



Floyd County Board of Commissioners
Request for Proposal
(RFP No. 21-012)

**Design Services for the Floyd County Skate Park
Upgrade**
1325 Kingston Road N.E.
Rome, Georgia 30161

Issue Date: February 04, 2021

**FLOYD COUNTY BOARD OF COMMISSIONERS
PURCHASING DEPARTMENT
TWELVE EAST 4TH AVENUE, SUITE 106
ROME, GA 30161**

NOTICE TO DESIGN/ARCHITECTURAL FIRMS

**REQUEST FOR PROPOSALS FOR DESIGN/ARCHITECTURAL SERVICES FOR THE
FLOYD COUNTY BOARD OF COMMISSIONERS.**

Floyd County is requesting proposals from qualified design/ architectural firms to provide design/architectural services for upgrade of an already existing Skate Park at 1325 Kingston Road NE, Rome, Georgia 30161. Services to include design conceptualization, design documents/drawings, contract administration, engineering services as needed and inspection services. The property is owned by Floyd County, Georgia.

Proposals must be received no later than Tuesday, March 02, 2021 at 2:00 p.m. Late proposals will not be considered.

If you have any questions concerning this RFP package please contact:

Bill Gilliland, Purchasing Director
Floyd County Board of Commissioners
Twelve East 4th Avenue, Suite 106
Rome, Georgia 30161
Phone: (706) 291-5109
gillilandb@floydcountyga.org

Please submit questions in writing to gillilandb@floydcountyga.org deadline for questions is **5:00 PM, Tuesday, February 23, 2021.**

1. SERVICES OVERVIEW:

Design conceptualization, design documents/drawings, engineering and contract administration for the construction of an upgraded skate park. Bid review assistance and some construction oversight must also be provided.

2. BACKGROUND:

The Rome/Floyd Parks and Recreation Department skate park was built in 1995 and since that time has been used extensively and is in need of repair and upgrading. The park is approximately 21,000 square feet. The property is owned by the Floyd County Board of Commissioners.

The voters of Floyd County in 2017 approved a Special Purpose Local Option Sales Tax (SPLOST) to refurbish the Skate Park in the amount of \$150,000.00.

In 2021 the Board of Commissioner approved a budget to acquire the services an

architect/engineer for design services for the skate park and construction.

It is anticipated, based on the review of submissions a recommendation will be submitted to the FLOYD COUNTY BOARD OF COMMISSIONERS at a future regular meeting.

Expenditure of funds for the selected firm are available. Funds to complete the upgrade are included in the 2021 budget.

- 1. PURPOSE AND OBJECTIVE:** The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified design firms for Design/Architectural, Engineering Services as outlined in this Request for Proposal.

The County has identified the following objectives from the selected A/E to meet:

- To design an upgrade for a skate park for Rome/Floyd Parks and Recreation that will renovate, modernize and enhance the user experience.
- To maximize the utilization and minimize construction and material costs.
- To recommend what portions of the project the County forces may be able to perform in the front or back end to reduce costs. (For instance, Floyd County may choose to do the site design and also prepare the site for construction)
- To meet and collaborate with the Rome/Floyd Parks and Recreation staff and other interested parties to reach a final, affordable design.
- To provide construction oversight and contract administrative services during all phases of the project.

I. PROCUREMENT PROCESS AND INSTRUCTIONS

The evaluation and selection of the successful firm and the negotiations and procurement of services will proceed as follows:

Submission of Proposals: Firms that wish to participate must submit responses as directed in this architectural/design response package. Any and all costs related to the preparation submittal and presentation of the response package is the sole responsibility of the responding firm and will not be assumed in whole or in part by Floyd County.

Proposal must be received no later than **Tuesday, March 02, 2021 at 2:00 p.m., local time.** Proposals received after this date will not be considered.

An original, five (5) copies and a thumb drive of the firm's response to this Request for Proposals shall be submitted in a sealed box or envelope to:

Floyd County Purchasing Department
Twelve East 4th Avenue
Suite 106
Rome, Georgia 30161
Attn: Bill Gilliland

Proposers shall write on the face of the sealed box or envelope:

“REQUEST FOR PROPOSAL - “SKATE PARK DESIGN SERVICES –ROME/FLOYD PARKS”

Any inquiries regarding the Request for Proposal shall be in writing and addressed to Bill Gilliland at the above address or gillilandb@floydcountyga.org

Contents of Proposals:

Floyd County intends to award a contract for Design/Architectural Services to the qualified firm whose response, together with any information developed in any follow-up oral interview, provides the greatest value to Floyd County. Firms responding will be evaluated on the basis of information provided in their response (together with any such interview), which response shall, at a minimum, include the following information:

1. Firm name, address, nature of entity (partnership, corporation, joint venture, etc.), and general background.
2. Organization profile including, without limitation, the following:
 - Organization chart
 - A list of your present employees who will oversee this project for Floyd County. For each employee, include his/her resume which includes education, related experience, other pertinent information, and the names, addresses and project contacts for projects on which the individual performed the same, or similar, roles to those proposed for the Public Works Project.
 - Total number of full time employees in the organization broken down by position categories.
3. Provide a summary of five (5) representative jobs of similar scope and cost previously completed by your firm. Provide name of owner, contact person and telephone number, e-mail address, approximate contract value, and name of responsible person in your firm. Was each of the projects listed completed on time and within budget?
4. Have you ever been sued or been subjected to arbitration by an owner or a contractor? If so, state the name and address of the party asserting a claim against you, and the nature and outcome of the dispute.
5. Have you ever filed for bankruptcy, been declared insolvent, or otherwise been involved in insolvency proceedings?
6. State your total annual sales for the two most recent years.
7. The successful respondent must provide proof of professional liability in the amount of two (2) million dollars before any work can begin.
8. State a lump sum fee for listed services. Indicate whether you charge a multiple when seeking reimbursement of expenses, and if so, what is it?
9. Provide an estimated schedule of deliverables.
10. Provide a fee schedule for all positions for any additional work that may be requested.

11. Provide any and all additional information which you believe is pertinent to your evaluation by the Design/Architectural Evaluation Team.

II. PROPOSAL REVIEW AND EVALUATION

Floyd County will establish a Design/Architectural Evaluation Team consisting of staff members to review and evaluate the written responses to this request. One or more firms may be selected for further competition and may be required to participate in a detailed oral interview to answer questions from the Design/Architectural Evaluation Team. All persons with major responsibilities for design, management, construction administration or contract negotiations should be present at the interview.

Upon completion of the foregoing process, the Design/Architectural Evaluation Team will rank architectural firms based on the factors below so that negotiations may proceed with the top-ranked firm. Floyd County reserves the right to reject any and all submissions and its decision to do so shall be final.

III. EVALUATION FACTORS

Proposals submitted will be subject to the following evaluation process:

1. All proposals will be evaluated individually on their technical merits prior to examining price. **(The cost should be submitted in a separate sealed envelope contained within the proposal submittal package)**
2. The technical evaluation will consist of a qualitative review of the following factors, each with a 20-point maximum:
 - Abilities and experience of the individuals and/or firms that will be performing the services.
 - Capability to provide services in a timely manner.
 - Past performance in terms of quality work.
 - Certified statement that the offeror is not debarred, suspended or otherwise prohibited by any Federal, State or local agency. Provide the State of Georgia Architectural License number of any team member that will be participating in this project. Provide name, address and Georgia License number of the proposed persons that are required to have a state license.
 - Any specialized experience of the firm or past performance at other similar projects.

The offeror is encouraged to submit references, resumes, examples of work or other data that will help the review panel make objective determinations of the above.

IV. ADDITIONAL INFORMATION & REQUIREMENTS

Cost will be a factor, not necessarily the primary factor in this decision.

Minimum Services to be provided per the AIA Document B141 – 1997 Standard Form of Agreement between Owner and Architect. These Contract Administration Service limits are to be included in the base proposal:

- a. Two reviews of shop drawings
- b. Six construction site visits
- c. Two inspections for portions substantially complete
- d. Two inspections for final completion.

The following services shall be included in the proposal:

1. Project Development and Monitoring
2. Civil Design
3. Value Analysis
4. Detailed Cost budgeting
5. On-Site Project Representation
6. Start-up Assistance
7. Provide two (2) complete sets of “as built” drawings and a thumb drive containing the “as built”.

A separate cost should be provided for “on site” project representation services including items 5, 6 and 7. It is expected that the successful firm, beginning at ground breaking, would provide an “on site” visit and a written report of work progress/problems, etc. at least once per week.

A separate complete fee schedule of all services available should be provided in the event that additional services were to be required.

As part of the proposal a cost should be shown for site design in the event the county chooses to do the site plan.

V. PROJECTED SCOPE OF SERVICES

The following projected scope of design services, civil design, etc. and meetings providing professional recommendations to the county shall be provided by the A/E:

• PHASE I

Pre-Design Vision: A/E will conduct detailed site visit of the current facility and participate and follow directives conveyed in work sessions in collaboration with Floyd County Parks and Recreation.

