the Horizon City community, a demographic that boasts the highest median household income across El Paso County.

Originally conceived as a suburban enclave, Horizon City has evolved to diversify its developmental landscape. This evolution includes a strategic shift towards pedestrian-centric initiatives, exemplified by the forthcoming Central Business District. Emulating the vibrancy of contemporary urban downtowns, this district will integrate transit-oriented design principles, inviting both residents and visitors to revel in Horizon City's renowned sunny climate and exceptionally low crime rates.

Experience the allure of Horizon City firsthand by exploring its premier amenities, including the esteemed Horizon City Golf Course and an array of entertainment options. These attractions collectively contribute to Horizon City's appeal as a prime destination for residents, businesses, and developers alike.

Procurement opportunities may currently be found in the El Paso Times. Projects are usually advertised in the Wednesday edition. Online Procurement opportunities are available on Town of Horizon City's website: <https://horizoncity.bonfirehub.com>

## 2. PROJECT SCOPE OF SERVICES

This information can also be found under the posting for this solicitation located at <https://horizoncity.bonfirehub.com>.

### **Scope of Services:**

#### **Installation of Emergency Lights and Sirens:**

Install emergency lighting and siren systems, ensuring compliance with all regulatory standards and seamless integration with existing vehicle systems.

#### **Internal Lighting:**

Equip vehicles with internal lighting solutions that meet operational needs, including red/white dome lights, task-specific lighting, and cargo area illumination.

#### **Troubleshooting Inoperable Lights:**

Diagnose and repair malfunctioning emergency and internal lighting systems promptly to maintain vehicle safety and visibility.

#### **Installation of Mobile Computer Terminals (MCTs):**

Securely mount and configure MCTs, ensuring proper power supply and network connectivity. Must include cable management and easy to use placement.

#### **Troubleshooting Electrical Issues:**

Provide expert diagnosis and resolution of electrical system malfunctions, including wiring issues, power distribution, and component failures.

**Installation of Vehicle Cages:**

Install safety partitions and cages for secure transportation of detainees, ensuring durability and compliance with department standards.

**Installation of Slide-Out Trays:**

Fit slide-out storage trays in cargo areas for efficient equipment access and organization.

**On-Call Services:**

Offer 24/7 on-call support for all installation, repair, and troubleshooting needs, with the ability to perform services on-site at the police station or designated locations.

**Installation of Mobile High-Power Radios:**

Install and configure high-power mobile radios with proper antenna placement and wiring to ensure reliable communication.

**Installation of Emergency Equipment:**

Equip vehicles with additional emergency tools such as PA systems, siren amplifiers, and push bumpers with integrated lighting.

**Installation of Video System Center Consoles:**

Install and integrate video recording systems within center consoles, ensuring secure and accessible storage of recording devices.

**Installation of In-Car Video Recording Systems:**

Install high-definition in-car camera systems with integrated microphones, ensuring proper field of view and reliable recording capabilities.

**Installation of Gun Racks:**

Securely mount gun racks in patrol vehicles, ensuring quick accessibility.

**Repairs and Troubleshooting:**

Perform regular maintenance, emergency repairs, and diagnostic services for all installed equipment and systems.

**Installation of Radars:**

Mount, calibrate, and test radar systems to ensure accurate speed enforcement capabilities.

**Motorcycle and Undercover Vehicle Services:**

Provide specialized installation and customization for motorcycles and unmarked vehicles, including discrete mounting of equipment.

**Custom Fabrication of Metal Brackets:**

Design and fabricate custom metal brackets and mounting solutions for non-standard or specialized emergency equipment.

**Number of Vehicles:** 35 vehicles and 1 Motorcycle (List of vehicles attached)

**Type of emergency vehicles include:**

Ford Explorer

Ford Taurus

Ford F-150

Ford F-250

Ford F-350

Ford Fusion

Harley Davidson

Nissan Altima

### 3. PROJECT ROADBLOCKS

- 31 Limited availability of specialized parts for older or non-standard vehicles, which could delay repairs and installations.
- 32 Coordination of timely service to minimize vehicle downtime, especially for frontline patrol vehicles that need to remain in service.
- 33 Ensuring that all custom installations meet the unique specifications of each vehicle type, especially for specialized vehicles such as motorcycles and undercover units.

