

**City of Myrtle Beach
Request for Qualifications**

**Q0620
Engineering Design Services**

Issue Date: June 2, 2020

First in Service

Issued By:

**Purchasing Division
3231 Mr. Joe White Avenue
Myrtle Beach, SC 29577
Phone: 843-918-2170**

www.cityofmyrtlebeach.com

City of Myrtle Beach Purchasing Division
3231 Mr. Joe White Avenue
Myrtle Beach, SC 29577

REQUEST FOR QUALIFICATIONS

File # Q0620 Engineering Design Services

Purchasing Contact: Ruth Burleson
843-918-2173
rburleson@cityofmyrtlebeach.com

Opening Date: Submittals will be opened _____ at 2:00 PM EDT.

Submittals may be delivered to 3231 Mr. Joe White Avenue, Myrtle Beach, SC 29577. Submittals should be provided in a sealed envelope and marked “#Q0620 Engineering Design Services”. One original hard copy of all materials should be provided in the submittal. Submittals are due no later than June XX, 2020 at 2:00 PM. Late submittals will not be accepted. At the time of the opening, only the name of the firm submitting a response will be announced. Accepted submittals will first be reviewed for being “responsive” to this Request for Qualifications. The City reserves the right, at its sole discretion, to determine whether a submittal is responsive. Responsive submittals then will be subject to evaluation as provided for in this document.

Form of Contract: The City of Myrtle Beach uses a Master Agreement for Professional Services. Each firm has a Master Agreement on file with the City. If any firm submitting a response does not have a Master Agreement with the City, one must be on file prior to any negotiations if that firm is selected as the most qualified for this project. Once a scope of work and associated cost has been agreed upon, a Supplemental Agreement is then issued to the Master Agreement that specifically covers the services for this project.

As with all work in the City, a separate City Business License will be required. Please direct any questions to the Purchasing Contact noted above.

Offeror to complete this section:

Firm Name: _____
Contact Person: _____
Address: _____
Phone Number: _____
E-mail: _____
Signature: _____

REQUEST FOR QUALIFICATIONS – ENGINEERING DESIGN SERVICES

PROJECT OBJECTIVES AND SCOPE OF SERVICES
BACKGROUND

The City of Myrtle Beach annually receives funding through the Community Development Block Grant Program administered by the Federal Government through the Department of Housing and Urban Development (HUD). This funding targets certain improvements needed in Low to Moderate Income (LMI) neighborhoods. The City has chosen to direct most of the FY19-FY20 funding allocation toward addressing infrastructure needs in the Carrie Mae Johnson Neighborhood located in Myrtle Beach, as shown in Appendix A. This solicitation is being conducted to select an Engineering Firm to assist the City in designing certain needed infrastructure improvements.

REQUEST FOR QUALIFICATIONS PURPOSE.

The initial purpose of this Request for Qualifications (RFQ) is to solicit proposals in compliance with Brooks Act requirements from qualified and experienced consults to perform engineering design services. The project includes a variety of infrastructure improvements in the Carrie Mae Johnson Neighborhood to include sidewalk, curb & gutter, drainage, water, sewer, street construction, and paving. Proposers are not expected to submit a complete project analysis or design in their response to this RFQ. Rather, proposers must provide sufficient information for the City of Myrtle Beach to evaluate their response in accordance with the process and criteria established in this RFQ.

DISCUSSION. The following is an attempt to provide general guidance to Engineering Firms in understanding the assistance being solicited by the City of Myrtle Beach by issuing this RFQ.

- Each annual CDBG appropriation for this project will be in the \$300,000 range. The City will be actively seeking additional grant revenue programs to provide additional funding for this work in this neighborhood.
- The City's Public Works Staff will develop a 5-year Capital Improvements Program to address infrastructure needs in this neighborhood. The list of projects will represent a realistic goal of what can be achieved based on availability of funding.
- The City anticipates minimal needs in the Water and Sewer Systems serving this neighborhood. Therefore, we do not anticipate any major Water and/or Sewer System Projects; however, if a need is found it will be included in the plan.
- Storm Drainage, Curb & Gutter, Sidewalk, and Street Paving are recognizable needs for this neighborhood. The City Staff will identify the limits of each project to address these needs.

