



Request for Qualifications (RFQ)

Professional Engineering Services to Perform a
Sewer Feasibility Study for four (4) target areas within
Spalding County, Georgia

RFQ 2022 - 007

Advertisement Date: **April 29, 2022**

Statement of Qualifications Due: **June 15, 2022**

Spalding County Government

PO Box 1087

119 E. Solomon Street

Griffin, GA 30224

<http://www.spaldingcounty.com>

(770) 467-4226

Table of Contents

Background	4
Area #1 - Newnan Road West Corridor.....	4
Area #2 – Arthur K Bolton (AKB) East Corridor	4
Area #3 – North Expressway North Corridor	4
Area #4 – Tri-County Corridor	5
Project Goals	5
Project Schedule	5
Fee Estimate	5
Selection Method	5
Method of Communication.....	5
Selection.....	5
Finalist Notification	5
Interview	6
Final Selection	6
Schedule of Events.....	6
Selection Criteria	7
Criteria for evaluation of the Statement of Qualifications Proposals.....	7
1 – Qualifications as they relate to this sewer feasibility study (40%)	7
2 – Firm's project understanding and technical approach (30%)	7
3 – Apparent ability to provide the required services in a timely manner (15%)	7
4 – Firm's reputation for integrity and competence (15%)	7
Instructions for Preparing Statement of Qualifications (SOQ) Proposals	7
A. Certification Form (Exhibit I enclosed with RFQ)	7
B. Immigration and Security Form (Exhibit A enclosed with RFQ).....	7
C. Immigration and Security Form Affidavit Verifying Status for County Public Benefit Application (Exhibit B enclosed with RFQ)	7
D. W-9 form (enclosed with the RFQ)	7
E. Cover Letter.....	8
F. Project Understanding	8
G. Technical Approach.....	8
H. Project Team	8
I. Experience and Project References	8
J. Resumes	8
Instructions for Submittal of Statement of Qualifications Proposal.....	8
Debriefings	9

RFQ 2022 - 007

Professional Engineering Services to Perform a Sewer Feasibility Study for four (4) target areas within Spalding County, Georgia

Questions/Clarification Request	10
Terms and Conditions	10
SCWSFA Rights and Options.....	11
Audit and Accounting System Requirements	11
Figure 1.0 – Target Areas.....	12
Exhibit I	13
Exhibit A	14
Exhibit B	15
Request for Taxpayer Identification Number and Certification W9	

Background

The Spalding County Water and Sewerage Facilities Authority (SCWSFA), established in 1982 as a public corporation, was created for the purpose of acquiring, constructing, equipping, maintaining, and operating water supply, treatment, and distribution facilities and sewage collection, treatment, and disposal within its statutorily defined special district, being comprised of unincorporated Spalding County. Until 2009, the only service provided by the SCWSFA was potable water.

On December 3, 2009, the SCWSFA began providing sewer service when it purchased an existing wastewater treatment plant from a textile manufacturing facility. The sewer infrastructure acquired consisted of one (1) wastewater treatment plant (WWTP), two (2) lift stations, approximately three (3) miles of gravity mains (various sizes), and one (1) mile of sewer force mains (various sizes). Currently, the SCWSFA customer base consists of 15,163 water customers and 121 sewer customers.

The SCWSFA decided in late 2020 to decommission its WWTP and transfer the existing sewer service area to the City of Griffin (COG) for ownership. The existing sewer service area transfer was completed in February 2022, and all sewer flow treated at the COG's Cabin Creek WWTP. That said, barring unforeseen circumstances, the SCWSFA WWTP will be decommissioned and the associated NPDES permit terminated by December 31, 2022.

With the decommissioning of the WWTP, the only available sewer providers in Spalding County will be the COG and a private sewer system owned and operated by Community Services, LLLP. The private sewer system is located in the County's northeast part and serves the Sun City Peachtree subdivision and various adjacent parcels.

The SCWSFA understands the vital role water and wastewater infrastructure plays in driving economic development and wants to commission a sewer feasibility study (Study) for the following four (4) target areas.

- Area #1 - Newnan Road West Corridor – west of the City of Griffin city limits along Newnan Road from West Poplar Avenue to the Coweta County/Spalding County line
- Area #2 - Arthur K Bolton (AKB) East Corridor – east of the City of Griffin city limits along AKB from Barrow Road to the Butts County/Spalding County line
- Area #3 - North Expressway North Corridor – north of the City of Griffin city limits along North Expressway to the Henry County/Spalding County line
- Area #4 - Tri-County Corridor – south of the City of Griffin city limits along Martin Luther K Jr Parkway from Airport Road to the Lamar County/Spalding County line

Area #1 - Newnan Road West Corridor

This area has been selected to address the residential housing pressure migrating east along Newnan Road out of Coweta County.

