

Troy & Banks, Inc.
Company Submitting Response

REQUEST FOR PROPOSALS



RFP NO:	B-17-69
TITLE:	Utility Billing Audit
AVAILABLE:	Monday, March 13, 2017
DUE DATE:	2:00 PM EST Thursday, April 6, 2017
SUBMIT TO:	TOWN OF DAVIE - Procurement Division Attn: Brian K. O'Connor, C.P.M. 6591 Orange Drive Davie, FL 33314
REVIEW COMMITTEE MEETING:	April 2017
COUNCIL APPROVAL:	May 2017
BONDS:	N/A

April 6, 2017

TOWN OF DAVIE – Procurement Division
Attn: Brian K. O'Connor, C.P.M.
6591 Orange Drive
Davie, FL 33314

RE: RFP No. B-17-69

Dear Mr. O'Connor:

It is with great pleasure that Troy & Banks, Inc. ("T&B") offers to serve the Town of Davie, FL ("Town") at the same high level of service and professionalism that makes Troy & Banks the choice of thousands of government and private clients.

We gladly submit this Response to the Request for Proposals to perform the Utility Billing Audit as requested by the Town of Davie.

Troy & Banks, founded in 1991, is the nation's #1 utility and telecommunications auditing company, with over 15,000 clients served and over \$500 million recovered from utility and telecommunications overcharges, billing errors, meter defects, improper tariffs applied, charges for non-existent services identified and future savings achieved.

Troy & Banks is a privately held, independent energy and telecommunications consulting company with operations throughout the United States. We have extensive experience working with municipalities, counties, government agencies, school districts and businesses in the audit and analysis of utility and communications systems.

Troy & Banks' proprietary methodology combines full data review with extensive "on the ground" inventory and inspection of a town's utility infrastructure including meters, transformers, back-ups, switches, lighting and a comprehensive of all of a town's facilities. Troy & Banks believes it is the only firm in the United States that engages in this "dig deep" methodology.

The result is an outstanding track record of delivering actual cash refunds and cash credits to counties, cities, towns, school districts and other government customers plus substantial and *verified* (not theoretical) future savings. Troy & Banks thoroughly documents and proves *actual* savings – not theory.

Of note is the fact that Troy & Banks has achieved excellent results for its municipal clients in the area of street lights – an often-overlooked and difficult-to-identify source of overcharges and incorrect billings. To identify these errors, unlike any other provider in this field, Troy & Banks conducts on-the-ground inventory and inspection of all city street lights. An example: Troy & Banks obtain a refund of over \$1.2 million for the City of Buffalo NY after confirming over 3,500 street lights were charged but no longer existed. Please see the attached "Buffalo NY Case Study."

Minimal Staff Time: An audit by Troy & Banks involves very little involvement on the part of the Town after we have obtained the initial paperwork. To initiate a review, the Town will simply provide us with one copy of each bill for every electricity, gas, water, garbage, telecommunications, and other utility accounts issued to the Town for the purpose of securing refunds for overpayment of utility and telecom costs. Troy & Banks is capable of extracting the necessary billing detail electronically. Our auditors will review the utility billing history for the previous five (5) years as per the State of Florida Statute of Limitations.

Unlike other firms that offer "utility billing services," Troy & Banks actually cross-checks the billings against actual physical inspection and inventory of a city's facilities.

Our auditors will implement our sophisticated and proven audit techniques on your historical billing in search of recovery and savings opportunities. Once errors are found, we will implement the necessary changes and recover overcharge refunds due as you approve them. We will monitor the accounts to verify that all changes are executed and refunds or credits are issued to the Town. Troy & Banks is only compensated from the amount of the refund or credit in the costs of service; we do not add to your overhead.

All refunds and credits are issued in the name of the Town, not Troy & Banks. We do not "handle" your money. Our fee for refunds is paid from funds you receive in refunds.

Troy & Banks is completely familiar with the rates, tariffs, rulings and regulations of the Florida Public Service Commission, the rate structures of the various telecommunications operators, data transmission companies and related utilities providers. *This in-depth knowledge of Florida allows T&B to offer a comprehensive utility and telecommunications cost audit – the best examples of which are Troy & Banks' success in recovering substantial refunds for Walton County; Cities of Maitland, Royal Palm Beach and Naples; Dixie District Schools and Orange County Public Schools.*

We are confident that the Town of Davie, Florida will conclude that our firm is the most experienced and qualified firm to conduct the Utility Billing Audit.

Troy & Banks understands, agrees with and accepts the scope of services and accepts all other requirements, terms, and conditions set by the Town for the utility and telecommunications cost audit.

I appreciate the opportunity to submit the enclosed proposal for your review. I can be reached at 1-800-499-8599. Thank you.

Sincerely,
TROY & BANKS, INC.

BY: 
Thomas T. Ranallo, President

TTR/mbp

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ATTACHMENTS:

Street Light Overcharges Recovered for City of Buffalo
Town Required Forms:

- Page 30 – Authorized Signatory
- E-Verify Form
- Employment Background Verification Affidavit
- Vendor/Bidder Disclosure
- Lobbying Interest
- Acknowledgement of Addenda
 - Addendum No. 1
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- Proposal Signature Page for Corporation
- Drug-Free Workplace Program
- Solicitation, Giving, and Acceptance of Gifts Policy
- Source of Information
- Indemnification Clause
- Sworn Statement – Public Entity Crimes
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- Non-Collusive Affidavit
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- Proposer Questionnaire
 - Pertinent Experience of Key Individuals
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1. Description of Company

Troy & Banks, Inc. is a privately held, independent energy and telecommunications consulting company with operations throughout the United States. T&B was incorporated in the State of New York on June 23, 1994 as a S-Corporation and we are qualified to do business in the State of Florida by the Department of State (Document Number F12000004110). We have extensive experience working with municipalities, counties, government agencies, school districts and businesses in the audit and analysis of utility and communications systems.

Troy & Banks has clearly assembled a first-class consulting team with a proven track record of success. Our firm will bring the knowledge, professionalism and expertise of our team to effectively and successfully handle all work required under this project.

Principal of Firm:

Thomas T. Ranallo
President
#716-839-4402, ext. 1005
tranallo@troybanks.com

Our office locations are as follows:

Corporate Headquarters/Remittance Address:

2216 Kensington Avenue
Buffalo, NY 14226
(800) 499-8599 / (716) 839-4402
Telefax (716) 839-4452

Branch Offices:

CALIFORNIA

398 East Carob Avenue
Fresno, CA 93654

FLORIDA

2330 Warbler Circle
Lakeland, FL 33810

FLORIDA

3980 W. Broward Blvd., #202
Ft. Lauderdale, FL 33312

NEVADA

786A Bigler Ct./POB 2678
Zephyr Cove, NV 89449

NEW YORK

Rockefeller Ctr., POB 3968
New York, NY 10185

NEW YORK

450 Jericho Tpk., Ste. 203
Mineola, NY 11501

OREGON

111 SW Harrison St., #1D
Portland, OR 97201

PENNSYLVANIA

2033 Enfield Lane
Erie, PA 16509

TEXAS

6418 Eckhert Rd., #3101
San Antonio, TX 78240

2. Length of Time in Business

Troy & Banks was established in 1991 and incorporated in 1994. We have been providing utility (gas, electric, water/sewer, etc.) and telecommunications audits since that time. In addition, we have provided cable franchise fee audits since 2002. Our primary service includes the utility and telecom auditing and consulting.

Since 1991, T&B has partnered with over 15,000 clients throughout the United States including over 2,500 cities, towns and villages; 2,000 public school districts; 1,000 colleges/universities; 1,000 hospitals; 500 library systems and more than 1,500 state agencies. As you will see, the size of the institution has never presented an obstacle for Troy & Banks.

Our firm has or is currently performing utility audits for similar municipalities throughout the United States such as Towns of Greece, Gates, Oswego, Clarence, Lenox, Chili, Lyons, Orchard Park, Stony Point; Cities of Schenectady, Glens Falls, Buffalo, Rome and Dunkirk; and Counties of Erie and Rockland NY; City of Phoenix AZ; Cities of Pleasanton and Manhattan Beach CA; City of Sandy Springs GA; Borough of Closter and City of Passaic NJ; City of Santa Fe NM; Town of Poughkeepsie, City of Wilmington NC; Edgefield County SC; and City of Richmond and Counties of Tazewell and Chesterfield VA, to name a few.