### 4. GENERAL TERMS AND CONDITIONS

- 41 **Group Purchasing Organizations (GPOs) and Cooperative Contracts (COOPs):** – Town of Horizon City Participates in many different GPOs and COOPS. If your company participates in any Buying Groups and is awarded a contract, all sales, contracts and orders will be reported back to the respective GPO or COOP. If the response submitted falls under a GPO or COOP state which one in your submittal response to this solicitation. Town of Horizon City is a member of the following GPOs and COOPS: Region 19, BuyBoard, Omnia Partners, TxMAS, the Texas Department of Information Resources (DIR) and others.
- 42 **Formal Competitive Process:** This solicitation is a formal competitive process. All questions or other matters related to this solicitation must be directed only to Town of Horizon City Procurement Services through the Vendor Discussion section as instructed in section 4.1 of this solicitation. Any Proposer, including those currently contracted with Town of Horizon City, who fails to comply with this limitation, may be disqualified from the selection process.
- 43 **Town of Horizon City reserves the right to:**
  - (a) At its sole discretion, reject any and/or all responses, to waive any informality, or to change the listed dates.
  - (b) Request clarification of information submitted and to request additional information of one or more Proposers.
  - (c) At its sole discretion, modify or suspend any and all aspects of the selection process, including, but not limited to this solicitation, and all or any portion of the selection process subsequent to the solicitation, to obtain further information from any Proposer, to waive any defects as to form or content of the solicitation or any other step in the selection process, and to accept or reject any Proposer for entry into any contract.
  - (d) Award the contract to another Proposer(s) if the initially selected Proposer(s) does not execute a contract within thirty (30) days after the acceptance of the response by Town of Horizon City.
  - (e) Without further discussion, award one contract to a single or multiple companies after receipt of proposals. Therefore, Town of Horizon City emphasizes the importance of submitting the most favorable terms in the initial response.
- 44 **Proposer Submittals/Responses:** The Proposer understands and acknowledges the following:
  - (a) Proposers who submit a response to this solicitation do so at their own expense. Any costs incurred during the development, preparation, and submission of solicitation responses shall be borne solely by the Proposer. Town of Horizon City will not pay or reimburse any Proposer for costs related to this solicitation or negotiation of any contract.
  - (b) A Proposer who does not respond to this solicitation by the due date will be eliminated from the selection process. Responses are due to Procurement Services in accordance with the specifications of this solicitation.

- (c) Any response may be withdrawn up to the date and time specified for the submission of the responses. Any response not so withdrawn shall constitute an irrevocable offer, for a period of one-hundred twenty (120) days from final due date of submission, to provide to Town of Horizon City the services proposed, or until one or more of the responses have been accepted and approved by Town of Horizon City.
- (d) Town of Horizon City will independently verify the Proposer's ability to perform as proposed.
- (e) The issuance of this solicitation does not imply any commitment on the part of Town of Horizon City nor any of its individual representatives to accept in part or in whole any of the submitted proposals.
- (f) Any agreement or contract resulting from the acceptance of a response shall be approved by Town of Horizon City. The contract shall contain, at a minimum, applicable provisions of this solicitation. Town of Horizon City reserves the right to reject any proposed agreement that does not conform to the terms and conditions and any Town of Horizon City requirements for agreements and contracts.
- (g) Material exceptions to the solicitation, including terms and conditions, delivery, specifications, or payment terms may constitute grounds for rejection of the submission.
- (h) Town of Horizon City, at its sole discretion, may reject any response/submittal that is incomplete or does not meet minimum/mandatory requirements and/or scope.
- (i) Town of Horizon City, at its sole discretion, may select more than one vendor(s) which best serve Town of Horizon City's interests.

**45 Proposer Waiver:** By Proposer's submission of a response to this solicitation, Proposer waives any claim against Town of Horizon City by reason of any or all the following:

- (i) any aspect of this solicitation, the selection process or any part thereof, (ii) any informalities or defects in the selection process, entering into any agreement, the failure to enter into an agreement, any statements, representations, acts, or omissions of Town of Horizon City, (iii) the exercise of any discretion set forth in or concerning any of the foregoing, and any other matters arising out of all or any of the foregoing.

**46 Open Records:** Town of Horizon City is a governmental entity subject to public disclosures requirements outlined under Chapter 552, *Texas Government Code* ("Chapter 552") which may include documents submitted in response to this RFP. Town of Horizon City strictly adheres to Chapter 552 and interpretations of Chapter 552 rendered by the courts and the Texas Attorney General.

