



REQUEST FOR SEALED PROPOSAL

RFP – 2024-0016

ADVERTISEMENT for PROFESSIONAL SERVICES

ADMINISTRATION AND MANAGEMENT OF

IMPROVING NEIGHBORHOOD OUTCOMES IN DISPROPORTIONATELY

IMPACTED COMMUNITIES GRANT

Spalding County is accepting **sealed proposals** from qualified vendors for **PROFESSIONAL SERVICES**. Proposals will be received no later than **August 24, 2023 at 2:00 p.m. EST** by Terri Bass, Spalding County Purchasing Officer. Proposals received after the above date and time, or in any other location other than the Purchasing Department will not be considered.

A bid packet may be obtained by visiting the Georgia Procurement Registry website at www.ssl.doas.state.ga.us/gpr/ or by clicking the related solicitation link on Spalding County website www.spaldingcounty.com under Budget and Finance.

Schedule of Events

	DATE	TIME
Mandatory Pre-Bid Conference Spalding County Courthouse Annex 119 E Solomon Street Griffin, GA 30223	August 10, 2023	11:00 a.m. EST
Q&A and Clarifications (email only to tbass@spaldingcounty.com)	August 17, 2023	3:00 p.m. EST
Open Sealed Bids Spalding County Courthouse Annex 119 E Solomon Street Griffin, GA 30223	August 24, 2023	2:00 p.m. EST

Any/all addenda must be signed and dated and made a part of bid packet. It is always the vendor’s responsibility to check Spalding County’s website for any/all addenda.

Spalding County reserves the right to reject any or all bids based on past performance and to waive technicalities and informalities and re-advertise. All Minority, Woman and Small Businesses are strongly encouraged to apply. Only responsive bids that are determined to meet the requirements and criteria set forth by Spalding County will be considered.

**SPALDING COUNTY
PURCHASING DEPARTMENT**

“GENERAL INSTRUCTION TO PROPOSER”

1. The following instructions are to be considered an integral part of this proposal; unless otherwise requested, one (1) marked “Original” and one (1) marked “Copy” of the proposal need be submitted and MUST BE TYPEWRITTEN OR PRINTED IN INK. The person signing the bid form must initial any changes or corrections made to this proposal, using blue ink.
2. The person, firm or corporation making the proposal shall submit their bid attaching the final page of this proposal to the front of their proposal to the Spalding County Purchasing Officer. The cover submittal page must be complete with the bidding company’s name, bid title, bid number and bid date. No proposal may be withdrawn or modified in any way after the bid-opening deadline.
3. If descriptive literature is attached to the bid, bidding company’s name, bid title, bid number and bid date must appear on all sheets.
4. If there is any question whatsoever regarding any portion of the instructions or specifications, it shall be the bidding company’s responsibility to seek clarification immediately from the Spalding County Purchasing Department during the question period stated herein. It shall be the bidder’s responsibility to check the County’s website (www.spaldingcounty.com) for any/all addenda(s). Answer(s) to all questions will be answered after the deadline for questions has expired, and posted on the County’s web site, if applicable, within the specified timeline on page one (1).
5. Any variation from the specifications must be clearly stated by the bidding company in writing and submitted with his/her proposal.
6. The apparent silence of the specifications and any supplement specifications as to any details or the omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be of first quality. All interpretations of this specification shall be made upon the basis of this statement.
7. The following bid shall be awarded to one “responsible” bidder on a total lump sum price basis. An award shall be made to one vendor, or split between vendors, for the total bid. Unit prices and extensions will be verified and total checked. Unit price extension and net total must be shown. Unit price **SHALL** prevail.
8. In most cases, proposals shall be evaluated on the following items, but not necessarily in this order:
 - a. Lowest Price (not always the winning proposal)
 - b. Adherence to specifications
 - c. Delivery of good/service(s)
 - i. If Applicable to Scope of Work
 - ii. Though delivery will be a large consideration, please be as truthful and precise with your date(s) as possible.
9. Spalding County desires delivery of the material or services specified at the earliest possible time after the date of award. An unreasonable delivery proposal may be cause for disqualification of a bid. Each bidder shall state a definite time and avoid using the terms ASAP or approximately so many days.
10. The bidder or contractor shall provide copies of **Workers’ Compensation Insurance** with a limit of not less than required by the State of Georgia or otherwise stated in the bid instructions. In addition, a copy of your **Commercial General Liability Insurance** (*if applicable*) shall be provided.