3. References

City of Pleasanton, CA
(925) 931-5402
tolson@cityofpleasantonca.gov
Ms. Tina Olson, Director of Finance

City of Virginia Beach, VA
(757) 385-5872
LRemias@vbgov.com
Mr. Lyndon Remias, City Auditor

Town of Salina, NY
(315) 457-6661
MNicotra@salina.ny.us
Mr. Mark Nicotra, Supervisor

City of Buffalo, NY
(716) 851-5265
kkaufman@ch.ci.buffalo.ny.us
Mr. Kevin Kaufman, City Auditor

4. Integrity and Safety of Account Information

Troy & Banks works to its highest ability to protect any and all confidential information belonging to our clients by allocating appropriate resources, granting appropriate access to information, supervising operations concerning confidential information, and maintaining operations concerning the integrity of that information.

Further, as part of the process of recently contracting with a national financial institution, T&B underwent a cybersecurity review.

5. Proposed Schedule

The technical approach to the audit will be tailored to the needs of the Town of Davie. Typically, we follow a three-phase process. There is an organizational phase (phase 1), an audit phase (phase 2), and a claims resolution phase (phase 3). They are described as follows:

PHASE I — AUDIT SET UP (Approx. 45 days)

- Compile client information (including invoice copies, account lists, facilities list, contact information, and contracts)
- Order transcripts from investor-owned, municipal and cooperative utility providers
- Organize data for audit phase

PHASE II — DETAILED AUDIT/Audit Software (Approx. 2-8 weeks)

- Conduct detailed review of all monthly charges including rates, demand reads, taxes, riders, adjustments and special contracts
- Validate monthly charges against applicable rate cards, tariffs, and rate spreadsheets
- Identify billing errors and cost saving recommendations

PHASE III — REFUND CLAIM NEGOTIATIONS & COST SAVINGS IMPLEMENTATIONS (Approx. 4-8 weeks)

- Report billing errors to utility vendors, requesting refunds
- Negotiate appropriate credits or refunds
- Prepare cost saving proposals for client approval
- Provide Final Summary Report documenting refund and cost saving issues

The following is a general time schedule for the scope of work:

1. Analyze historical account billing for accuracy of charges for the utility vendors:
 - ✓ We will be able to start the audit immediately upon notification of award by the Town. It will take approximately 30-45 days to obtain the historical account billing. As soon as account information is received, we will start the analysis. It will then take about two to eight weeks to conduct the audit of all monthly charges.
2. Prepare a written report to the Town on any billing inaccuracies or discrepancies:
 - ✓ It will take about two weeks to prepare the written report on any billing inaccuracies or discrepancies following our detailed audit.
3. Prepare a written report on the recommended steps for the Town to take to correct billing inaccuracies and procure refunds, if applicable:
 - ✓ We estimate about two weeks to prepare the written report on the recommended steps for the Town to take, if applicable, following our analysis.

4. Prepare a detailed list of recommendations, including implementation plan and estimated cost savings for each recommendation:
 - ✓ T&B will prepare the detailed list of recommendations at the conclusion of our audit.

5. Assist the Town in correcting billing inaccuracies, implementing recommendations and procuring refunds:
 - ✓ In general, it will take approximately six to eight months to assist the Town in correcting billing inaccuracies, implementing recommendations and procuring refunds.

6. Description of Town's Level of Involvement

An audit by Troy & Banks involves very little involvement on the part of the Town after we have obtained the initial paperwork. To initiate a review, the Town will simply provide us with one copy of each bill for every electricity, gas, water, garbage, telecommunications, and other utility service invoices issued to the Town. Troy & Banks is capable of extracting the necessary billing detail electronically. Our auditors will review the utility billing history for the previous three to five (3 - 5) years as per the Scope of Services.

In order for Troy & Banks to perform our audit, we will need the following items from the Town:

1. Copy of a summary account listing by vendor including account number and address, preferably in an electronic format – OR, if necessary - one (1) bill from each of the Town's accounts included in the audit.
2. An executed Client Agreement and Letter of Authorization form.

Our auditors will implement our sophisticated and proven audit techniques on your historical billing in search of recovery and savings opportunities. Once errors are found, we will implement the necessary changes and recover overcharge refunds due. We will monitor the accounts to verify that all changes are executed and refunds or credits are issued to the Town.

7. Information Demonstrating How Troy & Banks Sets Itself Apart

An intricate part of Troy & Banks' success is the implementation of a "team approach" of specialists. Our staff has accumulated over 300 years of combined professional, "in the field", auditing and consulting experience. What distinguishes our firm from others is our comprehensive staff which includes former utility and telecommunication company executives, managers and field personnel. Our regulatory consultants worked extensively at the New York State Public Service Commission (PSC) in both the utility and telecommunications divisions.

The Troy & Banks "team" has successfully produced the following work product for our clients:

- * Negotiated over \$100 million in utility and telecommunication refunds
- * Reduced our clients' expenses in excess of \$500 million
- * Designed and negotiated hundreds of specialized contracts
- * Secured over \$5 million in payments for our clients through electric curtailment programs

Our consultants have:

- * Served with various State Public Service Commissions
- * Served as municipal account managers
- * Testified in Public Service Commission rate case proceedings
- * Executed over 1,000 electrical engineer site surveys
- * Represented major industrial consumers with respect to natural gas transportation contracts, cogeneration development, electric and natural gas litigation, hydroelectric power allocations and international trade law enforcement
- * Represented clients in a number of electric rate cases on a variety of avoided cost and rate matters
- * Represented major corporations and associations with respect to telecommunication tariffs, contracts before government regulatory bodies
- * Appeared and won contested matters before the Federal Communications Commission – the FCC

In addition to Troy & Banks' utility and telecom management services, T&B handles commodity procurement for numerous municipalities, state agencies, public authorities, manufacturers and non-profit organizations and has been doing so for many years along with our bill auditing services for those agencies. T&B's energy procurement services team works together with our clients to develop a purchase strategy that fits the client's specific needs. Our knowledge of the marketplace and the products available will assist the Town in making the best possible purchase of their energy. Due to our experience and reputation, suppliers are aware they need to provide the best possible price in order to compete for our clients' business.

Summary of Experience:

In addition, T&B is proud to note that our Florida client list includes the Cities of Belleair Bluffs, Doral, Maitland, St. Pete Beach, Royal Palm Beach and Naples; and Counties of Gilchrist, Walton, Gulf and Gadsden. We also contracted with Dixie District Schools and Orange County Public Schools, and Lee County Transit, to name just a few.

Results achieved for public sector clients currently under contract:

City of Buffalo, NY - Audit of Electrical Service Accounts Including Street Lighting, Audit of the Cable Franchise Agreement, and Audit of the Collection of the Gross Receipts Tax. T&B has been hired, through the Request for Proposal process, by the City several times for various types of audits. The City has realized over \$1.6 million in refunds and credits to date.

City of Virginia Beach, VA - Utilities Accounts Audit. Following the Request for Proposal process, the City hired Troy & Banks to review their utilities, street light accounts, and telecommunications. The City has recovered almost \$350,000 in refunds, savings and credits to date.

City of Santa Fe, NM – Utility and telecom audit. The City contracted with T&B in October 2015 to audit their utilities, including street lighting, and telecom accounts. To date, T&B has recovered over \$17,000 in refunds and credits for the City.

Each step of the audit process requires that data is tracked and logged. Invoice copies, transcripts, account numbers, vendors and their representatives, phone numbers, fax numbers, e-mails, vendor addresses, updated tariff information, audit results, claim items, claim dates, claim results, refund results, public service complaint submissions, and hearing dates and resolutions all contribute to the data that needs to be managed, analyzed and organized.

Our auditors make sure that customers are only charged approved and agreed upon utility rates, tariffs, and service options. We research tariff options, billing histories, service classifications, rate changes, service option modifications, and contract changes.

For telecom auditing, T&B utilizes comparison tables for review of client telecom accounts. Our system determines if the rates for a given service are within the guidelines for the general service area of the client.

We work collectively with the carrier and the client in order to identify and to isolate any services which are either not present or not in use. T&B will, at their discretion, provide a technician on site to conduct an inventory of all services. Our technicians are highly trained former carrier technicians and work on site to build an active inventory along with service status information for use in our audit process.