PROJECT SCOPE

This is a Federally-funded project. Each of the items below must comply with all Federal Regulations including environmental review and the acquisition of rights of way, if needed. The Project's scope of services may contain, but are not limited to the following work items:

- The first work product will be to design improvements to Grey Street, from Mr. Joe White Avenue to Acline Avenue. These improvements will include: curb & gutter, drainage, sidewalk, and paving. We expect to accomplish these improvements in the existing rights of way. The selected firm will formulate project design for longevity and for efficient construction of the project for completion by a qualified general contractor.
- The selected firm will complete a HUD environmental assessment, URA required documents, and certifications in conformance with the Federal requirements. The firm will submit permit applications to local, State, and Federal regulatory agencies and advise the City on permitting and all project specifications/requirements necessary for the public bid advertisement for the construction of the project. The firm will prepare all bid documents, provide responses to bidder's questions, clarifications to plans, bid analysis, recommendation of contract award, and other tasks as required to award and execute the contract.
- Additionally, the selected firm will provide construction observation services to include: inspection of construction progress, review of payment requests by contractor, provide recommendations for acceptance of sections and payment to contractor, organize records and documents of the construction, and verify contractor compliance with all permitting and reporting requirements.
- After construction, the selected firm will determine the final conditions by comparing with preconstruction conditions, provide recommendation for the project acceptance and for post project maintenance/monitoring and complete any close out documents required by permitting agencies. This will include the preparation and presentation of as-built drawings.

Surveying and Preliminary Design.

- Adequately locate existing property corners such that existing property lines and the rights of way can be established along Grey Street and Acline Street (as necessary).
- Locate all structures, utilities, trees, shrubs, fences, driveways, and other items within the rights of way and directly adjacent to the rights of way (approximately 5 to 10 feet) that may affect the design of the sidewalk.

- Survey and provide analysis for sizing pipes needed to handle storm water to allow the existing ditches to be closed. This includes detail grade information for all drainage structures. Provide existing grade and finished grade for curb and gutter and sidewalk to provide positive drainage.
- Provide design and draft preliminary plans for review by the City of Myrtle Beach Public Works Department in the format required.
- Ensure all drawings/designs meet all ADA requirements for sidewalks, ramps, detectable warnings, and curb & gutter.

Final Design, Schedule, and Opinion of Probable Cost.

- Secure all permits necessary to begin construction.
- Develop and provide all specifications necessary for bidding and construction. The City of Myrtle Beach will provide the front-end portion of these documents.
- Assist the City during the bidding process as has been previously discussed.
- Attend a pre-bid conference with potential bidders and the appropriate City staff.
- Attend a pre-construction conference with the selected contractor and the appropriate City staff.

Engineering Services During Construction.

- Provide engineering services as needed during construction. The City reserves the right to negotiate additional construction engineering and inspection services with the selected firm if they are needed during construction. If needed, these services will be procured as an amendment to the original contract.
- Provide a final sidewalk, curb & gutter, drainage, and street as-built to meet City of Myrtle Beach requirements.
- Other needed services not listed above may be included as part of offeror's response.

Remainder of this page intentionally left blank.

RFQ FORMAT

All Statements of Qualifications submitted must follow the same format. Statement of Qualifications must address all required components in order. The aim of the required format is to simplify the Statement of Qualifications preparation and evaluation processes and to ensure that all Statements of Qualifications receive the same orderly review.

PROPOSAL SUBMISSIONS

Proposals should be prepared in a timely and economical manner, providing a straight forward, concise description of the firm's ability to meet the requirements of the RFQ. Emphasis should be on completeness and clarity of content. The City does not desire voluminous qualification submissions; therefore, the submission will be limited to twenty-five (25) double-spaced total pages, single sided. **Cover pages, required forms, and appendices will not count toward the total page count.** Information must be submitted as requested, in the order listed below. If the Proposer fails to provide the requested information, the Proposal may be deemed non-responsive and may not be further considered. By submitting a proposal, the firm agrees to the terms and conditions, including Federal grant requirements, stated herein unless explicitly stated otherwise in your response to this RFQ.

All Statement of Qualifications must include the following components:

| Section | Topic |
|---------|---|
| | Cover Letter |
| 1 | Company Overview |
| 2 | Project Team |
| 3 | Professional Accomplishments, Experience and References |
| 4 | Project Approach |
| 5 | Additional Information and Required Forms |

RFQ COMPONENTS

COVER LETTER

Provide a one or two-page cover letter.

