



Board of Commissioners

PROJECT:

WAYNE COUNTY LANDSCAPING SERVICES

REQUEST FOR PROPOSAL

BID DUE: August 3, 2023

The Wayne County Board of Commissioners is seeking sealed competitive bids from qualified lawn care professionals to perform lawncare and landscaping maintenance of Wayne County properties. The detailed specifications are available at the Board of commissioners office located at 341 East Walnut Street, Jesup, GA; and, interested parties may also go to www.waynecountyga.us to download the bid specifications. Sealed Bids will be received in the Administration Office, 341 E. Walnut Street, Jesup, Georgia 31546, until 10:00 AM on August 3, 2023. At this time, the sealed bids will be publicly opened and the contractors name with the lowest bid will be announced.

SUBMISSION

The required bid documents must be submitted in a sealed package/envelope marked with sealed bid for Landscaping Services and the bidder's name and address on the sealed submission package/envelope, as well as the outside of the shipping package/envelope.

Sealed bids can be dropped off at or mailed to the

Wayne County Admin Office

C/O Bid for Amanda Hannah

341 E. Walnut Street

Jesup, Georgia 31546

Bids will only be accepted at the above address until the time and date specified above, and immediately after will be publicly opened and the contractor's name will be announced. The bid will be awarded at the next regularly scheduled Commissioners' meeting.

Bids received after the required time or in any other location other than the Wayne County Administration office will not be accepted. Wayne County will not be held liable for any misdirected deliveries nor deliveries that are late due to the shipping carrier. Faxed or emailed bids will not be accepted.

All bids submitted in response to this incitation shall become the property of Wayne County Commission and will be a matter of public record available for review after awarded.

SCOPE OF WORK

Wayne County Commission is seeking a landscape contractor to enhance and maintain the spaces surrounding the county buildings and parks. Services will be for all areas listed below and contractors must provide at a minimum the general responsibilities listed below in this RFP.

Locations:

1. City Of Jesup
 - a) Wayne County Administration building (341 E. Walnut Street)

- b) Rayonier Memorial Park (located behind the Administration office on E. Walnut Street)
- c) DFACS (1220 S. 1st Street)
- d) District Attorney Office (145 N. Brunswick Street)
- e) Hall Richardson (600 North 4th Street)
- f) Pineland Mental Health (1240 1st Street)
- g) Wayne County Extension (1900 Sunset Blvd.)

2. Wayne County

- a) Mannington Community Center (10925 Mannington Road)
- b) Gardi Community Center (90 Gardi Road)
- c) Mt. Pleasant Community Center (141 Howard Road)

On a separate bid sheet bid on the following landings:

Williamsburg Landing (608 Sansavilla Road)

Upper County Landing (Arnold River Road)

Pig Farm Landing (2498 Osteen Branch Road)

Jaycee Landing- Fair grounds and parking lot at the top of the hill (230 Jaycee Landing Road)

General Responsibilities

1. Provide sufficient workforce to perform work safely and expeditiously. All equipment provided pursuant to this agreement should be in good and proper working order.
2. All sites are to be maintained on a weekly basis (every seven (7) days), provided that the weather will not adversely affect the grounds of each facility identified above. A proposed schedule of operation shall be submitted with this proposal.
3. Prior to any cutting operations, grounds shall be checked for debris and refuse shall be removed.
4. Following cutting operations, all clippings shall be removed and properly disposed of.
5. No equipment shall be on site or left overnight/weekend unless arrangements have been made with the Facilities Director in writing. No material or equipment is to be stored so as to restrict traffic lines of sight.
6. Any damage that occurs to public or private property during execution of the contractor's work is the sole responsibility of the contractor. Full compensation must be made within thirty (30) days of notification of damage.
7. Repair of concrete or paved areas is not the responsibility of the contractor.
8. All mower blades must be sharp enough to cleanly cut the grass blades without ripping or tearing.
9. Personnel must be available to maintain scheduled operations and to recover from inclement weather conditions in a timely fashion.
10. The contractor is responsible for all equipment necessary to perform the operations in this contract.
11. Grass areas:
 - a. All trash shall be collected and removed from the lawn and shrub areas at each location during the agreement period. This includes from the perimeter of the buildings and around the property boundaries. Clean up shall always be done before cutting.
 - b. Grass areas are to be kept weed and insect free with a year-round weed and insect treatment and control program. If a fungicide needs to be applied, then the contractor can submit a quote to the County representative for approval or denial as this would be outside this contract.
 - c. Grass should be fertilized as needed to keep the grass healthy and aesthetically pleasing. All documentation (copies of invoices, receipts, rates of use, etc.) of fertilizer will be submitted to the County representative for proof of service.