We utilize all software resources which are available to our clients, i.e. CDs, online reporting and/or online billing utilities. Dependent on the vendor, we utilize any available reporting tools to determine the overall amount of usage for a given service, oversubscription, under subscription, zero use devices and so on.

Methodology:

A. Methodology used to implement the recommended changes with each utility provider:

Once discrepancies or potential changes to accounts are identified, Troy & Banks prepares a claim letter for the utility provider, documenting our findings. If necessary, we then personally follow up with each utility provider to ensure that the changes specified have taken place. We then continue to monitor your accounts to ensure that the billing errors have stopped and the appropriate changes were implemented.

B. Methodology used to recover overpayments and how far back they will go:

T&B will audit invoices from and payments to your utilities suppliers. The audit will include a review of all applicable tariffs and riders. Our audit will ascertain whether the invoices are accurate and appropriate under tariffs and regulations. Our specialized audit software is designed to check for billing errors. If overbilling has occurred, we will prepare a claim letter, document our findings, and forward to the service providers requesting reimbursement plus interest. Our extensive experience has combined to produce millions of dollars in refunds and savings for our clients.

T&B is committed to ensuring a timely and successful completion of every audit undertaken. All of our audits are monitored by an audit coordinator and tracked in our database. This helps to ensure that all audits are progressing smoothly. T&B also has a team dedicated to following up on requests for billing history, as well as claims submitted on your behalf, ensuring that requests for information and claims are responded to promptly.

T&B will provide the reports over the course of the audit. Standard reports include: Credit/Refund Request, Claim Spreadsheet, Inventory Report, Report on Refunds and Savings, and Audit Summary. These reports will be provided on a regular basis as we obtain the information, generally monthly but can be altered as desired by the Town.

8. Sample Invoices

Following this page are a sample telecommunications audit invoice for future savings and a savings summary used for invoicing on a utility account.



January 19, 2017

Corporate Offices:

BUFFALO - NEW YORK

2216 Kensington Avenue
Kensington Avenue
at Saratoga
Buffalo, NY 14226
(800) 499-8599
(716) 839-4402
Telefax (716) 839-4452

Branch Offices:

CALIFORNIA

398 E. Carob Ave.
Fresno, CA 93654

FLORIDA

3980 W. Broward Blvd.
Ft. Lauderdale, FL 33312

2330 Warbler Circle
Lakeland, FL 33810

NEVADA

786 Bigler Court
Post Office Box 2678
Zephyr Cove, NV 89449

NEW YORK

Rockefeller Center
Post Office Box 3968
New York, NY 10185
(212) 699-0621

450 Jericho Turnpike
Suite 203
Mineola, NY 11501
(516) 746-0992

OREGON

111 SW Harrison St. 1D
Portland, OR 97201

TEXAS

6418 Eckhart Rd. #3101
San Antonio, TX 78240

VIRGINIA

325 East Bayview Blvd.
Suite #201
Norfolk, VA 23503
(757) 932-1414

e-mail:

save@troybanks.com

internet address:

www.troybanks.com

Mr. Thomas Jones
City of Sample
Office of the City Auditor
1234 Main Street
Sample, State 01234

**Re : Telecom Audit-(CS -02)
Multiple Verizon Wireless Accounts**

Dear Thomas:

This letter serves as follow up to our review of the City of Sample Verizon Wireless accounts. As you know, our auditors discovered this account billing for an excess number of devices that were found not to be in use for an extended period of time. We worked tirelessly with Verizon Wireless in order to determine which devices could be considered for removal and with the help of your staff; we were able to migrate toward a resolution of removing the devices which were no longer needed.

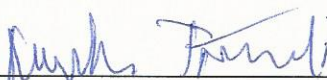
We confirmed with Verizon Wireless that the changes have been made to the account(s) and the reported savings as indicated in the attached spreadsheet.

The City can look forward to a \$4,654.43 reduction in monthly costs with an annualized savings of \$55,853.16

Please find enclosed our Troy & Banks Telecommunication Audit Invoice #012- dated 1/19/2017 in the amount of \$27,926.58. This amount represents Troy & Banks 50% contingency fee as outlined in our agreement.

Please mark your records accordingly. If you have any questions, please feel free to contact me directly via email at afioretti@troybanks.com or 716-517-3975. Thank you.

Sincerely,
TROY & BANKS INC.

BY: 
Andrew Fioretti, Sr. Technology Analyst

City of Sample
Telecommunication Audit - CS - 02

Account Number	Bill Date	Vendor	Action	Monthly Savings
Multitple	1/19/2017	Verizon Wireless	Removal of unused devices	\$ 4,654.43
			Reduction of monthly charges (see attached breakdown)	\$ 4,654.43
			Monthly Recurring Savings	\$ 4,654.43
			12 Month Savings (\$4,654.43 x 12mo)	\$ 55,853.16
T & B Amount Due 50%				\$27,926.58

Sample City - Telecom

Acct Needed? Yes or No	Account Number	MTN	User Name	Plan Access AMT
No	127173144 - 00001	123-618-2320	DEBBIE 01011	\$39.99
No	124055004 - 00001	123-374-9370	SHARON	\$39.99
No		123-771-8666	PRIVATE NETWORK 98765	\$39.99
No		123-355-0741	DEBORAH	\$39.99
No		123-604-3234	CIO BOB	\$39.99
No		123-506-9020	TELECOM FLOATER AIRCARD	\$39.99
No		123-282-3669	PRIVATE NETWORK TELECOMMUNICATIONS	\$39.99
No		123-408-4989	CHRIS -LAB DEVICE	\$48.07
No		123-390-7124	ECCS 21128	\$39.99
No		123-282-3674	PRIVATE NETWORK TELECOMMUNICATIONS,	\$39.99
No		123-752-0417	TODD	\$39.99
No		123-752-4052	MDTPRIVNETWOR 98765	\$39.99
No		123-359-0730	MDTPRIVNETWOR 98765	\$39.99
No		123-359-0741	MDTPRIVNETWOR 98765	\$39.99
No		123-359-0744	MDTPRIVNETWOR 98765	\$39.99
No		123-646-2141	MDTPRIVNETWOR 98765	\$39.99
No		123-633-4109	MDTPRIVNETWOR 98765	\$39.99
No		123-633-4117	MDTPRIVNETWOR 98765	\$39.99
No		123-633-4131	MDTPRIVNETWOR 98765	\$39.99
No		123-642-6631	MDTPRIVNETWOR 98765	\$39.99
No		123-633-4058	MDTPRIVNETWOR 98765	\$39.99
No		123-752-4076	MDTPRIVNETWOR 98765	\$39.99
No		123-613-8228	RACHEL - 87654	\$48.07
No		123-636-6681	AL -87655	\$60.57
No		123-619-1623	KELLY - 87656	\$48.07
No	128476602 - 00001	123-803-2799	A.SAWYER 12345	\$39.99
No		123-803-2802	R.MOORE 527901	\$39.99
No		123-803-2808	L.ROUNTREE 527906	\$39.99
No	126212744 - 00001	123-274-2509	CHERYL	\$39.99
No		123-642-5920	ANGIE AIR CARD 24106	\$39.99
No		123-274-4062	PHILIP 24106	\$28.84
No		123-641-8617	ALEXANDER	\$39.99
No		123-352-8012	CLERIECE	\$39.99
No		123-282-1093	TRICIA 24106	\$39.99
No		123-284-5825	EMERGENCY USE ONLY 24123	\$28.84
No		123-708-4209	EVA	\$48.07
No		123-510-5781	23456 CIT AIRCARD	\$39.99
No		123-284-7063	RACHELLE AIR 24106	\$39.99
No		123-777-7872	EMERGENCY PHONE 24303	\$28.84
No		123-617-3089	PREVENTION AIRCARD	\$39.99
No		123-284-5984	PAT 24305	\$39.99
No		123-439-0524	MARC	\$28.84
No		123-274-6974	JAMIE AIR CAR 24106	\$39.99
No		123-359-0545	SMITH 24112	\$28.84
No		123-651-7295	PAM FLT 8 24112	\$28.84
No		123-642-8562	DAYNA AIR CARD 24106	\$39.99
No		123-687-9306	WILLIAM 24112	\$28.84
No		123-284-7112	JAMES 4106	\$39.99
No		123-274-5080	DHS DMHSAMR 234567	\$39.99
No		123-646-2909	SUE	\$48.07
No		123-274-1744	KYLE	\$48.07
No		123-636-4652	JENNY	\$48.07
No		123-333-2991	MEGHAN	\$39.99
No		123-376-8834	AL	\$48.07
No		123-374-9477	CURTIS	\$39.99
No		123-419-0297	HERRON	\$48.07
No	1205252603 - 00001	123-650-1071	SUSAN 23456	\$28.84
No	125386849 - 00001	123-284-9981	KRISSI	\$48.07
No		123-274-2910	JANEL	\$26.24
No		123-390-8711	ADS X	\$14.99
No		123-636-2309	DHS BUILDING 12345	\$14.99
No		123-390-9182	CEO - WF #1	\$39.99
No		123-419-0178	STEPHANIE	\$39.99
No		123-613-2511	BOB	\$39.99
No	125241510 - 00001	123-708-3489	NATASHA	\$39.99
No		123-646-7514	FANITA	\$28.84
No		123-708-3488	MARISHA	\$39.99
No		123-641-1478	END USER	\$28.84