Area #2 – Arthur K Bolton (AKB) East Corridor

This area has been identified as an area primed for industrial expansion.

Area #3 – North Expressway North Corridor

This area has been chosen based on the potential future growth of commercial development. It should also be noted that various businesses within this area have aging or failing septic systems.

Area #4 – Tri-County Corridor

This area falls within the COG's sewer service area, currently under a sewer moratorium stalling commercial growth in the area. The issued sewer moratorium is due to capacity constraints within the existing collection system. The COG has stated they would give up this service area minus their existing sewer customers to the SCWSFA. This area has been identified as an area primed for commercial growth.

Please refer to Figure 1.0 for the locations of the target areas.

Project Goals

The ultimate goal of the sewer feasibility study is to provide an actionable plan regarding the most economical way to provide sewer services to support the future needs of four (4) target areas. The SCWSFA understands that the most economical solution may come in the form of a centralized sewer system, decentralized sewer systems, possible intergovernmental agreements, or a combination.

A detailed scope of work will be developed with the chosen Firm.

Project Schedule

The anticipated project schedule from the Notice to Proceed (NTP) is approximately nine (9) months.

Fee Estimate

The SCWSFA will negotiate the final scope and fee to the best-qualified Firm. Upon successful negotiation of scope and fee a contract will be awarded.

Selection Method

Method of Communication

All general communication of relevant information regarding this solicitation will be made via the Spalding County website and the Georgia Procurement Registry website. All firms are responsible for checking the Spalding County website (<https://www.spaldingcounty.com/>) or the Georgia Procurement Registry website (<https://ssl.doas.state.ga.us/gpr/>) on a regular basis for updates, clarifications, and announcements. The SCWSFA reserves the right to communicate via email with the Project Manager listed in the RFQ. Other specific communications will be made as indicated in the remainder of this RFQ.

Selection

Based on the Statement of Qualifications (SOQ) submitted in response to this RFQ, the Selection Committee will rank the Proposal submissions in order by the most qualified firms using individual scores. Depending on the number and quality of the proposals, the Selection Committee may shortlist one or more firms for further consideration.

All firms must meet the minimum requirements listed in the Instructions for Preparing Statement of Qualifications (SOQ) Proposal section below.

Finalist Notification

Firms will receive a notification from the SCWSFA primary contact outlining the findings of the Selection Committee. This notification communication will either notify firms of the intended selection or provide

RFQ 2022 - 007

Professional Engineering Services to Perform a Sewer Feasibility Study for four (4) target areas within Spalding County, Georgia

instruction for additional information or interview instructions. Criteria for the remainder of the selection process will be communicated in the Finalist Notification.

Interview

At the discretion of the Selection Committee, an interview may be requested with the shortlisted Firm (s). Each finalist firm shall be notified in writing and informed of the interview session's place, date, and time. Detailed interview instructions and requirements of the finalists will be provided in the Notification to Finalist. **Firm(s) shall not address any questions, before the Interview, to anyone other than the SCWSFA primary contact.**

NOTE: Scoring and ranking from the previous qualification round will NOT be used in the final selection round.

Final Selection

Upon completion of the selection process by the SCWSFA Selection Committee, the shortlisted firms will be ranked in descending order of recommendation using the sum of individual rankings from the Selection Committee members. Negotiations will then be initiated with the top-ranked Firm to finalize the terms and conditions of the contract. If a satisfactory agreement cannot be reached with the highest-ranking Firm, the SCWSFA will formally terminate the negotiations in writing and enter into negotiations with the second-highest-ranking Firm assuming two firms have been found to be sufficiently qualified based upon the review of the SOQ, and so on until a mutual agreement is established and the SCWSFA awards a contract.

Schedule of Events

The following Schedule of Events represents the SCWSFA's best estimate of the Schedule that will be followed in the selection process. All times indicated are prevailing times in the Atlanta, Georgia, area. The SCWSFA reserves the right to adjust the Schedule as necessary.