- d. All lawn areas are to be blown free of leaves and pine straw weekly.

13. Parking lots, Streets, Sidewalks:

- a. All parking lots, streets, and walkways must be swept off or blown free of leaves, dust, etc. All trash is to be removed and disposed of properly.
- b. The contractor is responsible for any and all damage caused to vehicles and buildings. Special care should be taken to avoid throwing debris toward parking lots, vehicles, building entrances, and pedestrians.
- c. Any plants or grass growing in damaged areas or expansion joints of sidewalks, curbs, or parking areas are to be removed.
- d. When mowing next to curb lines and walkways, mow so as to throw clippings inward to the lawn areas. All close trimming shall be done with the utmost care so as to protect adjacent plant material.
- e. Using a gasoline-powered blower, all sidewalks and walkways are to be blown clean of grass clippings, leaves, etc.
- f. Edging will be performed weekly during the growing season and as needed thereafter to maintain a neat and clean appearance. All edges bordering lawn areas are to be edged. These will include driveways, shrub beds, walkways, etc.
- g. Edging debris will be removed and disposed of promptly.
- h. Use string trimmer to trim area signs, posts, etc. where lawn mower will not reach.

14. Shrubs and Trees:

- a. All shrubs/trees are to be maintained with proper and timely pruning to sustain a neat, clean, and well-shaped appearance year-round. Shrubs/Trees and associated beds are to be kept weed and insect free. Shrubs are to be pruned to minimum distance of 16" from structures and a minimum of 24" from HVAC units to facilitate building maintenance.
- b. Shrubs/Trees should be pruned to ensure walkways and views of signs are not obstructed nor are they growing against structures. All debris should be promptly removed from County property.
- c. All shrub/tree beds are to be mulched with fresh pine straw twice a year; once between March 15th and March 30th, and again between September 15th and October 1st or as otherwise directed by the County representative. If the County wants more mulch/straw to be added more than twice per year, then the contractor will submit a quote for an extra service for either approval or denial since this is outside of the contract.
- d. Pine straw will be maintained in all beds with a 1" min. depth and 4" max. depth. Old pine straw will be removed before new pine straw is added.

- e. Dead or diseased shrubs and plants are to be removed and replaced immediately upon confirmation by a designated County representative. The County will pay for replacement trees/shrubbery/plants if the replacement is not necessitated by the negligence of the contractor. Otherwise, the contractor is responsible for the replacement.
- f. Fertilize all shrubs/trees once a year at the beginning of the growth period in March/April or as otherwise directed by the County representative.
- g. During dry weather, non-irrigated areas that are landscaped may require manual watering. This is the responsibility of the contractor.

Point of Contact

All dealings, contacts, etc., between the Contractor and the County shall be directed to Speck Echols, Recreation Director, or his/her designee and by the County to the Contractor's manager. The cell phone number of the Contractor's manager shall be provided to the County.

INSTRUCTION TO PROPOSERS

EXPLANATION TO PROPOSERS

Any explanation regarding the meaning or interpretation of contract specifications, or other contract documents must be requested in writing, by July 21, 2023 by 12:00 p.m. and the questions will be answered by ahannah@waynecountyga.us. Any such explanations or interpretations shall be made in the form of addenda to the documents and shall be furnished to all proposers, who shall acknowledge receipt of all addenda with their proposals. Oral explanations and interpretations made prior to the proposal opening shall not be binding.

PROPOSERS' UNDERSTANDING

Proposers shall visit the work site to ascertain by inspection pertinent local conditions such as location, character, and accessibility of the site, availability of facilities, location, and character of existing work within or adjacent thereto, labor conditions, etc.