**47 Advertising:** The Proposer shall not use Town of Horizon City's name, logos, images, or any data or results arising from this solicitation, or a contract awarded pursuant to such, as a part of any commercial advertising without first obtaining the prior written consent of the Town of Horizon City.

**48 License and Permits:** The successful Proposer shall obtain and maintain in full force and affect all required licenses, permits, and authorizations necessary to perform the awarded contract. The successful Proposer shall supply Town of Horizon City with evidence of such licenses, permits, and authorizations. This evidence shall be submitted after the contract award. All costs associated with any such licenses, permits, and authorizations shall have been included by the Proposer in its proposal response.

**49 Vendor Credentialing:** Town of Horizon City requires all vendors and contractors to obtain a credential if accessing any facilities. **Vendors and contractors are solely responsible for all costs incurred by it as part of the credentialing process.** NOTE: This process only applies to the awarded Proposer(s). Awarded vendors and contractors must have all employees that will be

inside any Town of Horizon City facility submit to this process. Only approved employees will be allowed to enter any Town of Horizon City facilities.

**4.10 Access to Town of Horizon City Facilities: The Proposer understands, acknowledges and agrees to the following:**

- (a) All vendor representatives, desiring access to Town of Horizon City facilities must have an approved appointment, be credentialed through the vendor credentialing system and register each time access is required. All these requirements must be met prior to access being granted for entrance to Town of Horizon City properties.
- (b) Upon approval of the vendor credentialing process, to gain access to the desired facility/department, the vendor representatives are to register, at the designated vendor credentialing location indicated in the Vendor Protocol Book, retrieve the appropriate photo ID badge and authorization to proceed to their destination.
- (c) Unannounced visits to any area or facility are not allowed.
- (d) Access to individual areas in Town of Horizon City facilities is determined by the sensitivity of each area and the vendor representative's level of access. Vendor representatives will be permitted access only to those areas for which their credentialing is authorized and approved.
- (e) Vendor representatives are not allowed to visit areas beyond their level of access.
- (f) Vendor representatives should conduct business from 8 a.m. to 5 p.m. on weekdays unless a duly authorized individual from Town of Horizon City specifically requests visitation or if there is a specific need to conduct business during alternative hours of the day or on weekends (i.e., in-service training, delivery of a product required to address an urgent patient need or emergency, or other bona-fide need).
- (g) Meetings between vendor representatives and Town of Horizon City staff may not take place in unauthorized areas.
- (h) Vendor representatives may not post any notices that promote their products or a program that they are sponsoring. Program notices must be posted by the Town of Horizon City representative responsible for that program and in accordance with Town of Horizon City policies for posting notices.
- (i) The vendor credentialing and registration process must be completed and approved before a vendor representative will be allowed to be present during procedures.
- (j) Vendor representatives are strictly prohibited from having direct patient contact or operating any medical equipment that is in direct patient contact. Vendor representatives that have approved credentialing and access to the Surgical Services area must comply with perioperative policies and procedures.

**4.11 Contract and Contract Conditions: If awarded a contract, Proposer agrees to the following:**

- (a) Contract Term: The contract will be awarded for the term outlined in this solicitation, commencing from the date of award. If delays in the solicitation process result in an adjustment of the anticipated contract effective date, the Proposer agrees to accept a contract for the full term of the contract. Unless otherwise specified in this solicitation, the initial contract term is a three (1) year term with two (2) one (1) year renewal periods.
- (b) Contract Renewal Periods: The contract may be renewed for the number of years outlined in this solicitation. Any renewal of the contract under this provision will be put into effect by mutual agreement between Town of Horizon City and the Contractor. The original terms and conditions will remain in effect for any renewal period.
- (c) Contract Transition: In the event services end by either contract expiration or termination, it shall be incumbent upon the Contractor to continue services, if requested by the TOHC Police



Department, until new services can be completely operational. The Contractor acknowledges its responsibility to cooperate fully with the replacement Contractor and Town of Horizon City to ensure a smooth and timely transition to the replacement Contractor. Such transitional period shall not extend more than one-hundred twenty (120) days beyond the expiration date of the contract, or any extension thereof. The Contractor will be reimbursed for services during the transitional period at the rate in effect when the transitional period clause is invoked by Town of Horizon City.