Section 1 – Company Overview

Provide the following information about your firm:

- a. The firm's name, email address, business address, phone number, fax number, and Principals for the firm.
- b. The year the firm was established.
- c. Former names of the firm, if applicable.
- d. The type of ownership and parent company, if applicable.
- e. List of Professional Organizations/Associations firm is a member of.
- f. A brief statement of the firm's background, demonstrating longevity and financial stability. Include the years of experience the firm has related to this type of engineering design services.

Section 2 – Project Team

Identify key project team members and describe their role in the project and related experience. This section shall include the following information:

- a. Identify the members of the Proposer's team, their functions, and qualifications specifying experience and understanding of the functions of the City's Department listed in the project. Include detailed resumes, licenses, and certifications of all key personnel (note that the resumes of key personnel may be in the appendices and shall not be counted against the 25- page maximum requirement). Resumes for each individual should include a summary of relevant professional qualifications, relevant project experience, education, training, and professional registration. The project team must have individuals that currently hold or are able to obtain professional licenses as required under state and local laws for the performance of work for this project.
- b. Provide an organizational chart of the Proposer's team and describe the role and responsibilities of each team member as it relates to this project, including any major subcontractors and consultants.
- c. Provide and describe location of project teams' office(s) to be utilized for this project.

Section 3 – Professional Accomplishments, Experience and References

Provide a list of similar engineering design service projects conducted by your firm. For up to five relevant projects (at least two must be completed), include a project description that demonstrates the firm's capabilities in the delivery of services that are similar to the engineering design services that the City of Myrtle Beach is requesting. For each project provided as a

reference, include the name / contact information of the client organization and client project manager.

Section 4 – Project Approach

In this section, which is intended to be the heart of the RFQ submittal, the respondents shall provide the City with information about how the company plans to approach and complete the project. This should include specific details on the technical approach and management, methodology, schedule, deliverables, quality assurance and control, and will explain how the respondent will attain successful completion of the project. This section should be structured as the scope of work for the services needed to complete this project.

Section 5 – Additional Information and Required Forms

At your discretion, include additional information that supports your RFQ. However, choose the additional information carefully, because this section of the RFQ should not constitute the bulk of your submission. Required forms that follow must be completed and included.

EVALUATION / SELECTION CRITERIA

The evaluation of qualifications submissions will be in accordance with the City of Myrtle Beach Procurement Regulation and this Request for Qualifications. The evaluation process shall determine the qualifications, interest, and availability to provide relevant services as requested. Staff will first review all written responses, which will result in a ranked list of fully qualified respondents. After ranking is completed by the staff, informal interviews and/or presentations may be conducted, at the discretion of the City, for selected respondents determined to be the best qualified based upon the evaluation of the written responses. The determinations will be based upon the criteria below.

It is the intention of the evaluation team to select the vendor most qualified to provide the services as indicated herein. The following criteria will be used to evaluate the Statements of Qualifications:

Firm's Professional Qualifications and Project Team. (Maximum 40 Points)

The Statement of Qualifications will be evaluated based on the firm's qualifications and project team submitted.

Project Approach. (Maximum 35 Points)

The Statement of Qualifications will be evaluated on the basis of the firm's project approach to providing the professional services requested. Engineering design services proposed shall be detailed.

Professional Accomplishments, Experience, and References. (Maximum 25 Points)

The Statement of Qualifications will be evaluated on the basis of demonstrated successful professional project accomplishments for projects of similar technical nature, complexity, and time constraints, and for clients that are similar in size, location, and type of City.

SUBMITTAL CHECKLIST AND REQUIRED FORMS

- Statement of Qualifications submittal meeting the requirements of the RFQ Components (NO SAMPLE/FORM PROVIDED).
- Proposal Certification and Acknowledgement of Addenda
- Non-Collusion Affidavit
- Certification Of Restrictions on Lobbying
- Certification Regarding Debarment, Suspension and Other Responsibility Matters
- Drug-Free Workplace Certification
- Copy of Business License to do business in South Carolina
(NO SAMPLE/FORM PROVIDED) . City Business License Required If Awarded Project.
- Sample Insurance Certificate (NO SAMPLE/FORM PROVIDED)
- Legal Statement (NOSAMPLE/FORM PROVIDED)
- IRS W-9 Form (signed within 6 months of the submittal date)

Required Form

PROPOSAL CERTIFICATION and ACKNOWLEDGEMENT OF ADDENDA

In compliance with the request for proposal, and subject to all conditions thereof, the undersigned offers and agrees to furnish any or all items proposed.