PREPARATION OF PROPOSALS

- a) Proposals shall be submitted on the forms provided herein. These forms must be signed by the proposer or his authorized representative. Any corrections to entries made on proposal forms should be initialized by the person signing the proposal.
- b) Proposers must quote on all items appearing on proposal forms, unless specific directions in the advertisement, on the proposal form, or if the special specifications allow for partial proposals. Failure to quote on all items may disqualify the proposal at election of the Owner. When quotations on all items are not required, proposers shall insert the words "no proposal" where appropriate.
- c) Any Proposer may modify his Proposal in writing at any time prior to the scheduled closing time for receipt of proposals, provided such is received by the County prior to closing time, and provided further, the County is satisfied that a written communication of the telegraphic modification over the signature of the Proposer was mailed prior to closing time. The communication should not indicate the Proposal price but should only include the modifications to each item by addition or subtraction so that final prices will not be known prior to the opening of the Proposals. Any modification to the Proposal by telegraphic means that is not confirmed in writing within two days of the closing time will be discarded and no consideration will be given to such modification.

SUBMISSION OF PROPOSALS

Proposals must be submitted as directed in the Request for Proposal.

RECEIPT OF PROPOSALS

Proposals shall be submitted prior to the time fixed in the Invitation for Proposals. Proposals received after the time so indicated shall be returned unopened.

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn at any time prior to opening upon written or telegraphic request of the Proposer. Negligence on the part of the Proposer in the preparation of its Proposal shall not be grounds for modification or withdrawal of a proposal after the time set for proposal opening.

PRESENCE OF PROPOSERS AT OPENINGS

At the time and place fixed for opening proposals, the names of all proposals will be made public for the information of all proposers and other interested parties, who may be present in person or by representative.

ONE PROPOSAL RECEIVED

In the event only one proposal is received, the Owner will reserve the right to accept the proposal or to re- advertise and re-proposal the project.

REJECTION OF PROPOSALS

The Owner reserves the right to reject any and all proposals.

CONTRACT AND INSURANCE

- a. The proposer(s) to whom the award is made shall enter into a written contract with the Owner within the time specified in the Proposal.
- b. The Contractor shall secure and maintain such insurance policies as are required. Insurance shall be in accordance with the General Conditions attached hereto.

PROPOSALS

- a. Proposals containing reservations, conditions, omissions, unexplained erasures or alterations, items not required in the proposal, or irregularities of any kind, may be rejected by the Owner as being incomplete and not qualified for consideration.
- b. Each Proposal shall indicate the full business name and address of the Proposer and shall be signed by him with the usual signature. It shall also set forth the type of business organization, i.e., corporation, partnership, individual owner.
- c. A Proposal submitted by a partnership shall list the names of all partners and shall be signed in the partnership name by one of the members of the partnership. If there is no partner who is a Georgia resident, the name and address of an entity designated to receive service of process for the partnership in Georgia must be provided.
- d. A Proposal submitted by a Corporation shall be signed by the legal name of the Corporation, followed by the state of incorporation and the title designation of the

Corporation in legal matters. The name of each person signing the Proposal shall be typed or printed below the signature. If not a Georgia Corporation, there must also be evidence that the corporation is licensed to do business in Georgia.

- e. A Proposal from an individual who is not a Georgia resident shall provide the name and address of an entity in Georgia with the authority to accept service of process for the individual.

POWER OF ATTORNEY

A Power of Attorney, or other satisfactory evidence of the authority of the officer signing on behalf of the Corporation, shall be furnished for the Owner's records.

END OF SECTION

CONTRACT TERMS AND CONDITIONS TERM OF AGREEMENT

The term of this agreement shall be for an initial period of one (1) year unless sooner terminated as hereinafter provided, starting after approval of the Commissioners at their regular scheduled meeting in August. Upon successful evaluation of the first year's performance Wayne County has the option to renew on an annual basis for up to five (5) additional years with the contractor.

PROCEDURES

The extent and character of the services to be performed by the Contractor shall be subject to the general control and approval of the Owner. Any change to the contract must be submitted in writing and approved by the County Administrator, Paul Drawdy.