11. All prices shall be for delivery, our destination, and F.O.B. freight prepaid and allows, Griffin, Georgia unless otherwise shown. *(if applicable)*
12. Federal or State Sales Tax is *inapplicable*
 - a. Spalding County's Tax Identification Number (TIN) is 58-6000886
 - b. Spalding County **is tax-exempt** under the code of Georgia, Charter 88-18
13. Cash discounts or end of month terms should be shown separately, even if terms are net.
14. Spalding County:
 - a. Reserves the right to accept or reject any or all bids, due to past performance, etc. and waive any informality. Further, the County expressly reserves the right to postpone the opening of proposal for its own convenience and to reject any or all proposals in response to this RFP without indicating any reasons for such rejection(s).
 - b. Request and consider the submission of proposal modifications at any time before the award is made, if such is in the best interest of the County.
 - c. Request clarification and/or additional information from proposers during the evaluation process.
 - d. Negotiate with the selected consultant to include further services not identified in this RFP.
 - e. In the event of contract termination, enter into contract negotiations with other qualified companies that submitted acceptable proposals, rather than redoing the proposal process for the project.
 - f. Spalding County will accept or reject all bids within 90 days from the date of the bid opening.

The undersigned on the bid proposal certifies that he/she has carefully examined the instructions to bidders, terms and specifications applicable to and made a part of this proposal.

He/she further certifies; the prices shown in the schedule of items on which he/she is bidding, are in accordance with the conditions, terms and specifications of the proposal and that any exception taken thereto may disqualify the bid.

SIGNATURE: _____ **DATE:** _____

E-VERIFICATION AFFIDAVIT

The Spalding County contract holder, signed below, confirms and verifies its compliance with Georgia law (See OCGA § 13-10-91), and affirmatively states that the business (Sole Proprietor, Partnership, Corporation, Non-Profit, LLC Corporation, or LLC Partnership) which performs services for Spalding County: *(check and complete #1 or #2 below)*

____ 1. Has registered with, is authorized to use, and uses the federal work authorization program commonly known as “E-Verify”, or any subsequent replacement program. Furthermore, the undersigned will continue to use the federal work authorization program throughout the contract period. The undersigned will contract for the physical performance of services for the contract only with subcontractors who present an affidavit to the contract holder with the information required by OCGA § 13-10-91, as amended. The undersigned hereby attests that its federal work authorization user identification number and date for authorization are as follows:

Federal Work Authorization User Identification Number *(not Taxpayer ID)*

Date of Authorization

Legal Business Name of Spalding County Contract Holder/Applicant

____ 2. Employs no employees, or otherwise does not fall within the requirements of OCGA § 13-10-91.

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

Executed on _____, 20____ in _____ (city) _____ (state)

Signature of Authorized Owner/Officer

Printed Name and Title of Authorized Owner/Officer

NOTARY PUBLIC

My Commission Expires: _____

RFP DOCUMENT

REQUIREMENTS & CHECKLIST

Complete, sign and submit the following RFP documents in the order listed below. The proposal shall be submitted using the forms included in the RFP document.

- _____ 1. Form of Proposal completed, signed and dated
- _____ 2. RFP document requirements & checklist completed, signed and dated
- _____ 3. One (1) marked “**Original**” and one (1) marked “**Copy**” of the proposal
- _____ 4. Exceptions Sheet
- _____ 5. Contract Affidavit
- _____ 6. Proofs of Insurance (must be included in proposal package)
- _____ 7. List of subcontractors
- _____ 8. Reference request pages
- _____ 9. Any/All Addenda must be signed, dated and made a part of bid packet
- _____ 10. Current Form W-9

- 1. Is the vendor located within the County limits of Spalding County? _____
- 2. Is your company a minority-owned business? _____
*if yes, which category? _____ * Include copy of current MBE certificate(s) in packet*

A “**Minority Business Enterprise**” (*MBE*) is a business, which is an independent and continuing operation for profit, performing a commercially useful function, owned and/or controlled by one or more minority group member(s).

African American Business Enterprise (AABE), Hispanic Business Enterprise (HBE), Female Business Enterprise (FBE), Asian Business Enterprise (ABE), Native American Business Enterprise (NABE)

- 3. Has the vendor previously conducted business with Spalding County? _____
- 4. Has your company ever been debarred from doing business with any federal, state or local agency? _____
 (If yes, on a separate sheet of paper, provide details including agency name, date(s) and reason for debarment.)

