

Requisition #: _____
Banner #: _____

Reference #: IER#0000128
Fiscal Year: 2026-2027



Instructional Equipment Request (IER) Form

Title of Submission:	Demptos French Oak Barrels for VWT Program		
Requestor Name:	Lopez, Brianna	Division:	STEM
Date Submitted:	10/07/2026	Discipline:	Viticulture/Winery Technology
Type of Request:	New Equipment or Technology		

Describe the specific equipment requested.

Include model/specs if known. State whether this replaces existing equipment, upgrades current technology, or fills a new need.

The VWT Program is requesting 14 commercial 59-gallon French oak wine barrels for hands-on enology and winery operations instruction. The planned purchase includes 6 Cooper Select-TG, 6 Pardox barrels, and 2 White French oak barrels. The barrels will be an addition to the few barrels that we currently have. As we expand production, we need more barrels.

KEY DEADLINES

Action	Deadline
IER form submitted to Division Dean	10/07/2026
Division Review of IER forms (Dean signature)	10/14/2026
IER due to Exec. Assistant, Administrative Services (with Dean & VP signatures)	10/21/2026

PRE-SUBMISSION CHECKLIST

- ☒ All fields in the form **MUST** be completed in full.
- ☒ Valid vendor quote* must be attached (include shipping, installation, and tax where applicable)
Do not split quotes or submit duplicates. For more details or assistance see Quote Requirements*
- ☒ IER form signed and submitted to Division Dean by the deadline, must include:
 - ☐ Quote (required)
 - ☐ New Vendor Application (if new vendor)
 - ☐ W-9 (if new vendor)

***Quote Requirements:** By law, purchases between \$ 30,000.00 and \$ 119,099.99 require 3 quotes from 3 different vendors. Purchases at or above \$ 119,100.00 require an RFP (bid) process and Board approval; if your request is approved, we provide further instructions via email. We are required to proceed with the cheapest option unless a compelling argument can be provided for a more expensive option. For assistance with quotes, contact Bill Pagano at bpagano@clpccd.org or (925) 485-5271.

[More information on Instructional Equipment can be found here.](#)

IER RUBRIC: HOW YOUR REQUEST WILL BE SCORED

Criteria	Max Points	Strong Evidence	Adequate Evidence	Limited Evidence
Mission & Planning Priorities [Section 2]	5	4–5: Clear and compelling evidence/data that equipment fully supports LPC Mission and Planning Priorities.	2–3: Clear evidence/data that equipment supports LPC Mission and Planning Priorities.	0–1: Limited or no evidence/data.
Programmatic Impact & Institutional support [Section 3]	10	8–10: Clear and compelling evidence/data (from program review) of substantial instructional impact.	4–7: Clear evidence/data of substantial impact on program instruction.	0–3: Limited or no evidence/data.
Teaching & Learning Enhancement [Section 4]	10	8–10: Clear and compelling evidence/data that equipment provides much-needed enhancement to instruction.	4–7: Clear evidence that equipment provides enhanced instruction not met through current means.	0–3: Limited or no evidence/data.
Student Learning Outcomes [Section 5]	5	4–5: Clear and compelling evidence/data that equipment support course and/or program outcomes beyond current capability.	2–3: Clear evidence that equipment supports course and/or program outcomes beyond current capability.	0–1: Limited or no evidence/data.
Safety and/or Org. Effectiveness [Section 6]	5	4–5: Clear and compelling evidence/data that equipment will support safety and/or organizational effectiveness beyond current capability.	2–3: Clear evidence/data that equipment will support safety and/or organizational effectiveness beyond current capability.	0–1: Limited or no evidence/data.
Total	35			

Tip: Use specific data and evidence in each narrative section. Requests without evidence receive lower scores. Incomplete requests will not be ranked.