LICENSE REQUIREMENT

All General Contractors doing business in Wayne County are required to hold a current valid business license within the municipality where the home office is located and must be a certified contractor with the State of Georgia.

INSURANCE

The Contractor shall maintain General Liability Insurance from an insurance company to cover bodily injury and/or property damage directly due to the negligence of the Contractor, his agents, representatives, employees, or subcontractors.

GENERAL INDEMNITY

To the fullest extent permitted by laws, statutes, rules and regulations, the Contractor shall indemnify and hold harmless the County, Engineer, Engineer's Consultants and the Officers, Directors, Employees, Agents, and other Consultants of each and any of them from and against claims, costs, damages, losses, and expenses, including but not limited to all fees and charges of engineers, architects, attorneys and other professionals and all court costs, arising out of or resulting from performance of the work, but only to the extent caused in whole or in part by negligent, reckless, willful and wanton, or wrongful acts or omissions of the Contractor, its Officers, Directors, Employees, Agents, and anyone directly, or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, cost, damage, loss, or expense is caused in part by a party indemnified hereunder, except that no party shall indemnify any other party or person for their own sole negligence. Such an obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Paragraph. In as much possible, the contractor shall be responsible for damages they may cause, unforeseen damages are responsibility.

EXEMPTION OF TAXES

The Contractor shall not charge the County directly for any sales or excise tax. The County is exempt from the State Sales Tax. Tax Exemption Certificates indicating the County's tax-exempt status will be furnished by the County on request. The Contractor shall be responsible for any payment of any sales, use, or excise tax. This exemption does not include materials purchased and used by a contractor for a construction project.

E-VERIFY

The contractor must fill out a Contractor Affidavit under O.C.G.A. 13-10-91(b)(1).

METHOD OF PAYMENT

Contractors shall provide their federal employer identification number on a standard W-9 form within 15 days after award in order not to delay payment. Contractor shall submit request for payment directly to Wayne County Commissioners for payment issuance. Contractors will need to fill out an ACH Form from the Administration Office for payment. **Invoices shall be submitted to:**

Wayne County Board of Commissioners
P.O. BOX 270
Jesup, Georgia 31598

Invoicing will be completed monthly. Upon inspection and acceptance of the work, the County will render payment, less any retainage if applicable, within thirty (30) days.

TERMINATION

Subject to the provisions below, the Contract may be terminated by the County upon ninety (90) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then the Contract may be extended upon written approval of the County until said work or services are completed and accepted.

(a) Termination for Convenience-- The County may terminate this Contract for convenience at any time in which case the parties shall negotiate reasonable termination costs.

(b) Termination for Cause-- In the event of Termination for Cause, the sixty (60) days advance notice is waived, and the Contractor shall not be entitled to termination costs.

This agreement may be terminated by either party upon a material breach of this agreement by the other party, provided that the party seeking termination first provides written notice of the breach, and the notice shall specify which provision(s) of this agreement with which the other

party has failed to comply. The other party shall have fifteen days from the receipt of the notice to cure the breaches alleged therein. If the County terminates the agreement pursuant to this paragraph it shall pay to the Contractor the sums due for work already performed, said payment to take place within thirty (30) days of the termination, and no other sums shall be due from the County.

Subject to any other provisions of the agreement, the agreement may be terminated by either party upon sixty (60) day advance written notice to the other party. In the event the agreement is terminated pursuant to this paragraph, the obligations and responsibilities of each party, including the provision of services and payment of invoices, shall continue during the 60-day period. Upon the expiration of the 60-day period, Contractor shall submit a final invoice and progress report to the County, and the County shall pay the invoice within thirty (30) days of the receipt of the same.