- (d) Price must remain firm and fixed for the duration of the contract term or agreed upon renewal options.

- 4.12 Oral Presentations:** As part of the selection process, Proposer(s) may be asked to make oral presentations. If an oral presentation is requested, the Proposer(s) may be asked to elaborate on elements of their response and to demonstrate understanding of Town of Horizon City's request. The process of evaluating proposals and conducting any subsequent interviews may extend, at a minimum, one month following the solicitation deadline.

This solicitation or request to make an oral presentation shall not obligate Town of Horizon City to accept or contract for any services whatsoever. Town of Horizon City reserves the right to request additional information or material deemed necessary to assist in the selection process and to modify or alter any or all the requirements herein. In the event of a modification, all Proposer(s) who submit timely responses will be given an opportunity to modify their responses in the specific areas affected.

- 4.13 Certificate of Interested Parties – Form 1295:** In 2015, the Texas Legislature adopted House Bill 1295. The law states that a governmental entity or state agency may not enter certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered on or after January 1, 2016. To obtain additional information on HB 1295, to learn more about Texas Ethics Commission's process to create a new account or to complete an electronic version of Form 1295 for submission with a signed contract, please go to the following link: <https://www.ethics.state.tx.us/tec/1295-Info.htm>. **In the event of any contract award related to this solicitation and is in excess of \$250,000, the pending awarded vendor must submit and return to Town of Horizon City Form 1295 with any signed contract agreement. Failure to return this form along with a signed contract, the Director of Procurement Services will deem the contract document as incomplete and not eligible for approval and execution.**

## 5. COMMUNICATION AND SOLICITATION INSTRUCTIONS

Town of Horizon City will communicate all solicitation documents and addenda using the Bonfire Hub website, <https://horizoncity.bonfirehub.com> for the following activities:

- To post the solicitation
- To receive any questions or inquiries
- To issue any associated addenda
- To post award notice

- 5.1 Vendor Questions:** To contact Town of Horizon City or ask questions in relation to this solicitation, Proposers must register with Town of Horizon City's e-procurement portal at

<https://horizoncity.bonfirehub.com> and initiate the communication electronically through the Vendor Discussions section of the project posting for this solicitation. Town of Horizon City will not accept any Proposer's communications by any other means, except as specifically stated in this solicitation. Vendor's questions regarding any aspect of this solicitation shall be submitted **no later than the date and time specified in the project posting for this solicitation**. Questions should be asked in consecutive order, from beginning to end, following the organization of the solicitation. Questions received after the deadline identified above will not be addressed, answered, nor acknowledged. Town of Horizon City is not obligated to respond to any question. However, if Town of Horizon City decides to answer questions in writing, then Town of Horizon City will post the responses to those questions and answers in the form of an addendum to the solicitation.

- 52 Pre-Submittal Conference and Site Walkthrough:** If applicable, pre-submittal conferences and site walks will be scheduled for the date and time specified in the Events section of the project posting for this solicitation at <https://horizoncity.bonfirehub.com>. Vendors shall contact the Town of Horizon City through the Vendor Discussion section of the solicitation located at to confirm attendance and provide 1) Name, 2) Company, 3) Title, 4) Address, 5) Email, and 6) Telephone number no later than one business day prior to the scheduled event. A meeting invitation will be sent to those who sign up. Attendance is not required for the pre-submittal conference to submit a response; however, is strongly encouraged. This conference offers attendees the opportunity to ask representatives of Town of Horizon City questions about the solicitation.

After the conference, or Site Walk, prospective Proposers may submit written questions in accordance with **Section 5.1**.

- 53 Addenda:** Any portion of the solicitation may be updated in accordance with this section. If Town of Horizon City, for any reason, determines that it is necessary to provide additional information relating to this solicitation, such information will be communicated through the Public Notice and the addendum document posted in the Supporting Documentation section of the project posting for this solicitation at <https://horizoncity.bonfirehub.com>. Each addendum forms an integral part of this solicitation and may contain important information, including significant changes. Proposers are responsible for obtaining all addenda issued by Town of Horizon City. Vendor responses may be changed, but only before the Submission Deadline. Proponents wishing to change their submission may do so before submitting their response through the e-Procurement Portal.
- 54 Responses:** Proposers are encouraged to submit solicitation responses through the project posting for this solicitation at <https://horizoncity.bonfirehub.com>. Microsoft Edge, Google Chrome, or Mozilla Firefox. JavaScript must be enabled. Browser cookies must be enabled. Proposers should contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions related to submissions or visit Bonfire's help forum at <https://vendorsupport.gobonfire.com>. Submission materials should be prepared in the file formats listed under Requested Information for this opportunity in the Bonfire Portal. The maximum upload file size is 1000 MB. Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.