DATE

AUTHORIZED SIGNATURE

COMPANY NAME

PRINT OR TYPE NAME ABOVE

COMPANY ADDRESS

COMPANY FAX #

CITY, STATE, ZIP+4

S.C. SALES TAX #
(ONLY IF OUT OF STATE)

CONTACT EMAIL ADDRESS

COMPANY TELEPHONE NUMBER

FEDERAL ID #

**ACKNOWLEDGEMENT OF ADDENDA
(if any)**

Submitter hereby acknowledges receipt of all Addenda through and including:

Addendum No. _____, dated _____.

Addendum No. _____, dated _____.

Required Form

NON-COLLUSION AFFIDAVIT FORM
(This form is Part of the Response)

STATE OF _____)
COUNTY OF _____)

_____)
being first duly sworn, deposes and says that he/she is

_____)
(Sole Owner, a Partner, President, Secretary, etc.)

of _____)
the party making the foregoing Proposal that such proposal is genuine and not collusive or sham; that said proposer has not colluded, conspired, connived, or agreed, directly or indirectly with any PROPOSER or person, to put in a sham proposal, or that such other person shall refrain from proposing and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the proposal of affiant or any other PROPOSER or to fix any overhead, profit or cost element of said Proposal or of that of any other PROPOSER or to secure any advantage against OWNER any person interested in the proposed contract; and that all statements in said Proposal are true; and further, that such PROPOSER has not, directly or indirectly submitted this Proposal, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

Proposer

Sworn to and subscribed before this _____ day of _____,
20____.

Notary Public for South Carolina

My Commission Expires _____

Required Form

CERTIFICATION OF RESTRICTIONS ON LOBBYING

I, _____, hereby certify on behalf of
(name and title of bidder's official)
_____, that to the best of his or
her
(name of bidder)

knowledge and belief that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this _____ day of _____, _____.

By _____
(signature of authorized official)

(title of authorized official)

Required Form

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under the applicable CFR covering New Restrictions on Government-wide Debarment and Suspension (Nonprocurement). The certification shall be treated as a material representation of fact upon which reliance will be placed when the Agency determines to award the covered transaction or cooperative agreement.

As required by Executive Order 12549, Debarment and Suspension, and implemented under the applicable CFR, for prospective participants in covered transactions, as defined in the applicable CFR.

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal State or local) with commission of any of these offenses enumerated in paragraph (1) (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Contractor's Signature

Printed or Typed Name

Title

Address: _____

Required Form

DRUG-FREE WORKPLACE CERTIFICATION

In accordance with Section 44-107-30, South Carolina Code of Laws (1976), as amended, and as a condition precedent to the execution of this agreement, the undersigned will provide drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensations, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of the prohibition;
2. Establishing a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in a workplace;
 - b. The person's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug violation;
3. Making it a requirement that each employee to be engaged in the performance of the agreement be given a copy of the statement required by item 1;
4. Notifying the employee in the statement required by item 1 that, as a condition of employment of this agreement, the employee will:
 - a. Abide by the terms of the statement; and
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after the conviction;
5. Notifying the South Carolina Department of Transportation within ten days after receiving notice under item 4b from an employee or otherwise receiving actual notice of the conviction;
6. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance, or rehabilitation program by, any employee convicted as required in Section 44-107-50; and
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of items 1,2,3,4,5, and 6.

Contractor Signature

Date

Contractor Name

Company Name

IRS W-9 Form

Form **W-9**
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

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 blank. | |
| 2 Business name/disregarded entity name, if different from above | |
| 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>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.</small> <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) _____ <small>Apply to accounts maintained outside the U.S.</small> |
| 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 | | | | |
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| or | | | | |
| Employer identification 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 for Part II, later.

| | | |
|------------------|----------------------------------|--------------|
| Sign Here | Signature of U.S. person ▶ _____ | Date ▶ _____ |
|------------------|----------------------------------|--------------|

General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