INSTRUCTIONAL EQUIPMENT: ALLOWABLE & NON-ALLOWABLE ITEMS

Allowable Items – Instructional equipment expenditures are eligible only when the equipment, library material, or technology is used for classroom instruction, student instruction or demonstration, or in the preparation of learning materials within an instructional program. All eligible items must function as durable assets with a useful life exceeding one year. Requests must fall within one of the five categories below (requests are not limited to the examples provided within the categories):

- 1. Equipment and Furniture:** Instructional equipment and furniture for primary use by students in instructional programs. Examples include, but are not limited to: classroom and laboratory equipment, such as, whiteboards, screens, projectors, lab instruments; and, instructional furniture, such as, desks, tables, podiums, chairs.
- 2. Information Technology:** Instructional IT equipment for student use in classrooms, laboratories and/or in direct support of student services. Examples include, but are not limited to: desktops, laptops, monitors, printers, servers, network/wireless infrastructure, AV/TV, and multimedia systems.
- 3. Adaptive Equipment:** Equipment for ADA/OCR-eligible students that assists them in a learning environment.

NOTE: Each individual item must cost \$200 or more.

Non-Allowable Items – Equipment that serve administrative or non-instructional purposes. Examples are: Photocopiers, file cabinets, bookcases, computers used primarily for administrative functions, networking infrastructure for non-instructional use, and software licenses for administrative systems. Items that would be considered supplies or have a useful life of less than one year.

SECTION 1 — Location and Compliance Information

Equipment Location: Building #: 3700 Room #: 3700

If applicable, describe any legal requirement, mandate, or safety concern.

Cite specific regulations or compliance requirements.

Wine barrels require appropriate handling because a filled 9-gallon barrel is extremely heavy and must be moved, positioned, and stored using proper cellar equipment and procedures. Students will receive instruction in safe barrel handling, appropriate use of barrel racks and material-handling equipment, secure barrel positioning, lifting and ergonomic practices, sanitation, filling, topping, sampling, and emptying procedures. Faculty will also reinforce appropriate winery chemical and sanitation procedures when cleaning or preparing barrels. Barrels will be inspected before use and routinely monitored for leakage, structural integrity, cleanliness, and conditions that could compromise wine quality or student safety.

SECTION 2 — Mission & Planning Priorities

Scored 0–5 points

LPC MISSION STATEMENT

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

LPC PLANNING PRIORITIES

- ☒ **Equity:** Affirm LPC's unwavering commitment to equity by deepening campus-wide engagement, enhancing professional development, embedding equity-minded practices in decision-making, assessment, and accountability processes; and building capacity to resolve inequities.
- ☒ **Student Success:** Increase student success and completion through sustainable college practices, processes, academic support, removal of barriers, and focused professional development.
- ☐ **Health & Wellness:** Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.

Explain how this equipment supports LPC's Mission and the Planning Priority/Priorities checked above.

Strong responses provide clear and compelling evidence or data that the equipment supports the LPC Mission and Planning Priorities (e.g., specific program goals, student populations, or outcomes).

This equipment supports LPC's mission by providing students with authentic, hands-on learning that connects enology theory directly to professional winery practice. Barrel aging is an important component of commercial winemaking, yet meaningful experience requires students to work with actual barrels over time. These barrels will allow students to follow wines through filling, maturation, monitoring, sensory evaluation, topping, and preparation for final blending or bottling. The quest supports student success by developing practical cellar and wine quality skills that students can carry directly into winery employment or continued study. It also supports equity by providing this experience on campus to every student. Students will not need winery employment, personal industry connections, or outside access to commercial cooperatives in order to learn barrel management and evaluate the effects of oak aging.

SECTION 3 — Program Review & Programmatic Impact

Scored 0–10 points

Strong responses provide clear and compelling evidence or data from program review of substantial instructional impact. If this equipment was not included in your most recent program review, provide a clear explanation of the instructional need.

Specify the educational programs this equipment supports:

The equipment will primarily support the Enology Associates and Certificate of achievement. The barrels will support instruction in courses including introduction to enology, applied enology, fundamentals of wine science, fall winery operations, fall vineyard operations, and spring winery operations. Their instructional value extends across multiple stages of winemaking, including maturation, oxygen management, oak extraction, topping, sulfur dioxide management, wine analysis, sensory evaluation, sanitation, blending, and cellar operations. The proposed configuration also provides an important experimental teaching opportunity. 6 Cooper Select-TG and 6 Pardox barrels can be used as parallel barrel groups, allowing students to compare two cooperage treatments while holding other production variables as consistent as practical. The two additional white wine barrels extend barrel instruction to a different wine style and production approach.