Vendors that elect to provide hard copy responses must download all documents, complete, sign and return one (1) printed copy and one flash drive (thumb drive) containing electronic versions of all responsive documents. All documents, printed and electronic, must be clearly labeled and in the order requested in the solicitation documents. All information required in this

solicitation shall be furnished or the response may be deemed non-responsive. The Proposer shall print or type his or her name and manually sign the Solicitation document and Schedule (if applicable). Responses shall be enclosed in a sealed envelope/package. The name and address of the vendor, the date and hour of the opening, solicitation number, and title of the solicitation must be marked on the outside of the package. Any costs incurred during the development, preparation, and submission of solicitation responses shall be borne solely by Proposer.

Hard copy responses will be mailed, or hand delivered to:

**Town of Horizon City  
Finance Department – Purchasing Agent  
Araceli Gonzalez  
14999 Darrington Rd.  
El Paso, TX 79928**

All submissions, regardless of method of return, must be received **no later than due date and time listed the project posting for this solicitation** at <https://horizoncity.bonfirehub.com>. **Any submission not received by the designated date and time and/or responses that do not contain the proper documents or copies may be rejected.**

## **6. EVALUATION CRITERIA**

Each proposal will be evaluated on its responsiveness to the questions contained in this solicitation regarding the Proposer's experience and qualifications, scope of services, quantitative capabilities, organizational and financial stability, compensation requirements or other requirements listed below.

<b>EVALUATION CRITERIA</b>	<b>MAX POINTS</b>
<b>Price / Parts / Warranty</b>	<b>30</b>
<b>Hourly Rates</b>	<b>20</b>
<b>Whelen Certification for Emergency Equipment Installation</b>	<b>20</b>
<b>Timeline for project completion</b>	<b>15</b>
<b>History / Experience / References</b>	<b>15</b>
<b>Total Points</b>	<b>100</b>

## **7. RESPONSE FORMAT**

Town of Horizon City desires that the response to the solicitation be as succinct as possible, while still providing sufficient information for evaluation of the Proposer's qualifications, approach, and ability to meet Town of Horizon City's needs in a responsive and cost-effective manner. In that regard, Town of Horizon City requests that the responses generally follow the format of the project posting outlined below found at [Town of Horizon City \(bonfirehub.com\)](https://horizoncity.bonfirehub.com), and that the Proposer address all of the questions posed in this solicitation.

**Supporting Documentation:** This contains the solicitation document and any associated attachments such as Terms and Conditions, drawings and exhibits. These documents are to be reviewed, downloaded and returned in the appropriate Requested Information section.

**Requested Information:** This contains the following two sections:

**Solicitation Documents**

- Solicitation Document Questionnaire – to be downloaded, completed and submitted.
- Returned Supporting Documents – This section is where the Supporting Documentation requested above will be submitted.

**Responsive Information**

- A detailed proposal addressing all aspects of the scope of services, including a clear timeline for installation and repair services.
- A breakdown of pricing for each service, including hourly rates, material cost, and any discounts for bulk order or long-term contracts.
- Proposed timeline for project completion and any potential challenges to meeting deadlines, particularly regarding equipment availability.
- Responsive Information Questionnaire – to be downloaded, completed and submitted.
- Responsive Information Documents – This section is where any documents requested in the Responsive Information Questionnaire section will be submitted. Proposer may also use this area to provide any additional supporting documentation for this section.
- Price/Bid Table (when applicable) – To be downloaded, completed and submitted.

## **8. ADDITIONAL INFORMATION**

### **81 Town of Horizon City Standard Terms and Conditions**

Attach a signed copy of Town of Horizon City's Standard Terms and Conditions with your solicitation response in the Requested Information, Returned Supporting Document section of the posting for this project at <https://horizoncity.bonfirehub.com>.