<u>Response to the RFQ</u>	<u>Date</u>	<u>Time</u>
A. Advertisement Date	April 29, 2022	-----
B. RFQ Meeting (not mandatory)	May 11, 2022	2:00 PM
C. Last day for Respondents Questions	June 8, 2022	2:00 PM
D. SOQ Due Date	June 15, 2022	2:00 PM
E. SCWSFA Selection Committee completes SOQ evaluation	June 24, 2022	-----
F. Interviews for selected Respondents (If needed)	TBD	TBA
G. Project Award	TBD	TBA

The Non-mandatory RFQ meeting will be IN-PERSON and take place at 2:00 PM at the Spalding County Annex building located at 119 East Solomon Street, Room 108, Griffin, Georgia 30224.

Selection Criteria

Criteria for evaluation of the Statement of Qualifications Proposals

The SCWSFA Selection Committee will evaluate all firms using the following criteria:

1 – Qualifications as they relate to this sewer feasibility study (40%)

- Firm's experience with similar projects
- Qualifications of proposed key personnel
- Communication skills (ability to easily explain technical information to people of various backgrounds)

2 – Firm's project understanding and technical approach (30%)

3 – Apparent ability to provide the required services in a timely manner (15%)

4 – Firm's reputation for integrity and competence (15%)

Instructions for Preparing Statement of Qualifications (SOQ) Proposals

The SOQ Proposals must be submitted in accordance with the instructions provided below. All submissions must be categorized and numbered as outlined below and must be responsive to all requested information:

Minimum Requirements – Firms must perform these minimum requirements to be fully considered.

ALL FORMS ARE TO BE COMPLETED BY PRIME AND ANY SUB-CONSULTANTS.

A. Certification Form (Exhibit I enclosed with RFQ)

Complete and provide a notarized original within the Firm's SOQ Proposal. *(This one-page form submission shall not be considered part of the required page limit specified in Instructions within the Submittal of Statement of Qualifications Proposal section below.)*

B. Immigration and Security Form (Exhibit A enclosed with RFQ)

Complete and provide a notarized original within the Firm's Statement of Qualifications Proposal. *(This one-page form submission shall not be considered part of the required page limit specified within the Submittal of Statement of Qualifications Proposal section below.)*

C. Immigration and Security Form Affidavit Verifying Status for County Public Benefit Application (Exhibit B enclosed with RFQ)

Complete and provide a notarized original within the Firm's Statement of Qualifications Proposal. *(These form submissions shall not be considered part of the required page limit specified within the Submittal of Statement of Qualifications Proposal section below.)*

D. W-9 form (enclosed with the RFQ)

Complete and provide an original within the Firm's Statement of Qualifications Proposal. *(This one-page form submission shall not be considered part of the required page limit specified within the Submittal of Statement of Qualifications Proposal section below.)*

E. Cover Letter

This letter shall be a brief formal letter from the Firm that provides information regarding the Firm and its ability to perform the requirements of this solicitation. The cover letter must include the following information:

- Complete legal name of the company (as it should appear in a contract)
- Company address
- Contact person, telephone number, and email address
- Identify all materials and enclosures being forwarded in response to this solicitation
- The cover letter must be signed by an individual authorized to bind the proposing entity

F. Project Understanding

The SOQ shall describe the Firm's understanding of the sewer feasibility study goals, including background, purpose, and key issues. The Firm shall demonstrate an understanding of the SCWSFA's goals and objectives related to the sewer feasibility study.

G. Technical Approach

This section should include a thorough description of the Firm's approach and methodology to assess the most economical way to provide sewer to the target areas. The Firm is encouraged to highlight innovative ideas relevant to this solicitation. A preliminary schedule should accompany the approach and methodology taken.

H. Project Team

Provide a brief overview of the Firm and identify local and regional offices, including sub-consultants required to perform the sewer feasibility study successfully. Provide a specific organizational chart identifying key project personnel by name, title, work office location, Georgia Professional Engineering Registrations, and the areas of expertise for which each team member will be responsible. If sub-consultants are used, each sub-consultant shall be identified and how their expertise relates to the sewer feasibility study.

I. Experience and Project References

Describe the specific projects the proposed personnel for this sewer feasibility study have worked on within the past five (5) years, with clients' contact names and phone numbers. Including at least three (3) projects of similar approach and methodology. For each project, indicate which proposed team member worked on the project(s) and describe the role/work they performed. Emphasis should be placed on the Firm's, or individual team members' experience related to sewer feasibility studies or projects of similar nature.