Is the equipment part of an upcoming Program Review? Was it included last year? If not, why? Use language from your Program Review as evidence to support this request.

Quote or paraphrase relevant language directly from your Program Review. If not included in Program Review, explain why this need emerged outside the regular planning cycle.

This request was mentioned previously because the program produces more wines and expands hands-on instruction, sufficient barrel capacity is needed not simply to store wine, but to teach comparative aging, cellar management, sensory evaluation, and wine quality decision making. The request therefore responds to an instructional need that has emerged through actual operation of the Teaching Winery and continued development of the Enology curriculum.

Section 4 — Teaching & Learning Enhancement

Scored 0–10 points

Provide clear and compelling evidence or data that this equipment enhances instruction and student learning beyond current capability. Strong responses demonstrate a much-needed instructional enhancement not met through existing means.

How does this equipment enhance teaching and the quality of instruction? Use evidence and data

Be specific about what instructors can do with this equipment that they cannot do now.

The barrels will allow faculty to teach wine maturation as an ongoing process rather than discussing barrel aging only through lecture or isolated demonstrations. Students can follow the same wines over time and evaluate how barrel selection, aging duration, topping, oxygen exposure, lees management, sulfur dioxide, and cellar practices influence wine development. The two groups of 6 barrels are particularly useful instructionally because faculty can establish comparative trails using different cooperage selections. Students can collect analytical and sensory data throughout maturation and evaluate differences before making blending or bottling decisions. The two barrels designated for white wine will also allow faculty to address the different considerations involved in barrel aging white versus red wines. This creates a semester to semester learning environment in which students make observations, collect data, and see the consequences of cellar decisions over time.

How does this equipment directly improve student learning?

Consider engagement, accessibility, hands-on practice, preparation for transfer or employment, etc.

Students will gain hands on experience with:

- Barrel inspection and preparation
- Filling and emptying barrels
- Topping and volume management
- Sampling techniques
- Barrel sanitation
- Monitoring free SO₂ and other wine quality parameters
- Evaluating wine development over time
- Sensory evaluation of barrel aged wines
- Comparing cooperage treatments
- Recognizing signs of leakage or potential spoilage
- Maintaining barrel and cellar records
- Making blending and maturation decisions

Students will therefore develop both technical cellar skills and the ability to connect analytical and sensory observations with production decisions.

Estimated impact of this equipment:

Number of Classes / Sections Impacted:	5+	Estimated Number of Students Per Year:	75+
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SECTION 5 — Student Learning Outcomes (SLOs)

Scored 0–5 points

Strong responses provide clear and compelling evidence or data that this equipment supports course and/or program outcomes beyond current capability.

Which course or program SLOs does this equipment support? List them.

Reference the relevant SLO language from your course outline or program.

The barrels support the Enology program outcomes related to:

- Safely operating and using winery equipment during the winemaking process
- Applying ecological principles and appropriate production practices to produce sound wines
- Performing wine analysis and quality control testing during fermentation, cellaring, and preparation for bottling
- Assessing wine quality using analytical and sensory information

The equipment also supports course level instruction in wine maturation, cellaring operations, sensory evaluation, wine chemistry, sulfur dioxide management, oak aging, sanitation, blending, and quality control.

How will this equipment enable measurable improvement of your current SLO attainment?

Consider how the equipment addresses gaps in current instructional capability, student practice, or skill development.

The barrels will allow faculty to assess student competency through actual cellar-management activities. Students can be evaluated on their ability to correctly prepare and fill a barrel, obtain a representative sample, perform topping, maintain appropriate cellar records, interpret analytical results, evaluate sensory changes, identify potential quality concerns, and recommend appropriate cellar actions. Students can also compare analytical and sensory results between the two barrels treatments and explain whether observed differences justify different aging or blending decisions. A recommended benchmark is for at least 95% of assessed students to demonstrate proficiency in assigned barrel management and wine evaluation competencies after instruction. This creates direct evidence that students can apply enology concepts to an actual aging wine rather than demonstrating knowledge only through written assessment.