• PHASE II

Conceptual/Schematic Design Phase: Refine space needs and project scope. This phase will involve meetings with the Floyd County Parks and Recreation Team for development / refinement of the skate facility modifications.

• Phase III

Design Development Phase (Phase III) After approval and acceptance by the County of the end product from Phase II, the A/E will work to create detailed plans for all facets of the skate park. Revisions of the plan may be needed as the project is developed during this stage. The A/E will then prepare a final design plan based on the input received from Floyd County Parks and Recreation Team.

• **Phase IV**

Construction Documents (Phase IV) After approval and acceptance of the end product from Phase III by the Parks and Recreation, the A/E will be responsible for preparation of the required design/architectural / engineering drawings and plan documents, e.g. site plan.

After final approval of the architectural drawings and plan documents by the County, firm will create detailed construction and specification documents for bidding purposes.

The final construction documents shall include as a minimum: Site Plan, Landscaping Plan, Storm water Management Plan, Drainage Plan,

• **Phase V**

Bidding & Contract Award

The successful firm will assist the Floyd County Purchasing Department in bidding the project to prospective prime contractors. Services will include assisting with the distribution of plans and specifications, assisting with sub-contractor pre-bid meetings, assisting with formulating responses to prospective bidders' questions, issuing addendums (if necessary), and providing the County with a recommendation for prime contract awards. **For Bidding purposes, the Designer/Architect must provide hard copies of specifications and drawings, as well as, drawings/specifications in a digital format so that it can be posted on line with the bid package and be downloadable by interested parties wishing to bid the project.**

• **Phase VI**

Construction Administration & Project Closeout

The A/E shall be a representative of and shall advise and consult with the County Officials during construction until the final payment to prime contractors is due and during the correction period described in the Contract Documents.

a. Plan Approvals -The A/E is responsible for the procurement of ALL plan approvals from the Rome/ Floyd County Building Inspectors, and the State of Georgia, whatever is necessary. The A/E will provide on the County's behalf, construction administration and inspection services. At a minimum, services to be provided consist of coordinating regular progress meetings, assist Floyd County Project Management Team in construction observation, process certificates for payment to prime contractors, and facilitate preparation of final record drawings, warranty follow-up and project closeout.

c. The A/E, in conjunction with the Floyd County Project Management Team, shall provide updated budgetary cost estimates during each phase of the design process.

d. All documents generated by the A/E including drawings at the conclusion of services become the property of Floyd County Georgia.

2. PAYMENT OF SERVICES

- a. As services are rendered in each phase of the contract by the awarded A/E an invoice will be submitted to the Floyd County Purchasing Department for review and approval.
- b. Payment of said correct invoice shall include;
 1. Date
 2. Invoice Number
 3. Itemized list of services rendered
 4. Total
- c. Payment in the form of a check shall be made with 30 days and mailed to the A/E.

Normal Payment Terms are Net 30.



BIDDERS DECLARATION

The bidder understands, agrees and warrants:

- That the bidder has carefully read and fully understands the full scope of the specifications.
- That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
- That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **March 2, 2021, 2:00 PM** but may not be withdrawn after such date and time.
- That Floyd County reserves the right to waive compliance by any applicant with any provision contained in this request whenever the County in its sole discretion believes such waiver is in the County's best interests
- That by submission of this quote the bidder acknowledges that Floyd County has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.
- That the accompanying bid is not the result of or affected by, any act of collusion with another person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Georgia or United States law.

BIDDER:

Company Name: _____

Phone: _____

Name Print: _____

Signature: _____

Email: _____

Date: _____

**FLOYD COUNTY BOARD OF COMMISSIONERS
PURCHASING DEPARTMENT
P. O. BOX 946
ROME, GA 30162**

Office (706) 291-5118

FAX (706) 290-6099

BIDDERS INFORMATION

Date of Bid: March 2, 2021

Bid Name: Skate Park.

The undersigned agrees, if this bid is accepted within Sixty (60) calendar days after date of opening, to furnish all supplies and/or services in strict accordance with provisions of this Invitation for Bid at the price in the **BID SCHEDULE**.

Time Discounts: Discounts allowed for prompt payment as follows: Discounts of less than Fifteen (15) days will not be used in determining the award of a bid but may be used when paying invoices.

_____ % Discount _____ Calendar Days net _____ (discounts will apply if Procurement Card is accepted).

Procurement Card: Will you accept the VISA Procurement Card for this order? _____

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and Civil Damage Awards. I agree to abide by all Conditions of this bid and certify that I am authorized to sign this bid for the bidder.