J. Resumes

Please include resumes for each proposed team member limiting the resumes to two (2) pages.

Instructions for Submittal of Statement of Qualifications Proposal

One (1) original and **seven (9) copies** of the Proposal shall be prepared, for a total of **eight (10) sets**. One complete copy of the Proposal must be submitted electronically as a PDF via a flash drive. Each Proposal shall be identical and include a transmittal letter signed by a duly authorized officer of the Firm.

RFQ 2022 - 007

Professional Engineering Services to Perform a Sewer Feasibility Study for four (4) target areas within Spalding County, Georgia

The proposals should be concise, well-organized, and demonstrate the Consultant's and individual team members' qualifications related to the proposed nature of the sewer feasibility study.

For efficient review, please restrict the Proposal to a total not-to-exceed limit of 20 pages, 8.5 by 11 pages, including preprinted material, charts, design write-ups, graphics, forms, pictures, etc. The minimum font size for the Proposal is 12-point. For exhibits, 11 by 17 pages are allowed and welcomed to enhance readability. The 20-page limit does not include the cover letter, dividers, resumes, reference letters, DBE/WBE certifications, affidavits, appendices, and front or back covers included in the Proposal. Fancy bindings, colored displays, and promotional materials are left to the Respondent's discretion. Emphasis must be on completeness, relevance, and clarity of content.

Proposals must be sealed in an opaque envelope or box and reference **RFQ 2022 - 007**. The words **"STATEMENT OF QUALIFICATIONS PROPOSAL"** must be clearly identified on the outside of the envelopes or boxes. The Spalding County Purchasing Department must physically receive the SOQ Proposals prior to the deadline indicated in the Schedule of Events at the exact address below. Proposals submitted via facsimile or email will be rejected.

Spalding County Government
Attention: Terri Bass, Purchasing Agent
PO Box 1087
119 East Solomon Street
Griffin, Georgia 30224
Email: tbass@spaldingcounty.com

No proposal will be accepted after the time and date set for receipt.

Proposals must be prepared simply and economically, providing a straightforward, concise description of the methodology and approach utilized to satisfy the requirements of this solicitation. Emphasis should be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis.

The SCWSFA will not be liable for costs incurred by the respondents in preparing this SOQ.

All SOQs, upon receipt, become the property of the SCWSFA. Labeling information provided in the Proposals "proprietary" or "confidential" or any other restricted use designation will **NOT** protect the information from public view. Subject to the Opens Record Act provisions, the details of the Proposal documents will remain confidential until the project's final award.

Debriefings

Debriefings may be allowed at the discretion of the SCWSFA. Post-award debriefings may be requested by a principal of the Firm but will not be conducted until after the contract has been awarded. A pre-award debriefing may be requested if a firm is notified of non-selection at any time during the procurement process.

Questions/Clarification Request

The Respondent shall, in the SOQ, identify the Project Manager and key staff. The Project Manager shall be the primary contact for the SCWSFA.

The SCWSFA, the primary contact is:

Joseph Johnson, PE
SCWSFA General Manager
119 East Solomon Street
Griffin, Georgia 30224
Phone: (770) 467-4777

Email: josephjohnson@spaldingcounty.com

All questions related to the SOQ shall be made in writing by the Project Manager via email and directed to the SCWSFA primary contact. All questions shall have RFQ # **2022 - 007** in the subject line.

Terms and Conditions

1. Spalding County shall in all solicitations or advertisements for subcontractors or employees placed by or behalf of the County, state that all qualified applicants will receive consideration for employment without regard to age, handicap, religion, creed or belief, political affiliation, race, color, sex or national origin. Spalding County shall not discriminate against any qualified client or recipient of services provided on the basis of age, handicap, religion, creed or belief, political affiliation, race, color, sex or national origin. Spalding County shall cause forgoing provisions to be included in all subcontracts for any work covered by this project so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to subcontracts for less than ten thousand dollars (\$10,000).
2. Firms shall comply with the applicable provisions of the Hatch Act which limits the political activity of employees.
3. Firms shall establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
4. Firms shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in US Department of Labor regulations (41 CFR Part 60).
5. Firms shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 USC 1857 (h)), section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15).

The following certifications shall also be required for the selected Firm (s):

1. Prohibition Against Use of Funds to Influence Legislation (Lobbying). No part of any funds under this program shall be used to pay the salary or expenses of any agent acting on behalf of Spalding County, to engage in any activity designed to influence legislation or appropriations pending before Congress as stated in 49 CFR 20.