SEVERABILITY

In the event that any provision of this contract shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

APPLICABLE LAWS

This contract shall be governed in all respects by the laws of the State of Georgia

END OF SECTION

PROPOSAL PACKAGE CHECKLIST

1. References
2. Proposal Fee Schedule
3. Proof of General Liability Insurance
4. Proof of Worker's compensation Insurance
5. Contractor Affidavit / E-Verify
6. Sub-Contractor Affidavit / E-Verify
7. List of Subcontractors
8. Completed W-9 form
9. Completed vendor profile & certification form
10. Completer proposal submission form

**PLEASE DO NOT INCLUDE MARKETING MATERIAL. PROPOSAL SUMMARY OF QUALIFICATIONS
SHOULD BE BRIEF AND SPECIFIC**

1. INQUIRIES

Questions and inquiries will be accepted from proposers. Amanda Hannah, County Clerk, is the sole point of contact for this solicitation unless otherwise instructed herein. Questions regarding this project may be directed in writing to Amanda Hannah, at 341 E. Walnut Street, or at ahannah@waynecountyga.us by 12 PM on July 27th. Unauthorized contact with other Wayne County staff regarding the RFP may result in the disqualification of the proposer. Material questions will be answered in writing, typically via email and will be posted to the county website as an addendum. It is the sole responsibility of the proposer to check the website (www.waynecountyga.us) regularly up to, and including, the date the proposals are due.

2. FIRM PRICING FOR COUNTY ACCEPTANCE

Proposal price must be firm for County acceptance for 90 days from proposal opening date. Following any presentations, the finalist(s) shall be re-evaluated. Should it become necessary, the Contract Administrator shall negotiate with the Proposer(s) whose proposal(s) is/are determined to be most advantageous to the County.

3. AUTHORITY TO BIND FIRM IN CONTRACT

Proposals MUST give the full firm's name and address of the proposer. Failure to manually sign proposal may disqualify it. Person signing proposal should show TITLE or AUTHORITY TO BIND HIS

FIRM IN A CONTRACT. Firm name and authorized signature must appear on the proposal in the space provided.

4. REFERENCES

All proposers shall include, with their proposals, a list of at least three (3) current references for whom comparable work has been performed. This list shall include company name, person to contact, telephone number, email address, address where work is completed and days to complete. No reference shall be the same as other references provided under the proposal. Failure to include references may be ample cause for rejection of proposal as non-responsive.

5. BASIS FOR AWARD

The contract will be awarded to the responsible, responsive proposer(s) whose submission, conforming to the solicitation, will be most advantageous to Wayne County – price and other factors considered. Unless otherwise specified in this RFP, Wayne County reserves the right to accept a proposal in whole or in part, and to award it by item or by group, whichever is deemed to be in the best interest of Wayne County when applicable. Any proposer who is in default to Wayne County at the time of submittal of the proposal shall have that proposal rejected. Wayne County reserves the right to clarify any contractual terms with the concurrence of the Contractor; however, any substantial nonconformity in the offer, as determined by Wayne County, shall be deemed non-responsive and the offer rejected. In evaluating proposals, Wayne County shall consider the qualifications of the proposers, timeframe, cost, references and guarantees of materials and equipment.

6. NEGOTIATION WITH THE RESPONSIBLE PROPOSER

Unless all proposals are canceled or rejected, the County reserves the right to negotiate with the lowest responsive, responsible proposer to obtain a contract price within the funds available whenever such proposal exceeds the available funds. Negotiations with the low proposer may include both modifications of the proposal price and the specifications/scope of work to be performed.

7. NOTICE OF AWARD

A notice of award will be issued once the project is awarded by the Wayne County Board of Commissioners at an open meeting.

Wayne County Board of Commissioners requests a minimum of three, (3) references where work of a similar size and scope has been completed. References Proposers shall provide references on this form.

1. Firm Name_____

Brief Description of Project_____

Completion Date_____

Contact_____ Phone_____

Title_____ E-mail_____

2. Firm Name_____

Brief Description of Project_____

Completion Date_____

Contact_____ Phone_____

Title_____ E-mail_____

3. Firm Name_____

Brief Description of Project_____

Completion Date_____

Contact_____ Phone_____

Title_____ E-mail_____

PROPOSAL FEE SCHEDULE

PROPOSAL FROM:

COMPANY NAME: _____

COMPANY ADDRESS: _____

1. The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into an agreement with Owner in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Proposal Price and within the Proposal Times indicated in this Proposal and in accordance with the other terms and conditions of the Contract Documents.