Sample City - Telecom

Acct Needed? Yes or No	Account Number	MTN	User Name	Plan Access AMT
No		123-641-0635	MARK	\$28.84
No		123-708-3483	DEBBIE	\$39.99
No		123-708-3484	HOLLY	\$39.99
No		123-814-0643	--	\$39.99
No		123-641-0645	NATASHA	\$28.84
No		123-376-2358	MICHAEL	\$28.84
No		123-759-4062	MARTHA	\$28.84
No		123-630-3765	CHRISTOPHER	\$28.84
No	421760190 - 00001	123-613-7133	LIBRARY ADMINIS	\$39.99
No	905318683 - 00001	123-817-8615	HORTICULTURE STAFF 2345678	\$33.74
No	905107018 - 00001	123-618-1067	LAPTOP- ROBERT	\$39.99
No		123-618-1985	LAPTOP- JO	\$39.99
No		123-618-2213	LAPTOP FRONT OFFICE	\$39.99
No		123-613-7422	4567 AIRCARD	\$39.99
No	405213398 - 00002	123-439-2396	SAMPLE WOODS ELEMENTARY	\$39.99
No	805464866 - 00001	123-323-0799	JERYL	\$60.57
No		123-636-3155	WHITE STEPHEN 13010	\$26.24
No		123-333-2353	EDWARD WEEDEN	\$37.50
No	705229817 - 00001	123-373-1977	BILL	\$28.84
No		123-373-5640	SCOTT	\$28.84
No	821764973 - 00001	123-677-6293	FORENSIC SVC	\$39.99
No	405229126 - 00001	123-646-5118	JAMES	\$28.84
No		123-617-1486	WATER - NIGHTS	\$28.84
No		123-373-6670	ELECTRICIANS DUTY PHONE	\$28.84
No	705210841 - 00001	123-323-4165	WALTER	\$39.99
No		123-323-3951	DAVID	\$39.99
No		123-323-4545	JAMES	\$39.99
No		123-323-5159	AMBER	\$39.99
No		123-323-2604	STEVEN	\$39.99
No		123-506-6116	SCOTT	\$39.99
No		123-323-4702	DONALD	\$39.99
No		123-268-7720	RICHARD	\$39.99
No		123-323-2840	PAUL	\$39.99
No	405229126 - 00002	123-719-0845	MATT	\$39.99
No		123-375-9667	JAMES	\$39.99
No		123-641-4029	BRENT	\$39.99
No		123-802-0170	DOUG	\$39.99
No		123-374-4733	KENNETH	\$39.99
No	505297287 - 00002	123-390-6561	AIR CARD 1	\$39.99
No		123-274-9553	AIR CARD 2	\$39.99
No		123-284-8724	AIR CARD 3	\$39.99
No		123-390-0752	AIR CARD 4	\$39.99
No		123-375-4911	AIR CARD 5	\$39.99
No		123-282-9861	AIR CARD 6	\$39.99
No		123-282-9876	AIR CARD 7	\$39.99
No		123-633-9023	AIR CARD 8	\$39.99
No		123-282-9195	AIR CARD 9	\$39.99
No		123-633-7047	AIR CARD 10	\$39.99
No	705414273 - 00001	123-284-9129	PETE	\$39.99
No		123-390-9402	NATHAN	\$26.24
No		123-620-5494	BILL	\$26.24
No		123-282-3802	AIR CARD 11	\$39.99
No	405303086 - 00001	123-651-2833	JENNIFER	\$26.24
No	523452324 - 00001	123-272-9474	- 25TH ST.	\$17.99
No	322964534 - 00001	123-642-2441	VACANT	\$26.24
Total Montly Reduciton				\$4,654.43

Customer
1234 Main St.
Acct Number: 123456789

Savings Summary From 12/2015-11/2016
12 Month Realized Savings With Rate Change
Rate Changed From Rate 100 To Rate 130 Initiated 11/2015

Rate 130 (Old Rate)	
BSC	\$91.41
Supply KW	\$7.931
KW Adj. (1st 700)	(\$1.011)
KW Adj. (Over 700)	(\$0.809)
Dist. KW (1st 700)	\$3.068
Dist. KW (Over 700)	\$2.455
First 24000 kWh	\$0.01763
Next 186000 kWh	\$0.01007
All Add. kWh	\$0.00667
Riders	\$5.555

Rate 100 (New Rate)	
BSC	\$6.59
All kWh	\$0.01298
1st 150 Hours	\$0.04420
Next 150 Hours	\$0.03320
Next 150 Hours	\$0.02884
All Add. kWh	\$0.02037
Riders	\$0.01858

*Fuel & SUS omitted as they are identical for both rate schedules.

Month	Dem	Supply Demand	Dist. Demand	Dist. KW (1st 700)	Dist. KW (Over 700)	kwh	First 24000 kWh	Next 186000 kWh	All Add. kWh	1st 150 Hours	Next 150 Hours	Next 150 Hours	All Add. kWh	Rate 130 (Old Rate)	Rate 100 (New Rate)	Monthly Savings
11/25/16	237	237	244	244	0	64,080	24,000	40,080	0	35,550	28,530	0	0	\$4,616.23	\$4,547.46	\$68.76
10/26/16	244	244	252	252	0	46,800	24,000	22,800	0	36,600	10,200	0	0	\$4,553.07	\$3,439.96	\$1,113.12
09/27/16	237	237	252	252	0	54,720	24,000	30,720	0	35,550	19,170	0	0	\$4,538.43	\$3,941.31	\$97.12
08/25/16	223	226	252	252	0	51,120	24,000	27,120	0	33,450	17,670	0	0	\$4,353.83	\$3,685.07	\$68.76
07/28/16	208	226	252	252	0	38,880	24,000	14,880	0	31,200	7,680	0	0	\$4,230.57	\$2,867.66	\$1,362.91
06/27/16	180	226	252	252	0	29,520	24,000	5,520	0	27,000	2,520	0	0	\$4,136.32	\$2,215.31	\$1,921.01
05/26/16	172	226	252	252	0	36,720	24,000	12,720	0	25,800	10,920	0	0	\$4,208.82	\$2,668.38	\$1,540.44
04/27/16	158	226	252	252	0	38,880	24,000	14,880	0	23,700	15,180	0	0	\$4,230.57	\$2,785.16	\$1,445.41
03/29/16	144	226	252	252	0	33,120	24,000	9,120	0	21,600	11,520	0	0	\$4,172.57	\$2,369.04	\$1,783.53
02/26/16	172	226	252	252	0	35,280	24,000	11,280	0	25,800	9,480	0	0	\$4,194.32	\$2,575.12	\$1,619.20
01/28/16	194	226	252	252	0	43,200	24,000	19,200	0	29,100	14,100	0	0	\$4,274.07	\$3,124.32	\$1,149.75
12/31/15	230	230	252	252	0	43,920	24,000	19,920	0	34,500	9,420	0	0	\$4,335.27	\$3,230.35	\$1,104.92
Totals	2,399	2,756	3,016	3,016	0	516,240	288,000	228,240	0	359,850	156,390	0	0	\$51,844.06	\$37,459.13	\$14,374.93

12 Month Savings on 130
\$14,374.93

9. Pricing

For Utility Billing Audit Services, Troy & Banks proposes the following contingency based pricing:

- a. Town of Davie, Florida ("Town") engages T&B to conduct an audit or survey of the Town's electricity, gas, water, garbage, telecommunications, and other utility accounts for the purpose of securing refunds, credits and cost reductions resulting from discovery of charges or costs in excess of those permitted or allowed by applicable contracts, tariffs, statutes, rules and regulations and/or from overcharges or billing errors. T&B agrees to conduct such audit.
2. Overcharges – For any refunds, credits or rebates obtained by T&B for prior overcharges, billing errors or costs in excess of those permitted by applicable contracts, tariffs, statutes, rules or regulations, T&B shall be paid 29% of all monies refunded or credited to the Town of Davie.
3. Future Cost Reductions - For any reductions in future costs for electricity, gas, water, garbage, telecommunications, and other utility accounts services resulting from T&B analysis, the fee is 29% of the amount saved each month for 18 months. T&B will document actual monthly savings obtained by analysis of tariff cost applications.
4. T&B has made and makes no guarantee or assurance of any credit or refund amount or cost saving results.
5. **If the City does not receive refunds, credits, or reductions in future billings, there will be no fee for T&B services.**

For future savings, to measure the savings on which payments will be made, the existing bill which will be under the new rate or tariff will be recalculated using the old rate or tariff; the difference between the bill under the new rate or tariff and the bill recalculated under the old rate or tariff shall be the savings.

T&B shall identify supplemental incentive programs for which the Town may be qualified for with current suppliers. Further, we will identify alternative utility services or providers which may result in cost savings; including the use of deregulated and open market providers.

Troy & Banks' compensation will be based on the discrepancies found that the Town chooses to move forward with. T&B is only compensated on findings the Town approves and actually receives. In the event the Town declines to move forward with any or all discrepancies, the Town will not pay for any of the services performed.

T&B will issue invoices to the Town when a refund and/or credit is seen on the bill or a check is sent to the Town for the recovered amount.

Further, Troy & Banks may also determine whether ongoing utility charges can be reduced by application of new rate schedules, rate options or other billing adjustments. The firm will work with the utility providers to implement the rate changes and other billing adjustments it identifies.



Street Light Overcharges Recovered for City of Buffalo

Client profile: The City of Buffalo, New York stretches over 52 square miles and has a population greater than 250,000, making it the second most populous city in the state. With over 32,000 streetlights and electric bills exceeding \$16 million a year, Buffalo Comptroller Mark J.F. Schroeder looked for outside help from an experienced bill auditing company – managing a city’s extensive utility billing can require expert assistance. The City of Buffalo issued an RFP bid, which was subsequently awarded to Troy & Banks.

The results: Over the course of the street light portion of the audit, Troy & Banks found that the City of Buffalo was being charged for 3,500 street lights that did not exist. The disparity was a data entry error of the part on the city’s electricity provider, National Grid, which resulted in **\$1.1 million** in overcharges.

The process: Troy & Banks compared National Grid’s street light inventory with the city’s bill. An on-sight investigation followed; each street light location was visited and billing components were verified. This comparison revealed significant discrepancies. Troy & Banks then filed a claim on behalf of the city for a refund.

Why T&B: Troy & Banks is a contingency-based utility and telecommunications bill auditing company. As Comptroller Mark Schroeder stated on behalf of the City of Buffalo, “We don’t pay a dime unless we get money back...”

Experience: Troy & Banks has recovered over \$500 million for its clients and has performed over 10,000 utility audits in all 50 states. Some of its street light audit clients and their savings include: **Town of Cheektowaga, NY - \$420,000, Town of Delwitt, NY – \$261,000, City of Buford, GA - \$76,000, Village of Royal Palm Beach, FL - \$21,000, and City of Virginia Beach, VA - \$16,000.**

“We don’t pay a dime unless we get money back...”
- Mark Schroeder,
City of Buffalo
Comptroller

**Over
\$1.1 million
recovered for
the City of
Buffalo, NY**

**Street light costs
amount up to
40% of
municipalities'
energy bills. Are
you paying for
more lights than
you should?**

More testimonials can be found at troybanks.com.



Town of Davie
Utility Billing Audit

SECTION 4.0 TOWN REQUIRED FORMS

**FIRM SHALL ATTACH PROPOSAL PAGE DETAILING
FIRM'S PROPOSED PERCENTAGE OF RECOVERED
OVERCHARGES.**

Authorized Signatory: Thomas T. Ranallo

Executed by: Thomas T. Ranallo
(Type or print name)

Title: President

For (Company): Troy & Banks, Inc.

Address: 2216 Kensington Avenue, Buffalo, NY 14226

Telephone Number: (716) 839-4402 Fax Number: (716) 839-4452

Email: tranallo@troybanks.com

Town of Davie
Utility Billing Audit



TOWN OF DAVIE
E-VERIFY FORM

Bid No: B-17-69

Project Description: Utility Billing Audit

Vendor/Consultant acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- (a) all persons employed by Vendor/Consultant to perform employment duties within Florida during the term of the contract; and
- (b) all persons (including SUBCONTRACTORS/SUBVENDORS) assigned by Vendor/Consultant to perform work pursuant to the contract with the Department. The Vendor/Consultant acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the Town of Davie.

Company/Firm: Troy & Banks, Inc.

Authorized Signature: *Thomas T. Ranallo*

Print Name THOMAS T. RANALLO

Title: President

Date: 4/4/2016

**Town of Davie
Utility Billing Audit**

EMPLOYEE BACKGROUND VERIFICATION AFFIDAVIT

I, Thomas T. Ranallo, Company Troy & Banks, Inc.,

Attest that all personnel used in the performance of this work have had a criminal background check, and have no criminal offenses, a negative drug test result, and are legally documented to work in the United States.

The Town of Davie requests copies of the criminal back ground checks and drug test results.

Troy & Banks is not required to do criminal back ground checks and drug tests for our employees.

Proposer's Signature



**Town of Davie
Utility Billing Audit**

**Town of Davie
Vendor/Bidder Disclosure**

I, Thomas T. Ranallo, being first duly sworn state that:
The full legal name and business address of the person(s) or entity contracting with the Town of Davie ("Town") are as follows (Post Office addresses are not acceptable):

Name of Individual, Firm, or Organization: Troy & Banks, Inc.
 Address: 2216 Kensington Avenue
Buffalo, NY 14226
 FEIN 16-1464075
 State and date of incorporation NY - 6/23/1994

OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contract or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who directly or indirectly holds five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full name and address shall be provided for each trustee and each beneficiary. All such names and address are as follows (Post Office addresses are not acceptable):

Full Legal Name	Address	Ownership	
Thomas T. Ranallo	126 Southwedge Dr. Getzville, NY 14068	100	%
			%
			%
			%

2. The full legal names and business addresses of any other individual (other than subcontractors, suppliers, laborers, and lenders) who have, or will have, any legal, equitable, or beneficial interest in the contract or business transaction with the Town are as follows (Post Office addresses are not acceptable):

Town of Davie
Utility Billing Audit

Full Legal Name

Address

NONE

By: Troy & Banks, Inc.

Date: 4/4/2017

Signature of Affiant



Print Name Thomas T. Ranallo

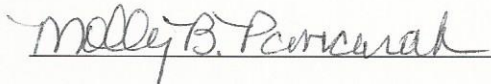
SUBSCRIBED AND SWORN TO or affirmed before me this 4th day of
April 2017, by Thomas T. Ranallo, he/she is per-
sonally known to me or has presented New York Driver License as
identification.

Molly B. Pancurak

New York

Notary Public, State of Florida at

Large



Print or Stamp of Notary

Serial Number

My Commission Expires : 7/31/2018

MOLLY B PANCURAK
Notary Public, State of New York
No. 01PA4813452
Qualified in Erie County
Commission Expires July 31, 2018

Town of Davie
Utility Billing Audit

LOBBYING INTEREST

Respondents should refer to Sec. 2-57 of the attached form for complete definition of terms.

I, Thomas T. Ranallo representing Troy & Banks, Inc. declare that I have read the attached form and that (check one):

My company is not interested in lobbying either staff or elected officials on any subject associated with this Request for Proposal (RFP)

My company is interested in lobbying either staff or elected officials on matters associated with this Request for Proposal (RFP). I understand that in order to lobby, I must fill out the attached form and submit it to the Town Clerk's Office along with a registration fee of \$50.00.

Title of RFP: Utility Billing Audit

Bidder Name: Troy & Banks, Inc.