2. Debarment and Suspension. Compliance with non-procurement debarment and suspension rules in 49 CFR 29.
3. Drug-Free Workplace. Certification of compliance with the requirements for a Drug-Free Workplace, as described in Section 50-24-3 of the Official Code of Georgia.
4. Certification of compliance with the Georgia Security and Immigration Requirements at OCGA 13-10-91.

SCWSFA Rights and Options

The SCWSFA, at its sole discretion, reserves the following rights:

1. To determine which respondents, if any, shall be included on a shortlist of semi-finalists based on criteria outlined in this RFQ;
2. To reject any or all SOQs or information received according to this RFQ;
3. To supplement, amend, substitute, or otherwise modify this RFQ at any time using a written addendum;
4. To cancel this RFQ with or without the substitution of another RFQ or prequalification process;
5. To request additional information;
6. To verify all the qualifications and experience of each Respondent;
7. To require one or more respondents to supplement, clarify or provide additional information for the SCWSFA to evaluate SOQs submitted;
8. To hire multiple contractors to perform the necessary duties range of services if it is determined to be in the best interest of the SCWSFA;
9. To use any techniques or concepts included in the submitted SOQ regardless of Firm's selection; and
10. To waive any minor defect or technicality in any SOQ received.

It is the responsibility of all firms interested in submitting a Proposal for this RFQ to routinely check the posting on the Spalding County website and the Georgia Procurement Registry website for any addendums to this RFQ.

Audit and Accounting System Requirements

The SCWSFA reserves the right to reject any proposal with firms that do not meet the following requirements:

1. Firm(s) should have an accounting system in place to meet the requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
2. The prime is responsible for being reasonably assured that all subs presented as part of the proposed team are similarly in compliance with the above requirements.

SPALDING COUNTY WATER AND SEWERAGE FACILITIES AUTHORITY SEWER FEASIBILITY STUDY RFQ



Legend

- Area #1 - Newnan Road West Corridor
- Area #2 - Arthur K Bolton (AKB) East Corridor
- Area #3 - North Expressway North Corridor
- Area #4 - Tri-County Corridor
- Griffin City Limits
- Spalding County