2. Proposer accepts all of the terms and conditions of the Invitation and Instructions to Proposers, including without limitation those dealing with the disposition of Proposal security. This Proposal will remain subject to acceptance for 90 days after the day of Proposal opening, or for such a long period of time that Proposer may agree to in writing upon request of Owner.

3. In submitting this Proposal, Proposer represents, as more fully set forth in the Agreement, that:

(a) Proposer has examined and carefully studied the Plans (if any), Specifications for the work, Deliverables, and contractual documents relative thereto, and has read all Technical Provisions, Supplementary Conditions, and General Conditions, furnished prior to the opening of Proposals; that Proposer has satisfied himself relative to the work to be performed.

(b) Proposer further acknowledges hereby receipt of the following Addenda:

Addendum No.	Date

Proposers are advised that it is their responsibility to verify that any and all amendments have been received prior to submission of the Proposal. In case any Proposer fails to acknowledge receipts of any such amendments in the space provided on the Proposal form, the Proposal will nevertheless be construed as though the amendment have been received and acknowledged, and the submission of the Proposal will constitute acknowledgement of the receipt of amendments.

(c) Proposer has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance and furnishing of the work.

(d) Proposer is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, performance and furnishing of the work.

(e) Proposer is aware of the general nature of Work to be performed by Owner and others at the site that relates to work for which this Proposal is submitted as indicated in the Proposal Documents.

(f) Proposer has correlated the information known to Proposer, information and observations obtained from visits to the site, reports and drawings identified in the Proposal Documents and all additional examinations, investigations, explorations, tests, studies, and data with the Proposal Documents.

(g) Proposer has given County Contract Administrator, if any, written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer has discovered in the Proposal Documents and the written resolution thereof by County Contract Administrators acceptable to Proposer. The Proposal Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work for which this Proposal is submitted.

(h) This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham Proposal; Proposer has not solicited or induced any person, firm or corporation to refrain from Proposal; and Proposer has not sought by collusion to obtain for itself any advantage over any other Proposer or over Owner. **The Proposer's signature below certifies that there is no risk of potential conflicts of interest and particularly conflicts of interest under FEMA guidelines that should prevent the County from entering into a Contract with your firm pursuant to this RFP.**

4. Proposer will complete the work in accordance with the contract documents for the following price(s):

Monthly Fee:	\$
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PROPOSAL FEE SCHEDULE

PROPOSAL FROM:

COMPANY NAME: _____

COMPANY ADDRESS: _____

1. The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into an agreement with Owner in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Proposal Price and within the Proposal Times indicated in this Proposal and in accordance with the other terms and conditions of the Contract Documents.

2. Proposer accepts all of the terms and conditions of the Invitation and Instructions to Proposers, including without limitation those dealing with the disposition of Proposal security. This Proposal will remain subject to acceptance for 90 days after the day of Proposal opening, or for such a long period of time that Proposer may agree to in writing upon request of Owner.

3. In submitting this Proposal, Proposer represents, as more fully set forth in the Agreement, that:

(a) Proposer has examined and carefully studied the Plans (if any), Specifications for the work, Deliverables, and contractual documents relative thereto, and has read all Technical Provisions, Supplementary Conditions, and General Conditions, furnished prior to the opening of Proposals; that Proposer has satisfied himself relative to the work to be performed.

(b) Proposer further acknowledges hereby receipt of the following Addenda:

Addendum No.	Date

Proposers are advised that it is their responsibility to verify that any and all amendments have been received prior to submission of the Proposal. In case any Proposer fails to acknowledge receipts of any such amendments in the space provided on the Proposal form, the Proposal will nevertheless be construed as though the amendment have been received and acknowledged, and the submission of the Proposal will constitute acknowledgement of the receipt of amendments.