Address: 2216 Kensington Avenue

Buffalo, NY 14226

Phone Number: (716) 839-4402

Fax Number: (716) 839-4452

e-mail Address: tranallo@troybanks.com

Signature: 

Print Name: Thomas T. Ranallo

Town of Davie
Utility Billing Audit

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS RFP.

Addendum #1, Dated 3/17/2017

Addendum #2, Dated 3/22/2017

Addendum #3, Dated 3/28/2017

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____


Addendum #7, Dated _____

Addendum #8, Dated _____

PART II:

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP.

FIRM NAME: Troy & Banks, Inc.

AUTHORIZED SIGNATURE:  DATE: 4/4/2017
Thomas T. Ranallo

TITLE OF OFFICER: President



ADDENDUM TO BID DOCUMENTS

SOLICITATION RFP No. B-17-69 Utility Billing Audit

ADDENDUM No. 1 **BID OPENING DATE** 04/06/17 at 2:00 PM EST **TODAY'S DATE** 3/17/2017

To All Bidders:

This addendum is issued to modify the previously issued bid documents and/or given for informational purposes, and is hereby made a part of the bid documents. Please attach this addendum to the documents in your possession and acknowledge receipt of this addendum in the space provided on the bid form.

Question (1 of 1)

Q1. Can a firm respond to only one (1) section of this bid? We are interested in auditing the telecommunications portion of billing for the Town, but not electric, gas, water, garbage, etc. Please advise.

A1. Yes, however the Town prefers to have a firm that can perform multiple functions.

Reviewed by:

Purchasing Manager
Purchasing Division

Acknowledged by:
Troy & Banks, Inc.
Contractor
Thomas T. Ranallo
Authorized Representative (Printed)
President
Title
Signature
3/17/2017
Date



ADDENDUM TO BID DOCUMENTS

SOLICITATION	<u>RFP No. B-17-69 Utility Billing Audit</u>		
ADDENDUM No.	<u>2</u>	BID OPENING DATE	<u>04/06/17 at 2:00 PM EST</u>
		TODAY'S DATE	<u>3/22/2017</u>

To All Bidders:

This addendum is issued to modify the previously issued bid documents and/or given for informational purposes, and is hereby made a part of the bid documents. Please attach this addendum to the documents in your possession and acknowledge receipt of this addendum in the space provided on the bid form.

Question (1 of 1)

Q1. Will you please provide us with the combined monthly billing for all telecom Carriers being audited?

A1. Townwide:

Approximately \$25,000 a month for AT&T

Approximately \$190,600 per year to include various Verizon Wireless accounts

Approximately \$41,800 per year to include Comcast

Reviewed by:

Purchasing Manager
Purchasing Division

Acknowledged by:
<u>Troy & Banks, Inc.</u>
Contractor
<u>Thomas T. Ranallo</u>
Authorized Representative (Printed)
President
Title
<u>Thomas T. Ranallo</u>
Signature
<u>3/29/2017</u>
Date



ADDENDUM TO BID DOCUMENTS

SOLICITATION RFP No. B-17-69 Utility Billing Audit

ADDENDUM No. 3 **BID OPENING DATE** 04/06/17 at 2:00 PM EST **TODAY'S DATE** 3/28/2017

To All Bidders:

This addendum is issued to modify the previously issued bid documents and/or given for informational purposes, and is hereby made a part of the bid documents. Please attach this addendum to the documents in your possession and acknowledge receipt of this addendum in the space provided on the bid form.

Clarification

Gas is no longer a consideration of this audit.

Questions (2 of 2)

Q1. Please provide the approximate number of accounts (or meters) for the following utility types: electricity, gas, and garbage.

A1.

17 accounts – Florida Power & Light

Q2. Please provide approximate annual spend for electricity, gas, and garbage

A2.

Approximate annual amounts:

\$175,000 – Fort Lauderdale (Water/Sewer)

\$74,000 – City of Sunrise (Water/Sewer)

\$2.6 million – Florida Power & Light

Revenue based on Franchise Agreement – Waste Management

Reviewed by:

Purchasing Manager
Purchasing Division

Acknowledged by:
Troy & Banks, Inc.
Contractor
Thomas T. Ranallo
Authorized Representative (Printed)
President
Title
Signature
3/29/2017
Date

**Town of Davie
Utility Billing Audit**

PROPOSAL SIGNATURE PAGE FOR CORPORATION

The officers of the Corporation are as follows:

<u>NAME</u>	<u>ADDRESS</u>
President <u>Thomas T. Ranallo</u>	<u>126 Southwedge Dr., Getzville, NY 14068</u>
Vice-President <u>Bonnie L. Ranallo</u>	<u>126 Southwedge Dr., Getzville, NY 14068</u>
Secretary <u>Molly B. Pancurak</u>	<u>2033 Enfield Lane, Erie, PA 16509</u>
Treasurer _____	
Registered Agent <u>CT Corporation System 1200 South Pine Island Rd., Plantation,</u>	<u>FL 33324</u>

The full names and residences of stockbrokers, persons, or firms interested in the foregoing Proposal, as principals, are as follows:

Post Office Address

PROPOSER:

Troy & Banks, Inc.
(CORPORATE NAME)

 tranallo@troybanks.com
PRESIDENT'S SIGNATURE AND E-MAIL ADDRESS

Is this corporation incorporated in the State of Florida?

ATTEST: 
SECRETARY

YES [] NO [X]

If no, give address of principal place of business: 2216 Kensington Avenue,
Buffalo, NY 14226

**Town of Davie
Utility Billing Audit**

DRUG-FREE WORKPLACE PROGRAM NOT APPLICABLE

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

VENDOR'S SIGNATURE

PRINTED NAME

NAME OF COMPANY

**Town of Davie
Utility Billing Audit**

SOLICITATION, GIVING, AND ACCEPTANCE OF GIFTS POLICY

Florida Statute 112.313 prohibits the solicitation or acceptance of Gifts. - "No Public officer, employee of an agency, or candidate for nomination or election shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the public officer, employee, or candidate would be influenced thereby."... The term 'public officer' includes any person elected or appointed to hold office in any agency, including any person serving on an advisory body."

The Town of Davie policy prohibits all public officers, elected or appointed, all employees, and their families from accepting any gifts of any value, either directly or indirectly, from any contractor, vendor, consultant, or business with whom the Town does business. Only advertising office stationery or supplies of small value are exempt from this policy - e.g. calendars, note pads, pencils.

The State of Florida definition of "gifts" includes the following:

- Real property or its use,
- Tangible or intangible personal property, or its use,
- A preferential rate of terms on a debt, loan, goods, or services,
- Forgiveness of indebtedness,
- Transportation, lodging, or parking,
- Membership dues,
- Entrance fees, admission fees, or tickets to events, performances, or facilities,
- Plants, flowers or floral arrangements

Services provided by persons pursuant to a professional license or certificate. Other personal services for which a fee is normally charged by the person providing the services. Any other similar service or thing having an attributable value not already provided for in this section. To this list, the Town of Davie has added food, meals, beverages, and candy.

Any contractor, vendor, consultant, or business found to have given a gift to a public officer or employee, or his/her family, will be subject to dismissal or revocation of contract.

As the person authorized to sign the statement, I certify that this firm will comply fully with this policy.



SIGNATURE

Thomas T. Ranallo

PRINTED NAME

Troy & Banks, Inc.

NAME OF COMPANY

President

TITLE

Failure to sign this page shall render your bid non-responsive

Town of Davie

SOURCE OF INFORMATION

How did you find out about this solicitation? Check all that applies.

- 1. www.davie-fl.gov
- 2. www.demandstar.com
- 3. The Sun Sentinel
- 5. Referral/word-of-mouth Specify Source: _____
- 6. Search Engine/Internet search
- 7. E-mail, newsgroup, online chat Specify _____ Source: _____

- 8. Banner or Link on another website
- 9. Flyer, newsletter, direct mail Specify Source: _____
- Other Specify _____ Source: _____

Please note: This survey form is used for internal Procurement purposes only.

Town of Davie

INDEMNIFICATION CLAUSE

The Contractor shall indemnify, defend and hold harmless the Town Council, the Town of Davie and their agents and employees from and against all claims, damages, losses and expenses (including attorney's fees) arising out of or resulting from the contractor's performance of the work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or damage on destruction of property including the loss of use resulting there from, and (2) is caused in whole or in part by any breach or default by Contractor or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless or whether or not it is caused in part by a party indemnified hereunder.