Vendor Contact Name (print)	Title
Vendor Contact Signature	Date

Faxed, emailed or late proposals will not be accepted

Spalding County is not responsible for submissions not properly identified, late or undelivered mail or courier service(s).

Insurance Requirements

Within ten (10) days of Notice of Award, and at all times that this contract is in force, the contractor shall obtain, maintain and furnish Spalding County, Certificates of Insurance from licensed companies doing business in the State of Georgia and acceptable to Spalding County covering:

1. Worker's Compensation Insurance
2. Comprehensive General Liability Insurance
3. Automobile Liability
4. Umbrella Liability Insurance

Copies of these Certificates of Insurance shall be furnished to Spalding County prior to execution of the contract. Such policies shall be non-cancellable except on thirty-day (30) written notice to Spalding County.

Local Preference Policy

For purchases, bids, proposals, or contracts less than \$100,000 the local vendor may be given an opportunity to match the lowest price proposal if the quotation or bid of the local vendor is within 5% of the lowest price proposal by a non-local vendor. In the event a local vendor matches the lowest price proposal, including all other terms, quality, service, and conditions, then the local vendor shall be awarded the contract.

In the event the price proposal of more than one local vendor is within 5% of the lowest overall price proposal of a non-local vendor, the local vendor with the lowest proposal will be given the first opportunity to match the lowest overall price proposal. If this local vendor declines to match the price proposal, then the local vendor with the next bid within 5% will be given the opportunity to match the lowest proposal. This process will continue with all local vendors having proposals within 5% of the lowest overall bid by a non-local vendor.

Local Vendor means a bidder or offeror which operates and maintains a brick-and mortar business, i.e. a physical business address, within the limits of the State of Georgia and has a current business license, has paid in full all real and personal taxes owed the City, County, and State; as applicable, is considered a vendor in good standing with the City and can obtain an active vendor status. Priority will be given to local vendors within the municipal boundaries of Spalding County, second priority will extend to local vendors within Georgia.

Sealed Bid Delivery Service(s)

If your company elects to use a delivery service (FedEx, UPS, USPS, etc.), the County assumes no responsibility for submittals received after the advertised deadline or at any office or location other than that specified herein, whether due to mail delays, courier mistake, mishandling, or any other reason.

If proposals are delivered other than by hand delivery, it is recommended that the proposer verify delivery. Any proposal received after the specified time and date will not be considered and may be returned unopened to the Proposer.

Permits [required]

The contractor shall be responsible for all inspections and ensuring compliance with all federal, state, and county laws and codes. The contractor shall be solely responsible for obtaining all permits. The contract awardee will need to file with the Community Development Department of Spalding County and the City of Griffin Planning & Development Services Department.

Professional Licenses [if applicable]

The State of Georgia requires that the following professions be required by state law to be licensed:

1. Electricians
2. Plumbers
3. Conditioned Air Contractors
4. Low voltage Contractors

Bidders and any sub-contractors performing any of the above-described work must provide a copy of their license for the work they will perform on this project. Bidders must complete Form C3: Georgia Professional License Certification and submit with package. Failure to provide the required license may deem your bid non-responsive.

(The remainder of this page has been intentionally left blank.)

Subcontractor

I will / will not propose to subcontract some of the work on this project? _____
 (response)

I propose to subcontract work to the following:

	Subcontractor Print Name	Brief Description of Work to be Performed by Subcontractor	Percent of Work
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Vendor Contact Name (print) _____ Title _____

Vendor Contact Signature _____ Date _____

Note:

1. *Spalding County requires the (primary) contracted vendor to complete no less than fifty-one (51) percent of the proposed projected.*
2. *It is the sole responsibility of the prime contractor to ensure any/all subcontractors are properly insured for the type and amount of work completing under the contract.*

Reference Request

The following references are from current and past government, educational and/or commercial accounts of similar size and scope. Your list should consist of a minimum of five (5) references and will not include Spalding County. Nor should your references be current or former Spalding County employees.