- (c) Proposer has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance and furnishing of the work.
- (d) Proposer is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, performance and furnishing of the work.
- (e) Proposer is aware of the general nature of Work to be performed by Owner and others at the site that relates to work for which this Proposal is submitted as indicated in the Proposal Documents.
- (f) Proposer has correlated the information known to Proposer, information and observations obtained from visits to the site, reports and drawings identified in the Proposal Documents and all additional examinations, investigations, explorations, tests, studies, and data with the Proposal Documents.
- (g) Proposer has given County Contract Administrator, if any, written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer has discovered in the Proposal Documents and the written resolution thereof by County Contract Administrators acceptable to Proposer. The Proposal Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work for which this Proposal is submitted.
- (h) This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham Proposal; Proposer has not solicited or induced any person, firm or corporation to refrain from Proposal; and Proposer has not sought by collusion to obtain for itself any advantage over any other Proposer or over Owner. **The Proposer's signature below certifies that there is no risk of potential conflicts of interest and particularly conflicts of interest under FEMA guidelines that should prevent the County from entering into a Contract with your firm pursuant to this RFP.**

4. Proposer will complete the work in accordance with the contract documents for the following price(s):

Monthly Fee:	\$
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CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the Wayne County Board of Commissioners has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number (E-verify Number)

Date of Authorization

Name of Contractor

Address of Contractor

City, State and Zip Code

Name of Project

I hereby declare under the penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ in _____ (City), _____ (State)

Signature of Authorized Officer or Agent (Contractor) Title of Authorized Officer or Agent (Contractor)

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE _____ DAY OF _____, 202__

Notary Public

My Commission Expires:

SUBCONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10- 91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of Wayne County Board of Commissioners has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent Signature Date (Subcontractor Name)

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE _____ DAY OF _____, 202__

Notary Public

My Commission Expires:

**FAILURE TO RETURN THIS PAGE AS PART OF YOUR PROPOSAL MAY RESULT IN THE PROPOSAL
BEING DEEMED NON-RESPONSIVE.**

LIST OF SUBCONTRACTORS FORM

I do _____, do not _____ propose to subcontract some of the work on this project. I propose to Sub-contract work to the following subcontractors:

Name and Address	Type of Work

Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <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.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

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

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

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

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

By signing the filled-out form, you:

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

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

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

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

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

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

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

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

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

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

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

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

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

Backup Withholding

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

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

Payments you receive will be subject to backup withholding if:

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

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

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

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

Updating Your Information

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

Penalties

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

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

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

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

Specific Instructions

Line 1

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

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

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

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

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

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

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

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

Line 2

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

Line 3

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

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

Line 4, Exemptions

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

Exempt payee code.

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

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

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

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

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

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

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

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

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

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

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

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

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

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

G—A real estate investment trust

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

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

J—A bank as defined in section 581

K—A broker

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

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

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

Line 5

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

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

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

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

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

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

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

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

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

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

Part II. Certification

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

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

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

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

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

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

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

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

What Name and Number To Give the Requester

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

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

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

² Circle the minor's name and furnish the minor's SSN.

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

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

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

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

Secure Your Tax Records From Identity Theft

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

To reduce your risk:

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

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

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

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

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

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

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

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

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

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

VENDOR PROFILE & CERTIFICATION

1. Business Name: _____
2. Business Owner(s) Name: _____
3. Business Physical Address: _____

4. Mailing Address (if different from above): _____

5. Business Telephone: _____ Fax: _____
6. Email Address: _____
7. Company Structure (corporation, partnership, sole proprietorship): _____
8. Primary Business Purpose: _____
9. Years in Business: _____
10. Federal Tax Identification Number: _____
11. Attach a copy of licenses (include professional, state and/or local business or privilege licenses).
12. Attach a copy of insurance Worker's Compensation and Commercial General Liability).

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE _____ DAY OF _____, 202__

Notary Public

My Commission Expires:

PROPOSAL SUBMISSION FORM

Person to contact regarding this Proposal

Title

Phone

Fax

Email Address

Name of person authorized to bind the Firm

Signature

Date

Name of Company

Address

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE ____ DAY OF _____, 202__

Notary Public

My Commission Expires:

SUBMITTED on _____ 202__

COMPANY REPRESENTATIVE'S NAME

TITLE

Comments: _____

FAILURE TO RETURN THIS PAGE AS PART OF YOUR PROPOSAL MAY RESULT IN THE PROPOSAL
BEING DEEMED NON-RESPONSIVE.