SECTION 6 — Safety & Organizational Effectiveness

Scored 0–5 points

Strong responses provide clear and compelling evidence or data that this equipment supports safety and/or organizational effectiveness beyond current capability.

Describe, in detail, the impact this equipment will have on safety and/or organizational effectiveness:

The additional barrels will improve cellar organization by providing appropriate dedicated vessels for instructional wine lots and reducing the need to move wines between vessels simply because appropriate barrel capacity is unavailable. A standardized barrel inventory also makes it easier to assign lots, track treatments, organize topping schedules, maintain sanitation records, and coordinate student work during winery laboratories. Students will be trained in safe barrel movement, proper use of barrel racks and handling equipment, secure positioning, sampling, sanitation, and cellar housekeeping. Clearly identified barrels and treatment groups will also improve traceability. Each barrel can be assigned a barrel number and tracked for wine lot, cooperage treatment, fill date, topping history, analytical results, sensory observations, and sanitation history.

SECTION 7 — Total Cost of Ownership & Sustainability

How does this equipment meet or exceed LPC's [Sustainability Efforts](#)?

Consider energy efficiency, reduced waste, longevity, and end-of-life disposal plan.

Wine barrels are durable, reusable production vessels that can support instruction across multiple vintages. During their useful oak extraction life, the barrels can be used for wine maturation and comparative cooperage instruction. As their oak contribution decreases, barrels that remain structurally and microbiologically sound may continue to serve educational purposes as more neutral vessels where appropriate. Proper sanitation, storage, topping, inspection, and maintenance will be incorporated into student instruction to maximize barrel life and protect the college's investment. Using barrels across multiple vintages also allows the instructional value of the purchase to extend well beyond a single class or academic year.

Does the new equipment replace older equipment?

If yes, will you retire/surplus the old equipment? If not, where will it be stored and what are the storage costs?

No. These barrels primarily expand the winery's instructional barrel capacity and allow the program to establish intentional comparative cooperage trials and dedicated white wine barrel instruction. Existing serviceable barrels will remain in use where appropriate. Any barrels that become structurally unsound, microbiologically unsuitable, or no longer appropriate for wine production will be removed from active winery use according to program and District procedures. The new barrels will be stored within the exiting teaching winery barrel storage room in the 3700 building.

SECTION 7 – Total Cost of Ownership & Sustainability (continued)

Operator		Maintenance & Repair	
Primary Operator	Brianna Lopez	Who will perform maintenance & repairs?	Brianna Lopez
Does the work align with current position duties?	Yes	Does the work align with current position duties?	Yes
Cost to train primary operator:	0.00	Cost to train for maintenance and repairs:	0.00
Estimated hours equipment will be used per month:	24/7	Estimated hours per month:	2

Comments:

Use will fluctuate throughout the year, with greater activity during harvest, fermentation, barrel filling, topping, sampling, cellar work, and blending periods.

FOAP (Budget) for Recurring Costs:	<u>103001</u>	-	<u>34900</u>	-	<u>5220</u>	-	<u>60100</u>
	Fund		Org		Account		Program

Estimated Lifespan of Equipment: 5-10+

Part A: Initial Start-Up Costs	Cost (\$)	Notes
Equipment / Materials	\$17,382.00	14 Barrels
Shipping & Delivery	\$225.00	Freight
Installation	\$0.00	
Operator Training	\$0.00	
Facilities Modification	\$0.00	
Other	\$0.00	
Discounts (enter as positive)	\$0.00	
Subtotal	\$17,607.00	
Part B: Annual Operating Costs	Cost (\$)	Notes
Service / Maintenance	\$0.00	
Part Replacement	\$0.00	
Software Licensing	\$0.00	
Supplies	\$500.00	Barrel bungs and cleaning supplies
Vendor Calibration / Standardization	\$0.00	
Storage	\$0.00	
Other	\$0.00	
Subtotal	\$500.00	

Overall Cost (Start-Up + Annual)	\$18,107.00
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APPROVALS & SIGNATURE ROUTING

Before signing below, please confirm all fields are completed, the information is correct, and the request is for allowable items. A vendor quote must be attached **before** the form is submitted.