Troy & Banks, Inc. Thomas T. Ranallo 4/4/2017
Proposer's Name Signature Date

STATE OF FLORIDA NEW YORK
COUNTY OF BROWARD ERIE

SWORN TO AND SUBSCRIBED before me, the under signed authority,

Thomas T. Ranallo who, after first being sworn by me, affixed his/her
[name of individual signing]
signature in the space provided above on this 4th day of April, 20 17

Molly B. Pancurak
Molly B. Pancurak

NOTARY PUBLIC

MOLLY B PANCURAK
Notary Public, State of New York
No. 01PA4813452
Qualified in Erie County
Commission Expires July 31, 2018

Town of Davie

SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the **TOWN OF DAVIE, FLORIDA**

By: Thomas T. Ranallo, President
(print individual's name and title)

For: Troy & Banks, Inc.
(print name of entity submitting sworn statement)

whose business address is: 2216 Kensington Ave., Buffalo, NY 14226

and (if applicable) its Federal Employer Identification Number (FEIN) is: 16-1464075
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____ - _____ - _____).

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or non contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers' directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, and partners. Shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement, which I have marked below, is true in relations

Town of Davie

to the entity submitting this sworn statement. (Indicate which statement applies).

- Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Thomas T. Ranallo
Signature

Sworn to and subscribed before me this 4th day April, 2017

Personally known Thomas T. Ranallo
OR _____ Name of Notary Molly B. Pancurak
Produced identification Driver License Notary Public - State of New York

Molly B. Pancurak

MOLLY B PANCURAK
Notary Public, State of New York
No. 01PA4813452
Qualified in Erie County
Commission Expires July 31, 2018

Town of Davie

ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA NEW YORK }
COUNTY OF ERIE } SS:

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees of the Town of Davie, its elected officials, and Troy & Banks, Inc. or its design consultants, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

[Handwritten signature]

By:

President

Title:

Sworn and subscribed before this

4th day of April, 2017

[Handwritten signature]
Notary Public, State of Florida - New York

Molly B. Pancurak
(Printed Name)

My commission expires: July 31, 2018

MOLLY B PANCURAK
Notary Public, State of New York
No. 01PA4813452
Qualified in Erie County
Commission Expires July 31, 2018

Town of Davie

NON-COLLUSIVE AFFIDAVIT

STATE OF ~~FLORIDA~~ NEW YORK }
COUNTY OF ERIE }

SS:
}

Thomas T. Ranallo being first duly sworn, deposes and says that:

a) He/she is the Owner/President, (Owner, Partner, Officer, Representative or Agent) of Troy & Banks, Inc. the Proposer that has submitted the attached Proposal;

b) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

c) Such Proposal is genuine and is not collusive or a sham Proposal;

d) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from proposing in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed work;

e) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered
in the presence of:

Molly B. Pomeroy
Witness

By: Thomas T. Ranallo

Keith J. Vega
Witness

Thomas T. Ranallo
(Printed Name)

President
(Title)

Town of Davie

PROPOSER QUESTIONNAIRE

Name of Proposing Firm: Troy & Banks, Inc. Today's Date: 4/4/2017

Primary Contact Person Re: this Proposal: Thomas T. Ranallo

Primary Contact Person Email Address: tranallo@troybanks.com

Primary Contact Person Phone Number: 716-839-4402, ext. 1005

1. How many years has your firm been in business under its present business name?: 26

2. Under what other former name(s) has your firm operated?: none

3. Have any similar agreements held by proposer for a similar project to the proposed project ever been canceled? Circle one: No Yes If yes, please explain: _____

4. Has the proposer or any principals of the firm failed to qualify as a responsible proposer, refused to enter into a contract after an award has been made, failed to complete a contract during the past five (5) years, or been declared to be in default in any contract in the last five (5) years? Circle one: No Yes
If yes, please explain: _____

5. Has the proposer or any principals of the firm ever been declared bankrupt or reorganized under Chapter 11 or put into receivership? Circle one: No Yes
If yes, please explain and give date, court jurisdiction, action taken, and any other explanation deemed necessary: _____

6. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this BID. Please attach certificate of competency and/or State registration.
State of Florida, Department of State - F12000004110

7. List the pertinent experience of the key individuals of your firm (continue on insert sheet if necessary): SEE ATTACHED

Town of Davie

8. State the name and title of the individual who will have personal management of the work:

Keith Wiese, Audit Manager

9. State the name and address of attorney, if any, for the firm: Mitchell Katz, Esq.,

Menter, Rudin & Trivelpiece, PC, 308 Maltbie St., Ste. 200,
Syracuse, NY 13204

10. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Proposer's business and indicate the percentage owned of each such business and/or individual: Thomas T. Ranallo - 100%

11. State the names, addresses and the type of business of all firms that are partially or wholly owned by Proposer: none other

12. Bank references:

<u>BANK NAME</u>	<u>ADDRESS (CITY, STATE, ZIP)</u>	<u>PHONE NUMBER</u>
<u>M&T Bank</u>	<u>428 Evans St., Williamsville, NY 14221</u>	<u>716-633-2458</u>

13. Firm has attached a current Certificate of Liability Insurance? Yes No

14. Firm has attached a current W9? Yes No

15. Exceptions to any terms and conditions herein have been attached/redlined within this proposal submittal in accordance with Section 1.32 of this RFP. Yes No

16. Litigation/Judgements/Settlements/Debarments/Suspensions – Submit information on any pending litigation and any judgements and settlements of court cases relative to providing the services requested herein that have occurred within the last three (3) years. Also indicate if your firm has been debarred or suspended from bidding or proposing on a procurement project by any government entity during the last five (5) years. NONE

17. Disclosure of Conflict of Interest

VENDOR SHALL DISCLOSE BELOW, TO THE BEST OF HIS OR HER KNOWLEDGE, ANY TOWN OF DAVIE OFFICER OR EMPLOYEE, OR ANY RELATIVE OF ANY SUCH OFFICER OR EMPLOYEE AS DEFINED IN SECTION 112.3135, FLORIDA STATUTES, WHO IS AN OFFICER, PARTNER, DIRECTOR OR PROPRIETOR OF, OR HAS A MATERIAL INTEREST IN THE VENDOR'S BUSINESS OR ITS PARENT COMPANY, ANY SUBSIDIARY, OR AFFILIATED COMPANY, WHETHER SUCH TOWN OFFICIAL OR EMPLOYEE IS IN A POSITION TO INFLUENCE THIS PROCUREMENT OR NOT.

Town of Davie

Name Relationship
NONE

Troy & Banks, Inc.
FIRM NAME

Thomas T. Ranallo
SIGNATURE OF AUTHORIZED AGENT

Thomas T. Ranallo, President
NAME & TITLE, TYPED OR PRINTED

STATE OF NEW YORK)
COUNTY OF ERIE) SS

The foregoing instrument was sworn to and subscribed before me this 4th day of April, 2017
by Thomas T. Ranallo who is personally known to me or produced
as identification.

Molly B. Pancurak

NOTARY PUBLIC, State of New York

Commission No.: 01PA4813452

Print Name: Molly B. Pancurak

Commission Expires: 7/31/2018

SEAL

(if Corporation)

MOLLY B PANCURAK
Notary Public, State of New York
No. 01PA4813452
Qualified in Erie County
Commission Expires July 31, 2018

Pertinent Experience of Key Individuals

THOMAS T. RANALLO, President and Owner

- Founder - Troy & Banks, Inc.
- 26 years of management experience in the utility and telecom-auditing fields
- Successfully negotiated over \$100 million in over billing refunds
- Successfully managed multiple site, multi-faceted audits for the following large clients: Port Authority of New York & New Jersey, AMTRAK, New York Stock Exchange, Bausch & Lomb, City of Albany, City of Buffalo, U.S. Postal Service - Northeast Region, M&T Bank, Niagara Frontier Transportation Authority, HSBC Bank, Buffalo and Rochester City School Districts, and Off-Track Betting Corporation - Capital & Western Region
- Has had professional consulting training from the Center for Communications Management Information including courses in the following:
 - 1998 – *“Telecommunication Audit Secrets”* – Covering rules and regulations, options with competing providers and auditing essentials
 - 1999 – *“Advanced Auditing Sessions”* - Covering frame relay technology, FCC’s de-tariffing order, traffic analysis essentials and precision auditing exercises
 - 2002 – *“Advanced Auditing Sessions”* - Covering frame relay technology, FCC’s de-tariffing order, traffic analysis essentials and precision auditing exercises
 - 2002 – *“Frame Relay Service and Billing”* - Covering frame relay technology
- Institute on Public Utility Law
 - 2006 – This continuing educational conference included sessions on Network Reliability and Security, status of Telecom Competition Three, Wind Energy, Fixed-Price Commodity Option, and Utility Land Use Issues