**Precedence of Town of Horizon City's Standard Terms and Conditions:** The contract resulting from this procurement shall consist of the specification included herein, Town of Horizon City's Standard Terms and Conditions, any addenda to this solicitation, the Proposer's proposal, and Town of Horizon City's Contract Term Sheet. **In the event of a conflict between the provisions of this solicitation, including any amendments to this solicitation, and the Proposer's proposal, the solicitation and/or the amendment shall govern.**

### **82 Vendor Registration**

It is **mandatory** that Vendors register through Town of Horizon City's Bonfire e-Procurement Portal, <https://horizoncity.bonfirehub.com> in order for the response to be valid.

**If responding via mail or hand delivered response, vendor's must print out and submit a copy of all vendor registration documents marked in the Portal as "required" with your response to this solicitation under this section.**

- a) Notice to all Contractors/Vendors/Suppliers: You must register on Town of Horizon City's e-Procurement Portal, <https://horizoncity.bonfirehub.com> to be eligible to submit responses for this and all future formal/informal opportunities.

- b) Registration is valid for a two-year period.
- c) If awarded, the awarded Proposer must provide a copy of the Proposer's Insurance Certificate to Town of Horizon City no later than 10 days after award.
- d) If awarded, the awarded Proposer must provide a copy of the Proposer's Workers' Compensation Insurance Certificate to be on file with Town of Horizon City's Safety Officer for awards requiring the vendor's personnel to perform services on Town of Horizon City premises. No award will be made unless this document is on file.

## **Subcontracting and Good Faith Effort Plan**

**SUBCONTRACTING:** Please indicate how much and of which discipline(s) you intend to subcontract to another firm. If your firm intends to perform the services for all listed disciplines, then provide a statement to that effect. If you intend to subcontract any discipline, then provide the information for the subcontracting firm as part of your submittal package. Town of Horizon City reserves the right to accept or decline any subcontracted firms. The Proposer is required to submit a Good Faith Effort Plan form and all SMWVBE certification certificates for the Proposer or their subcontractors as part of the submittal package. Proposer and/or their agents may contact the Supplier Diversity for assistance or clarification with issues specifically related to the SMWVBE Program policy and/or completion of the Good Faith Effort Plan form at the end of this solicitation. The Good Faith Effort Plan form is attached to the end of this document.

Town of Horizon City will make every effort to ensure that Diverse Vendors such as Small, Minority, Women, and Veteran Owned Business Enterprises (SMWVBE) are provided the maximum practicable opportunity to participate as a supplier, vendor, or contractor for products and/or services provided to Town of Horizon City. **No unlawful discrimination will be made against vendors or contractors, because of race, color, religion, sex, age, national origin, physical disability/handicap, or mental disability/handicap.**

**For assistance or questions, please contact the Office of Supplier diversity at 210-358-9125 or by email at [Supplier.diversity@uhs-sa.com](mailto:Supplier.diversity@uhs-sa.com).**



## Good Faith Effort Plan for Prime Vendors

Name and Number of Proposal: \_\_\_\_\_

### SECTION I – CONTACT INFORMATION

Contractor Information: \_\_\_\_\_

Name of Business: One Stop Mobile Technology Specialist & Communication, LLC

Address: 304 La Puesta Dr.

City: El Paso State: TX Zip: 79932

Contact Person: Octavio Villalobos Telephone: (915) 314-2909

Email Address: onestopmobileservice@outlook.com Fax: \_\_\_\_\_

Is your firm certified? Yes ☒ No If Yes, which certifying agency? \_\_\_\_\_

Type of Certification (*check all that are applicable and provide a copy of the certificate*)

   SBE    WBE    MBE    DIBE    VBE    HUB

### SECTION II – UTILIZED SMWVBE VENDORS

List all subcontractor/suppliers that will be utilized on this project. Proposers will be required to provide reports of the actual payments to all subcontractors which will be used for SMVBE participation tracking purposes.

Name & Address of Company	Scope of Work to be performed or supplied	Estimated Total Contract Amount (\$)	Certification Type (SBE, WBE, MBE, ETC.)

### SECTION III – GOOD FAITH EFFORT

- A. List all the firms you contacted with the subcontracting opportunities for this project that will not be utilized for the contract. Written notices to firms contacted by the Proposer for the specific scopes of work identified for those opportunities must be provide not less than **5 business days prior to the proposal due date. Please submit copies of the written notices to all firms contacted with this document.**

Name & Address of Company	Scope of Work to be performed or supplied	Date Written Notice was Sent	Certification Type (SBE, WBE, MBE, ETC.)