3  Quote (Preferred Vendor)

Title	Signature	Date
Requestor:	<i>Brianna R Lopez</i>	10/07/2026
Division Dean:	<i>Paula Checchi</i>	10/12/2026
Vice President:	<i>Nan Ho</i>	10/13/2026
College Technology Services Manager:	<i>Stephen Gunderson</i>	10/14/2026
M&O Director:	<i>JOHN SEYBERT</i>	10/17/2026
Vice President, Administrative Services:	<i>Sean Brooks</i>	10/25/2026

REFERENCE: IER Process Flow

1	Requestor submits completed packet to Division Dean
2	Dean reviews and forwards to Vice President
3	Vice President reviews and forwards to Executive Assistant of Administrative Services
4	Executive Assistant logs request; forwards to M&O and IT for technical review
5	RAC reviews and scores requests
6	Executive Assistant compiles final rankings for RAC review
7	RAC Co-Chairs meet with College President to discuss ranked requests
8	President issues approval memo to RAC
9	RAC notifies requestors of approved requests and any additional steps (e.g., additional quotes, board packet)
	<i>For requests that meet the board threshold, Purchasing will initiate the RFP (bid) process in collaboration with the requestor. Purchasing will notify the requestor of the winning bid/vendor. Bid process takes approximately 6 weeks.</i>
10	Requestor submits Requisition with updated quote(s) (itemization not required on Reqs for IERs) see example
11	Business Office reviews and enters requisitions into Banner; forwards requests to Purchasing*
	<i>*For board requests, bid process must be completed first, then requisition submitted to Business Office for entry into Banner, then Division submits board packet with copy of req entered into Banner (note Banner Doc # on packet).</i>

Questions? Contact the [RAC Co-Chairs](#) or the [Executive Assistant, Administrative Services](#).



CHABOT – LAS POSITAS COMMUNITY COLLEGE DISTRICT

Vendor Profile Application

Return Completed Form to:

Contact Person Requesting Your Services

PLEASE TYPE OR PRINT.

For questions regarding this form or the application process, please contact the Purchasing Department at (925) 485-5230.

1. Vendor Name: <u>Demptos Napa Cooperage</u> DBA (if any): _____ Check payable to <u>Demptos Napa Cooperage</u>	
2. This information must be supplied. If not , the application will be returned. W9 form Required. Federal ID Number <u>68</u> - <u>0360124</u> or Social Security Number _____ - _____ - _____ A. Federal Tax Classification ☐ Individual/Sole Proprietor (S) ☐ Joint Venture (J) ☐ Partnership ☐ Single-Member LLC ☒ Corporation (C), State where incorporated <u>California</u> B. Is it a Non-Profit Organization? ☐ Yes ☒ No , If yes provide Tax-Exempt Form C. Business Start/Incorporation Date ____/____/1982	
3. Addresses A. <u>Primary/Mailing</u> Street <u>1050 Soscol Ferry Road</u> City <u>Napa</u> Zip Code <u>94558</u> Primary Contact Name <u>Brad Bogel</u> Phone (<u>707</u>) <u>724</u> - <u>2230</u> Ext. _____ Fax (_____) _____ - _____ Email <u>brad@demptosusa.com</u> B. <u>Order (for Purchase Orders, if different from above)</u> Street _____ City _____ Zip Code _____ Primary Contact Name _____ Phone (_____) _____ - _____ Ext. _____ Fax (_____) _____ - _____ Email _____ C. <u>Remittance (for checks if different from above)</u> Street _____ City _____ Zip Code _____ Primary Contact Name _____ Phone (_____) _____ - _____ Ext. _____ Fax (_____) _____ - _____ Email _____	
4. Vendor Category ☐ Disabled Veteran ☐ Minority Owned ☐ Small Business ☐ Women Owned	
5. Type of Business: Check the one which best describe your company: ☐ Broker ☒ Manufacturer ☐ Manufacturer's Rep ☐ Wholesaler ☐ Retailer <u>Service</u> ☐ Architect, Engineer, Construction ☐ Professional ☐ Other	
6. Sales Tax Collection ☐ Collects all Sales/Use Tax for Alameda County ☐ Collects Selected Taxes ____% ☒ Does not collect Sales Tax California Seller or Use Tax Permit Number _____ Do you supply recycled products? ☐ Yes ☒ No	
7. Type of commodities or services that your business provides <u>Wine and Spirits Barrels</u>	
8. Name of person completing the form Name <u>Brad Bogel</u> Title <u>Sales Representative</u> Phone No. <u>707-724-2230</u> Signature <u>Brad Bogel</u> Date <u>10/6/2026</u> Email Address: <u>Brad@demptosusa.com</u> Digitally signed by Brad Bogel Date: 2026.10.06 13:52:39 -07'00'	