REFERENCE # 1:

Name of Company/Entity: _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Person Name: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Brief Description of Work Performed _____

REFERENCE # 2:

Name of Company/Entity: _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Person Name: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Brief Description of Work Performed _____

REFERENCE # 3:

Name of Company/Entity: _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Person Name: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Brief Description of Work Performed _____

REFERENCE # 4:

Name of Company/Entity: _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Person Name: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Brief Description of Work Performed _____

REFERENCE # 5:

Name of Company/Entity: _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Person Name: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Brief Description of Work Performed _____

Non-Collusion

By signing below, I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for 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.

In addition, the selected company will be required to comply with all existing State and Federal laws, including applicable equal opportunity employment provisions. The Contract between the company and the County shall be construed and governed in accordance with the law of the State of Georgia and Spalding County. The company, at its own expense, shall secure all occupational and professional licenses and permits necessary for the fulfillment of its obligations under this contract.

It shall be unethical for any County Employee or County Official to transact any business or participate directly or indirectly in a procurement contract when the County Employee or County Official knows; the County Employee or County Official or immediate family of such has a substantial interest pertaining to the procurement contract, except that the purchase of goods and services from businesses, which a member of the County Board of Commissioners or other County Employee has a substantial interest is authorized as per

O.C.G.A. § 36-1-14, or the procurement contract is awarded pursuant to O.C.G.A. § 45-10-22 and § 45-10-24, or the transaction is excepted from said restrictions by O.C.G.A. § 45-10-25, interpreting such statutes as if they were applicable to a municipality.

Vendor Name:

Physical Address:

City, State, Zip

Phone: _____

Fax: _____

Signature: _____

Date: _____

PURPOSE

SPECIFICATION(s)/S.O.W.

GENERAL PURPOSE

Spalding County is seeking an engineering individual, firm or company with equivalent experience in guiding and administering the Improving Neighborhood Outcomes in Disproportionately Impacted Communities Grant (INODIC) including grant management, monitoring, reimbursement submittals, civil engineering, and architectural services. Consultants will have funding knowledge in the administrative, guidance and project experience in the areas of community facilities/public services, public works, housing and economic development for specialties in public works, community facilities/public services and economic development.

The County is seeking a response to this Request for Proposal (RFP) from a qualified engineering individual, firm or company to administer and implement the County's INODIC programs ending no later than October 1, 2026. The County will select the most qualified engineering individual, firm or company with expertise in these areas.

A mandatory information conference/pre-proposal meeting is required for this RFP.

INTRODUCTION

Spalding County received the INODIC Grant for the following:

- Renovation and maintenance of Volunteer Park facilities (\$2.2 million)
- Repairs of and improvements to AMBUCS Park facilities (\$3.96 million)
- AMBUCS Park project (\$1.21 million)
- Other renovation and maintenance projects (\$1.98 million)

The County is seeking consultants to implement these projects.

PROPOSAL FORMAT REQUIREMENTS

Each response to this RFP shall include the information described. Failure to include all the elements specified may be cause for rejection. Additional information may be provided but should be brief and relevant to the goals of this RFP.

FIRM'S QUALIFICATIONS

A statement of the professional qualifications and experience of the firm as it pertains to the successful implementation of INODIC Grant projects. Include a list of jurisdictions for which your firm has prepared proposals for and/or administered and implemented similar projects.

EXPERIENCE and REFERENCES

Provide a summary of the company's experience in providing these services. Provide the resumes of key personnel from the individual, firm or company who would be assigned to the County to work on INODIC Grant activities.

Provide a minimum of three references for related consulting services and include date, contact person, phone number and a brief description of the services provided.

APPROACH and AVAILABILITY

Provide a detailed discussion of your company's approach to providing INODIC Grant Services to the County and staff's availability to conduct the required work. The winning bidder must be able to start within 30 days of award of contract. Bidder should demonstrate an assurance that they can adequately handle the appropriate workload.

SCOPE OF WORK

General Administration

1. Manage all aspects of implementing the INODIC Grant.
2. Complete all contract special conditions including environmental review.
3. Conduct and perform all necessary procurement for subcontractors, as requested, including preparation of Requests for Proposals/Qualifications, solicitation of qualified bidders, advertisements, and recommendations for bid awards, etc. Documents will be submitted to the Spalding County Finance Department for final submission.
4. Conduct and perform all preparation of contracts, as requested, for subcontractors and sub-recipients. Documents will be submitted to the Spalding County Finance Department for final submission.
5. Complete all program reporting to the US federal government, the state of Georgia, and/or the Spalding County Community Development Department and the City of Griffin Planning & Development Services Department, as required.
6. Maintain all program fiscal records including preparation of Cash Requests, monitoring payments to subcontractors, and coordination with Finance Director.
7. Act as principal liaison with the US federal government, the state of Georgia, and/or the Spalding County Community Development Department and the City of Griffin Planning & Development Services Department.
8. Prepare program records for monitoring by county, state, and/or federal representatives, conduct site visits, respond to comments, and correct any findings required by the county, state and federal officials.