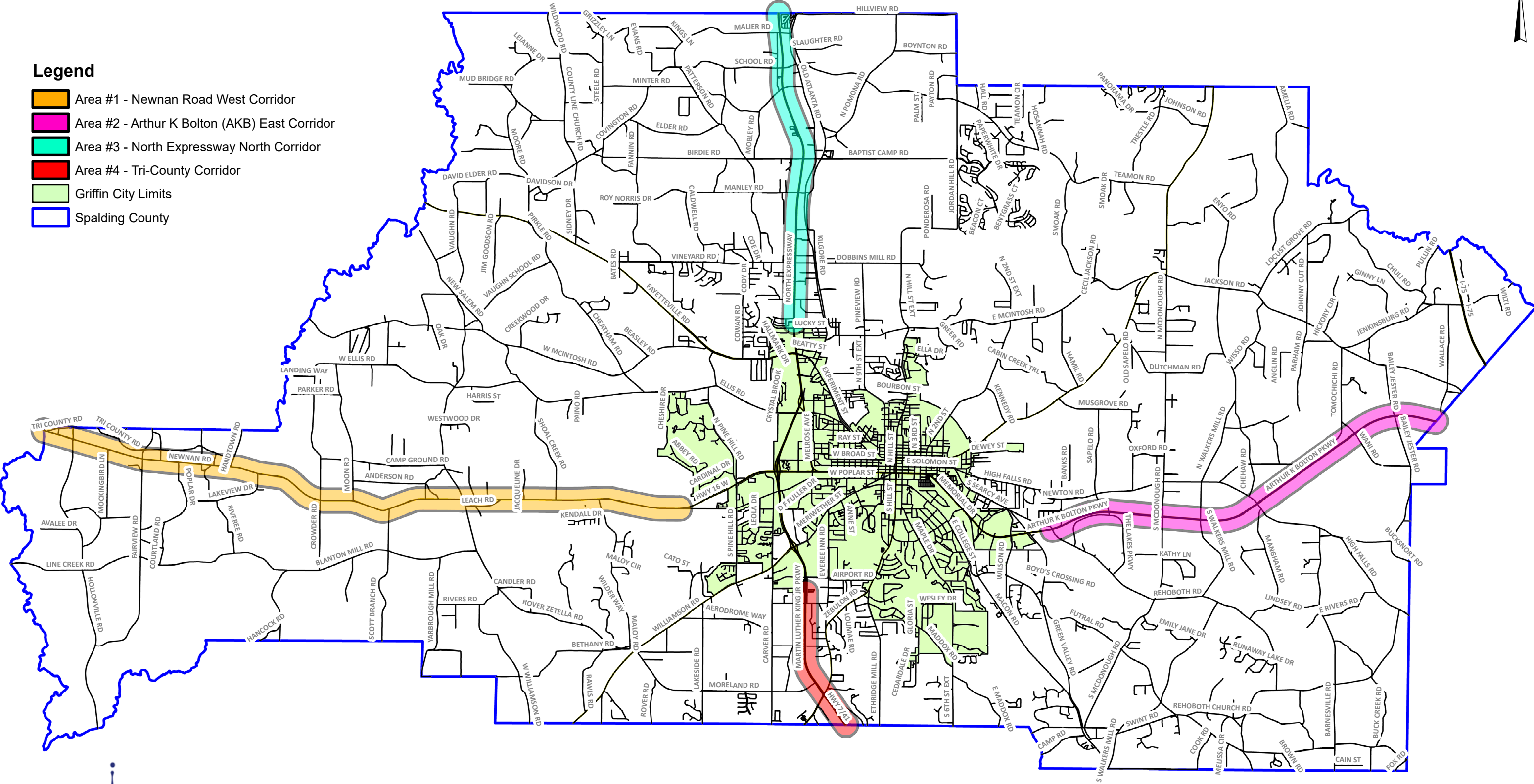


FIGURE 1.0 - TARGET AREAS

Exhibit I

CERTIFICATION FORM

I, _____, being duly sworn, state that I am _____

(title) of _____ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the Statement of Qualifications is full, complete and truthful.

I further certify that the proposer and any principal employee of the proposer has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the proposed has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract and further, that the proposer is not now under any notice of intent to default on any such contract.

I acknowledge, agree and authorize and certify that the proposer acknowledges, agrees and authorizes, that Spalding County may, by means that it deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the County may contact any individual or entity named in the RFQ for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the RFQ is submitted for the express purpose of inducing Spalding County to award a contract.

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the Firm from doing business with, or performing work for, Spalding County. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to OCGA §16-10-20, 18 USC §§1001 or 1341.

Printed Name

Signature

Sworn and subscribed before me

This _____ day of _____, 20____.

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____

Exhibit A

IMMIGRATION AND SECURITY FORM

OCGA § 13-10-91 requires contractors interested in public works contracts to file an affidavit that the contractor and its subcontractors have registered and participate in a federal work authorization program intended to insure that only lawful citizens or lawful immigrants are employed by the contractor or subcontractor.

In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), DL 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et.seq., Contractor must warrant and affirm that Contractor has complied with the Immigration Reform and Control Act of 1986 (IRCA), DL 99-603 and the Georgia Security and Immigration Compliance Act by registering at <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>; and verifying information of all new employees; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et.seq.

By executing this affidavit, the undersigned Contractor verifies its compliance with OCGA § 13- 10-91, stating affirmatively that the individual, Firm, or corporation which is contracting with Spalding County, Georgia 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), PL 99- 603], in accordance with the applicability provisions and deadlines established in OCGA § 13- 10-91, and Contractor warrants that it will continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Spalding County, Georgia, contractor will secure from such subcontractor(s) similar verification of compliance with OCGA § 13-10-91 on the Subcontractor Affidavit provided in Georgia Department of Labor Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Spalding County, Georgia at the time the subcontractor(s) is retained to perform such service.

Signature

Title

Firm Name: _____

Street/Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email: _____

Federal Work Authorization User Identification Number: _____

Date of Authorization: _____

Exhibit B

AFFIDAVIT VERIFYING STATUS FOR COUNTY PUBLIC BENEFIT APPLICATION

By executing this affidavit under oath, as an applicant for the award of a contract with Spalding,

County Georgia, I _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by OCGA Section 50-36-1:

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

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 Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date:

Printed Name: _____

* _____

Alien Registration number for non-citizens

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20 ____.

Notary Public

My Commission Expires

***Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.

Request for Taxpayer Identification Number and Certification

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

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

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"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) 1 _____ 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) 1	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:

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 1	Date 1
------------------	-----------------------------------	---------------

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 Corpo ration

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.