DO NOT COMPLETE – For CLPCCD use only ☐ New ☐ Updated

Received by Purchasing on _____ VENDOR NO. _____



Demptos Napa Cooperage
1050 Soscol Ferry Road
Napa, CA 94558

Phone No.: 707-257-2628
FAX No.:

PRO-FORMA INVOICE

Sales Order Number: SO19533
Sales Order Date: 10/2/2026

Page: 1

Customer: LASLIV
Las Positas College Campus Hill
Vineyard
Brianna Lopez
Viticulture & Wny Technology
3000 Campus Hill Drive
Livermore, CA 94551
USA
Phone No.: 925-285-3954
BRLopez@laspositascollege.edu

Bill-to: LASLIV
Las Positas College Campus Hill Vineyar
Brianna Lopez
Viticulture & Wny Technology
3000 Campus Hill Drive
Livermore, CA 94551
USA
Phone No.: 925-285-3954
BRLopez@laspositascollege.edu

Ship To:
Las Positas College Campus Hill Vineyar
Brianna Lopez
Viticulture & Wny Technology
3000 Campus Hill Drive
Livermore, CA 94551
USA
Phone No.: 925-285-3954
BRLopez@laspositascollege.edu

Customer PO:
Tax Exempt No.:

Terms: PRE-PAY
Est. Delivery:

FOB: Napa
Expiration Date: 12/31/2026

Qty	Coop	Size	Style	Forest	Toast	Toasted Heads	Air Dry	Thin Stave	Hoops	PO	Unit	Unit Price	Total Price
5	DNC	225L	Bordeaux Export	Cooper Select-TG	Medium Plus		24 mos	TS			Each	1,183.00	5,915.00
6	TD	225L	Bordeaux Export	Paradox®	Paradox®		36 mos.	TS			Each	1,275.00	7,650.00
1	DNC	225L	Bordeaux Export	Cooper Select-TG	Medium Plus		36 mos.				Each	1,226.00	1,226.00
2	DNC	225L	Bordeaux Export	Rêve Blanc	Medium Plus		36 mos.				Each	1,183.00	2,366.00
1			Freight Out									225.00	225.00
			Laser Logo and Year										

Representative: Brad Bogel

By confirming or approving this order, orally or in writing, customer acknowledges and agrees that (1) payments received by seller 30 days from the date of invoice will incur a service charge at a rate of 10% per annum, payable daily,

(2) that invoice billing amount due must be paid in full without deduction for any cost, fee or sum charged for transmittal or receipt of payment to Demptos, which sum shall be paid by customer in addition to the invoice billing amount due,

(3) customer agrees to pay all cost and attorney's fees incurred by seller in collection of any delinquent sums due and

(4) any action related to the products purchased by customer, or the payments due upon invoice, shall be venued in the County of Napa, State of California.

****PLEASE PAY FROM THIS INVOICE****

Due with Invoice: 17,382.00 USD

X

10/7/2026 7:23:09 AM

Please sign one copy and return; keep one for your records **Date**

**Request for Taxpayer
Identification Number and Certification**

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

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

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

Print or type.
See Specific Instructions on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Demptos Napa Cooperage	
2 Business name/disregarded entity name, if different from above.	
3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☒ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
5 Address (number, street, and apt. or suite no.). See instructions. 1050 Soscol Ferry Road	Requester's name and address (optional)
6 City, state, and ZIP code Napa, CA 94558	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

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

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

Social security number									
			-				-		
or									
Employer identification number									
6	8	-	0	3	6	0	1	2	4

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person 
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Date **01/01/2026**

General Instructions

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

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

What's New

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

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

Purpose of Form

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