- B. Did you contact any trade organizations/minority organizations to advertise the subcontracting opportunity? If so, please list which organizations:

N/A

- C. Please list any additional outreach activities or advertising done for this project:

N/A

### SECTION IV: AFFIRMATION

I hereby affirm that the above information is true and complete to the best of my knowledge. I further understand and agree that this document shall be attached and submitted with my proposal, making this a binding part of the contract.

Name: Octavio Villalobos

Title: Owner

Signature: Octavio Villalobos Date: 05/07/2025



## **CERTIFICATION FOR EMERGENCY EQUIPMENT INSTALLATION**

**One Stop Mobile Technology Specialist & Communication, LLC**

**Date:** 05/07/2025

I, **Octavio Villalobos**, Founder of One Stop Mobile Technology Specialist & Communication, LLC, hereby certify that I have the necessary qualifications, skills, and experience to provide the installation, maintenance, and troubleshooting of emergency equipment in vehicles. I have been working in the industry for over 21 years, specializing in the installation and repair of emergency lights, sirens, lightbars, strobe lights, mobile computing terminals (MCTs), docking stations, video systems, consoles, push bumpers, gun racks, and other emergency systems.

As an individual technician, I personally ensure that each installation is performed to the highest standards of quality, safety, and compliance with all applicable regulations. My services are tailored to meet the specific needs of each client, and I guarantee that all emergency equipment installed will be fully functional and operational upon completion. I also offer on-call services to ensure that emergency equipment continues to operate as required.

All installations are subject to rigorous post-installation testing, safety verification, and compliance checks. I take full responsibility for the quality of work and will provide ongoing support and troubleshooting services as needed.

I further certify that I possess the necessary training to perform these installations safely and in compliance with industry standards and regulations.

Sincerely,

**Octavio Villalobos | Owner**

**Phone:** (915) 314-2909

**Email:** onestopmobileservice@outlook.com

**Location:** El Paso, Texas

## Hourly Rates

**One Stop Mobile Technology Specialist & Communication, LLC**

**Date:** 05/07/2025

---

### Standard Hourly Labor Rates

Service Description	Rate (USD)
Standard Labor (per hour)	\$95.00
On-Call/Emergency Service (after hours)	\$110.00
Diagnostic / Troubleshooting Service	\$95.00

### Important Note:

My regular hourly rate is **\$110.00**. However, in support of this proposal for the **Horizon City Police Department**, I am offering a **special rate of \$95.00 per hour** as my only form of labor discount. Additionally, I am offering a **10% discount on parts** used in the service.

Please note that I do not offer any other discounts on services or materials. This reduced rate and parts discount reflect my strong commitment to the department's needs while maintaining the highest standards of quality and professionalism.

**Octavio Villalobos**

(915) 314-2909

onestopmobileservice@outlook.com

## Pricing / Parts / Warranty

**One Stop Mobile Technology Specialist & Communication, LLC**

**Date:** 05/07/2025

### Common Equipment & Parts Pricing

ITEM NUMBER	DESCRIPTION	UNIT PRICE
WE-I3SMJC	Whelen ION Trio RBW Surface Mt.	\$243.00
WE-TCRWX6	Whelen Tracer WCX 6 Lamp Array	\$1,364.00
WE-TCRWXPJC	Whelen Primary TRIO Light head	\$116.00
WE-TCRWXSJC	Whelen Secondary TRIO Light head	\$116.00
WE-TCRB49	Whelen 2019-20 Silverado Running Board Mt K	\$63.00
WE-BSFW49XT	Whelen IE FST WCX TRIO 12 LT Silverado	\$1,420.00
WE-ISTRBC	Whelen TRIO LED Flasher RBW	\$123.00
WE-TCRWX5	Whelen Tracer WCX 5 Lamp Array	\$1,173.00
WE-TCRLBKT	Whelen Tracer L Bracket	\$16.00
WE-TCRWXPJC	Whelen Primary TRIO Light head	\$116.00
WE-TCRWXSJC	Whelen Secondary TRIO Light head	\$116.00
WE-CEXAMP	Whelen WeCanX External Amplifier	\$376.00
WE-EB2SP3J-PKG	Whelen Legacy DUO WCX, C399, SA315	\$6,344.62
WE-3SRCCDCR	Whelen 3" Rd LED Compartment Light	\$104.00
WE-CHOWLER	Whelen Siren Amp with Two Speakers	\$944.00
WE-HWLRB28	Whelen Howler Brkt Silverado 2019-23	\$250.00
WE-VTX609C	Whelen Vertex Super LED Clear	\$144.00