9. Attend any related training or informational meetings offered by the state and/or other entities that directly relate to the grant process.
10. Provide, implement, and supervise all civil engineering.
11. Provide, implement, and supervise all architectural services.
12. Provide, implement, and supervise all environmental services.
13. Provide, implement, and supervise project management, to include contractor supervision and site visits.

Program Implementation

1. When necessary, oversee various projects when requested by Spalding County.
2. Public Improvements/ Public Facilities: As necessary for construction projects, oversee Labor Standards compliance including preparation of notices, bid documents, review of weekly certified payrolls, verification of contractor licensing and debarred status, review bonding, conduct pre-construction conference, issue notice of award, notice to proceed, oversee payments to contractors, approval of change orders, notice of completion etc.

DISPUTES RELATING to PROPOSAL PROCESS

Any dispute arising from the proposal process prior to the award of the contract must be submitted in writing to within ten (10) calendar days of the date of the recommendation award or denial letter. The only grounds for an appeal that will be considered are that the County failed to follow the selection procedures specified in this RFP or that there has been a violation of conflict of interest. The County will consider only those specific issues addressed in the written appeal. Spalding County will make their determination within thirty (30) days of receipt and their decision shall be final with respect to the matters of fact.

EVALUATION CRITERIA

The following evaluation criteria will be used to determine the most highly qualified firm(s).

<u>Evaluation Criteria</u>	
Capacity to perform required Scope of Work	40
Assigned staff's experience	20
Responsiveness to proposal	20
Proposal Pricing	20
	Total 100

- Submittals will be reviewed for responsiveness and a selection committee, in accordance with the above criteria, will further screen responsive submittals.

- The individual consultant, firm or company submitting the highest rated proposal may be invited for an in-person interview.
- The County reserves the right to award a contract to the individual consultant, firm or company that presents the best qualifications and whose proposal best accomplishes the desired results.

(The remainder of this page has been intentionally left blank.)

Form of Proposal

To: Terri Bass

Purchasing Officer

Spalding County Board of Commissioners

119 E. Solomon Street

Griffin, Georgia 30223

tbass@spaldingcounty.com

I/We the undersigned hereby offer and agree to supply and deliver the service(s) as outlined in the Request for Proposal documents. The signatures(s) below dignify the I/We have read and agree with the procedures outlined in the Request for Proposal documents.

Proposal Submitted By:

Company Name	
Address	
City, State, Zip	
Phone	
Email	
Website	
Print/Type Name	
Signature	
Title	
Date	

QUOTE SHEET

Bidding Company: _____

Company Rep: _____

Project Name: Improving Neighborhood Outcomes in Disproportionally Impacted Communities (INODIC) Grant Professional Services

<u>ITEM DESCRIPTION</u>	<u>LUMP SUM COST</u>
GRAND TOTAL	

BIDDERS SIGNATURE
DATE

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.		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>	
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation		<input type="checkbox"/> S Corporation
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____	<input type="checkbox"/> Partnership		<input type="checkbox"/> Trust/estate
	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) ▶ _____			
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:

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

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

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

BID RESPONSE SIGNATURE

Please indicate organization type: Individual Partnership Corporation

NAME OF COMPANY: _____

MAILING ADDRESS: _____

CITY /STATE/ZIP: _____

PHONE (including area code): _____

E-MAIL: _____

AUTHORIZED SIGNATURE	TITLE
NAME (PRINTED)	TITLE (PRINTED)

RESPONDING WITH 'NO BID'

Our company has elected to submit a 'NO BID' response for the following reason: _____

AUTHORIZED SIGNATURE	TITLE
NAME (PRINTED)	TITLE (PRINTED)

If you elect to submit a 'No Bid', you may email this page to tbass@spaldingcounty.com or fax to 770-467-4227 at any time prior to deadline.