This _____ Day of _____, 202____

Prices to remain firm for Sixty (60) calendar days or _____ calendar days after date of opening. Vendor MUST initial here: _____.

BIDDER INFORMATION (PLEASE TYPE OR PRINT):

NAME OF COMPANY: _____

ADDRESS: _____

PHONE: _____ FAX: _____ EMAIL: _____

MAILING ADDRESS OF WHERE TO SEND PAYMENTS (IF DIFFERENT FROM ABOVE):

ADDRESS: _____

FEDERAL ID # _____

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN:

NAME

TITLE

SIGNATURE: _____



CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting, or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the bidder's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by Floyd County Board of Commissioners. The bidder may be declared, by Floyd County, ineligible for further contracts with Floyd County until satisfactory proof of intent to comply shall be made by the vendor.

The bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

BIDDER _____

SIGNATURE _____

TITLE _____



CERTIFICATE OF NON-COLLUSION

By responding to this solicitation, the supplier understands and agrees to the following:

1. That the submitted response constitutes an offer, which when accepted in writing by Floyd County, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and Floyd county; and
2. That the supplier has read the specifications and requirements shown or referenced in the solicitation and that the supplier's response is made in accordance with the provisions of such specifications and requirements except as expressly stated otherwise in the supplier's response; and
3. That the supplier guarantees and certifies that all items included in the supplier's response meet or exceed any and all such stated specifications and requirements of the solicitation except as expressly stated otherwise in the supplier's response; and
4. That, if awarded a contract, the supplier will deliver goods and or services that meet or exceed the specifications and requirements of the solicitation except as expressly stated otherwise in the supplier's response, and
5. That the response submitted by the supplier shall be valid and held open for a period of one hundred and twenty (120) days (or such other time period as identified in the solicitation) from the final solicitation closing date and that the response may be held open for an additional period of time subject to the supplier's consent; and
6. That the supplier's response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. The supplier understands and agrees that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards; and
7. That the provisions of the Official Code of Georgia Annotated, Sections 36-91 have not been violated and will not be violated in any respect.

DO NOT MODIFY THE BID/PROPOSAL CERTIFICATION TERMS IN ANY WAY. THIS FORM MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR RESPONSE.

(PLEASE PRINT OR TYPE):

Contractor's Full Legal Name _____ Date: _____

Authorized Signature: _____

Name and Title of Person Signing: _____

Company Address: _____

Phone: _____ FAX: _____ E-MAIL: _____



FLOYD COUNTY BOARD OF COMMISSIONERS DRUG-FREE WORKPLACE CERTIFICATE

By signature on this certificate, the Vendor certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the “Drug-Free Workplace Act” have been complied with in full. The Vendor further certifies that:

1. A drug-free workplace will be provided for the Vendor’s employees during the performance of the contract; and
2. Each Vendor who hires a sub-Vendor to work in a drug-free workplace shall secure from that sub-vendor the following written certification: “As part of the subcontracting agreement with (Vendor’s name), (sub-Vendor’s name) certifies to the Vendor that a drug-free workplace will be provided for the sub-Vendor’s employees during the performance of this contract pursuant to O.C.G.A. Section 50-24-3(b)(7).”

By signature on this certificate, the Vendor further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this contract.

Vendor: _____

By: _____

Name Printed: _____

Title: _____

Date: _____



Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

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 Floyd County Georgia 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 Numer

Date of Authorization

Name of Contractor

Address of Contractor

Name of Project

FLOYD COUNTY GEORGIA

Name of Public Employer

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

Executed on _____, ____ in 202__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

(Notary Seal or Stamp Required)



SAVE COMPLIANCE AFFIDAVIT

O.C.G.A § 50-36-1(e) (2) Affidavit

By executing this affidavit under oath, as an applicant for a (n) Contract or Services, as referenced O.C.G.A. C. § 50-36-1, from the City of Rome, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United State citizen.
- 2) _____ I am a legal permanent resident of the United States
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.
My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e) (1), with this affidavit. The secure and verifiable document provided with this affidavit can best be classified as:

_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20_____

NOTARY PUBLIC
My Commission Expires:

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> 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. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number													
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Part II Certification

Under penalties of perjury, I certify that:

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

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

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

Purpose of Form

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

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

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

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

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

By signing the filled-out form, you:

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?* on page 2 for further information.



BIDDERS ADDENDA ACKNOWLEDGEMENT

Bidder acknowledges receipt of the following addenda:

<u>Addendum No.</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____
_____	_____

Signed this _____ day of _____ 202_____

Signature: _____

Title: _____

Company: _____