*All part prices include standard installation when installed by One Stop Mobile.*

---

## Warranty Policy

Coverage Type	Duration	Notes
Installation Workmanship	5 years	Covers labor and installation quality
Parts Supplied by One Stop	Manufacturer Warranty (usually 5 years)	Subject to specific brand terms
Custom Fabrication	6 months	Includes custom brackets, mounts

All warranty claims must be accompanied by the original work order or invoice.  
Warranty is void if equipment is tampered with or modified by third-party installers.

---

For custom quotes, please contact:

**Octavio Villalobos**

(915) 314-2909

onestopmobileservice@outlook.com

May 7, 2025

Town of Horizon City  
Finance Department

I would like to inform you that I currently have active business insurance with **Romero Insurance**, located at **8300 Montana Ave, El Paso, TX**. However, my Certificate of Insurance (COI) is not up to date at the moment.

I am in the process of updating my documentation and will send you the official certificate within the week. I appreciate your patience and understanding.

Sincerely,

**Octavio Villalobos | Owner**  
**One Stop Mobile Technology Specialist & Communication, LLC**  
(915) 314-2909  
Onestopmobileservice@outlook.com

May 07, 2025

Horizon City Police Department  
To Whom It May Concern,

I am pleased to write this letter of reference for Mr. Octavio Villalobos, owner of One Stop Mobile Technology Specialist & Communication.

As a digital consultant, I have had the opportunity to collaborate with Mr. Villalobos, providing external consulting services for his company. Throughout our professional relationship, I have had the opportunity to witness firsthand his professionalism and dedication.

Mr. Villalobos demonstrates exceptional responsibility and reliability in every project. He consistently meets deadlines, ensures the highest quality of service, and maintains excellent communication with clients. His priority is always to deliver outstanding results that meet the specific needs of each customer, often going above and beyond to ensure satisfaction.

His strong work ethic, technical expertise, and ability to manage complex installations with precision make him a trusted professional in the field of emergency vehicle equipment services.

I recommend Mr. Villalobos and his services to any organization in need of dependable and high-quality work.

Sincerely,  
Dibely Valverde  
**Dibely Digital Solutions**  
(520) 204-2664  
[dibelydigitalsolutions@gmail.com](mailto:dibelydigitalsolutions@gmail.com)

# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**ONE STOP MOBILE TECHNOLOGY SPECIALIST & COMMUNICATION, LLC**

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) ►

**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.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

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

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

**304 LA PUESTA DR**

6 City, state, and ZIP code

**EL PASO, TX 79932**

Requester's name and address (optional)

7 List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

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

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

Social security number

\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

or

Employer identification number

9 3 - 2 0 0 5 0 0 6

## Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign  
Here

Signature of  
U.S. person ►

*Octavio Villalobos*

Date ► 05/07/2025

## 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](http://www.irs.gov/FormW9).

## Purpose of Form

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

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

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

By signing the filled-out form, you:

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

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

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

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

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

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

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

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

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

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

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

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

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

## Backup Withholding

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

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

**Payments you receive will be subject to backup withholding if:**

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

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

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

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

## Updating Your Information

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

## Penalties

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

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



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

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

## Specific Instructions

### Line 1

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

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

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

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

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

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

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

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

### Line 2

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

### Line 3

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

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

### Line 4, Exemptions

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

#### Exempt payee code.

• Generally, individuals (including sole proprietors) are not exempt from backup withholding.

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

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

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

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

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

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

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

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

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

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

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

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

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

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

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

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

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

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

G—A real estate investment trust

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

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

J—A bank as defined in section 581

K—A broker

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

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

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

## Line 5

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

## Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

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

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

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

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

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://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](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

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

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

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

## Part II. Certification

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

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

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

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

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

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

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

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

## What Name and Number To Give the Requester

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

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

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

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

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

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

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

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

## Secure Your Tax Records From Identity Theft

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

To reduce your risk:

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

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

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

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

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

### Protect yourself from suspicious emails or phishing schemes.

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

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

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

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

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