KEITH WIESE, Pre-Audit and Audit Coordinator

- Organize audit data
- Order utility and telecommunication histories and customer service records
- Coordinate the distribution of audit information to the appropriate auditors
- Perform follow-up work for the auditors

- Verify applicable credits and refunds
- 24 years with Troy & Banks

EDGAR FOSTVEIT, Regulatory Consultant

- 26 years with the New York State Public Service Commission, first as an investigator, and later as a hearing officer (15years).
- Ruled on gas and electric complaints submitted to the Commission by consumers, and he is also experienced in tariff and Public Service Law.
- Served as a consultant for the Pennsylvania Public Utility Commission and Vermont Public Service Commission, and has provided frequent testimony in three states as either a staff member or consultant, in cases involving utilities

Energy Team:

JUSTIN D. RAYBECK, Energy Analyst

- Eleven years' experience in the deregulated utilities industry
- Energy Consultant - analyzes rate and billing histories for New York State investor-owned utilities and municipal utility providers, as well as out-of-state providers
- Researches and identifies over-billings, preparing necessary supporting evidence for over-billing claims
- Prepares discrepancy claim letters, documenting the over-billing, as well as developing status reports
- Knowledge of tariffs for various utilities assures clients that they are being placed on the most appropriate and money-saving rate
- Managed audits for clients such as:
 - United States Postal Service
 - City of Syracuse
 - City of Buffalo
 - New York State Police Department
 - New York State Thruway Authority
 - Pfizer
 - Ohio Department of Transportation
 - Nassau County
 - New York Stock Exchange
 - Onondaga-Cortland-Madison BOCES

KEITH TYSON, VP of Strategic Initiatives & Energy Services

- Client representative for major accounts such as General Electric, City of Buffalo, Erie County, Rockland County, Hanson Aggregates, Buffalo Public Schools, Western and Capital District Off-Track Betting Corporations, New York Racing Association, Inc., General Mills, and OxyChem; many municipalities, school districts, and manufacturers.
- Research analyst responsible for investigating accounts and working with senior auditors on claim development and resolution.
- Coordinator of Public Service Commission cases representing approximately 80 municipalities and numerous religious organizations. These resolved cases have returned over \$6 million in refunds and has provided thousands of dollars in future cost savings to these entities.
- Directs TB's electrical Demand Response programs in New York (SCR) and nationally.

JAMES CAMPAGNA, Street Light Specialist

- Ten years' experience in the Street Lighting sector
- Prepares inventories of all street lighting accounts and verifies correct billing for each light
- Researches and identifies over-billings, preparing necessary supporting evidence for over-billing claims
- Prepares discrepancy claim letters, documenting the over-billing, as well as developing status reports
- Knowledge of tariffs for various utilities assures clients that they are being placed on the correct street light rate
- Managed Street Light Audits for clients such as:

Geneva City Schools, NY
City of Virginia Beach, VA
James City County, VA
City of Utica, NY

City of Buffalo, NY
City of Syracuse, NY
City of Olean, NY
Village of Royal Palm Beach, FL

RICK STAYCHOCK, Client Services – Street Light Auditor

- Undergraduate and Graduate education in Geography and Planning with GIS coursework
- Utilization of GIS technology to create digital street light map inventories with desired attributes and photography for municipal clients
- Researches and identifies over-billings to prepare supporting evidence for over-billing claims
- Prepares discrepancy claim letters, documents over-billing, as well as development of status reports
- Conducted Street Light Field Audits for clients such as: Pleasanton, CA, Macon-Bibb, GA, City of Huntington, WV

JACK RANALLO, Consultant – Street Light Auditor

Relevant Projects -

- One year experience in the Street Lighting sector
- Organizes GIS street light inventories
- Performed Street Light Audits for clients such as:
 - City of Allentown, PA
 - Village of Great Neck, NY
 - City of Macon-Bibb, GA
 - Town of Watertown, CT
 - Town of Holden, MA

LYNN WORKMAN KERWIN, Water Analyst

- Four years' experience in the Water Auditing sector
- Reviews billing history, looking for excessive water consumption and spikes in water usage
- Researches and identifies over-billings, preparing necessary supporting evidence for over-billing claims
- Prepares discrepancy claim letters, documenting the over-billing, as well as developing status reports
- Knowledge of tariffs for various water agencies assures clients that they are being placed on the correct water rate
- Managed Water Audits for:
 - Port Authority of NY & NJ
 - Virginia Beach Public Schools, VA
 - Isle of Wight County Schools, VA
 - St. Lawrence University
 - Suffolk County Community College
 - Maidstone, Inc.

Telecommunications Team:

GARY L. SHARP, Senior Telecommunications Audit Manager

- Former New York Telephone employee
- 24 years' experience managing large scope telecommunication audits
- 27 years of private communications consulting. Specialized in telecommunications consulting for numerous brokerage firms and financial institutions
- Successfully negotiated over \$20 million in over-billing refunds

ANDREW L. FIORETTI, Senior Technical Analyst

- 25 years' experience in telecommunications and IT infrastructure including design, implementation and auditing services for major corporations and institutions nationally and abroad
- Actively worked in the field as a corporate advisor providing valuable recommendations for recovery of overcharges, as well as making useful and seamless recommendations for cost savings measures moving forward
- Extensive in-depth, working knowledge of IT infrastructure and telecommunications for targeting potential savings areas

JOHN J. COYNE, Senior Auditor

- 24 years' experience as a telecommunication auditor
- Specializes in billing verification and IT Financial Management
- Handles more complex telephone service and billing complaints
- Worked for various telecommunications companies in marketing/sales and managing of installation and repair work

SCOTT LEWIS, CPA, Senior Consultant

- Member of the Florida Institute of Certified Public Accountants and National Association of Telecommunications Officers and Advisors
- Thirty-one years of financial accounting experience, five years in Public Accounting, sixteen years in Cable Television Management, and ten years performing engagements of this nature for local franchise authorities
- Former Manager of Internal Audit for Storer Communications, Inc.
- Former Corporate Controller and VP of Finance for Selkirk Communications, Inc., later to become Comcast Corporation
- Performed over two hundred cable franchise fee compliance reviews

Additional Support Staff:

The following individuals are responsible for the coordinating of office and support work. Their primary responsibilities in support of the audit process are records attainment and retention, data entry and management, application development and claim generation.

Ms. Ashley Graffam

Mr. Robert Nusall

Ms. Paula Gregorio-Hebler

Ms. Molly Pancurak

Ms. Jenah Hernek

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Troy & Banks, inc.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) 2216 Kensington Avenue		Requester's name and address (optional)
	6 City, state, and ZIP code Buffalo, New York 14226		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)																																																				
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																																																				
Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="10" style="text-align: center;">or</td> </tr> <tr> <td colspan="10" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width: 20px; height: 20px; text-align: center;">1</td> <td style="width: 20px; height: 20px; text-align: center;">6</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">-</td> <td style="width: 20px; height: 20px; text-align: center;">1</td> <td style="width: 20px; height: 20px; text-align: center;">4</td> <td style="width: 20px; height: 20px; text-align: center;">6</td> <td style="width: 20px; height: 20px; text-align: center;">4</td> <td style="width: 20px; height: 20px; text-align: center;">0</td> <td style="width: 20px; height: 20px; text-align: center;">7</td> <td style="width: 20px; height: 20px; text-align: center;">5</td> </tr> </table>	Social security number																				or										Employer identification number										1	6		-	1	4	6	4	0	7	5
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1	6		-	1	4	6	4	0	7	5																																										

Part II Certification	
Under penalties of perjury, I certify that:	
<ol style="list-style-type: none"> The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and I am a U.S. citizen or other U.S. person (defined below); and The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. 	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	
Sign Here	Signature of U.S. person ▶
	Date ▶ 02/22/2017

General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

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