



ITB# 23-04-017

Invitation to Bid – Notice of Sale

SALE OF COUNTY OWNED REAL PROPERTY

Oconee County Board of Commissioners
ITB# 23-04-017
Sale of County Owned Real Property

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Oconee County Board of Commissioners

Invitation to Bid/Notice of Sale No. 23-04-017 Sale of County Owned Real Property

ISSUE DATE	April 3, 2023
CLOSING DATE & TIME	May 4, 2023 at 2:00 PM Commissioner's Chambers Oconee County Courthouse 23 N Main Street, Suite 205 Watkinsville, Georgia 30677
SCHEDULED TOURS	Oconee County Library (Watkinsville) 1080 Experiment Station Road Watkinsville, Georgia 30677 April 13, 2023 at 10:00 AM April 20, 2023 at 1:00 PM Oconee County Government Annex 1291 Greensboro Highway Watkinsville, Georgia 30677 April 13, 2023 at 1:00 PM April 20, 2023 at 10:00 AM
ACCEPTANCE PLACE/AGENCY	Oconee County Board of Commissioners Finance Department – Procurement Officer 23 N. Main Street, Suite 203 Watkinsville, Georgia 30677
QUESTIONS & RESPONSES	Questions regarding this ITB shall be received in writing via email no later than 5:00 PM on April 24, 2023. Responses will be provided via addenda no later than 5:00 PM on April 28, 2023.
CONTACT	Jessica Ellis, Procurement Officer ocbids@oconee.ga.us

ITB documents can be downloaded from our website: <https://oconeecounty.com>



**Oconee County Board of Commissioners
23 N. Main Street
Watkinsville, GA 30677**

**Invitation to Bid/Notice of Sale
ITB# 23-04-017
Sale of County Owned Real Property
Issue Date: April 3, 2023**

The Oconee County Board of Commissioners are soliciting bids for the purchase of two (2) County owned real properties located at 1080 Experiment Station Road Watkinsville, Georgia 30677 and 1291 Greensboro Highway Watkinsville, Georgia 30677. Please see Section II of the ITB documents for full description.

Scheduled tours of both properties can be found on page 2 of the bid documents. Attendance is optional but recommended as County staff will be present to provide any additional information.

Sealed bids will be accepted by the Oconee County Finance Department located at the Oconee County Courthouse, 23 N. Main Street, Suite 203, Watkinsville, Georgia, 30677 until **2:00 PM, May 4, 2023**. At the time and date above, sealed bids will be publicly opened and the names read aloud in the Oconee County Board of Commissioners Commission Chambers located at 23 N. Main Street, Suite 205, Watkinsville, GA 30677. Bids received after this time will not be accepted.

Each sealed envelope must be marked on the outside as "Sale of Real Property ITB# 23-04-017" and should include the respondent's name and address.

Questions regarding this ITB should be directed to Ms. Jessica Ellis, Procurement Officer via email at ocbids@oconee.ga.us and shall be received no later than **5:00 PM, April 24, 2023**. Requests for documents shall include the respondent's company name, mailing address, e-mail, office phone, and website (if available).

Bid documents may be obtained from the County's website on the "Doing Business" tab under "Bid Opportunities" and are available to view at the Finance Department.

This solicitation will be awarded to the highest responsive Bidder. Oconee County reserves the right to reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal process, when to do so would be advantageous to the County. Oconee County reserves the right to cancel this ITB at any time.

The written ITB documents supersede any verbal or written prior communications between the parties.

By Oconee County Board of Commissioners
The Honorable John Daniell



ITB# 23-04-017

Section I - General Overview

Sale of County Owned Real Property

A. GENERAL INFORMATION

The Oconee County Board of Commissioners is soliciting bids for the purchase of two (2) County owned real properties located at 1080 Experiment Station Road Watkinsville, Georgia 30677 and 1291 Greensboro Highway Watkinsville, Georgia 30677.

B. DEFINITIONS

1. 'Alternate bids' means the amount stated in the bid or proposal to be added to or deducted from the amount of the base bid or base proposal if the corresponding change in project scope or alternate materials or methods of construction is accepted.
2. 'Base bid' or 'base proposal' means the amount of money stated in the bid or proposal as the sum for which the bidder or proposer offers to perform the work.
3. 'Governing authority' means the official or group of officials responsible for governance of a governmental entity.
4. 'Governmental entity' means a county, municipal corporation, consolidated government, authority, board of education, or other public board, body, or commission but shall not include any authority, board, department, or commission of the state, or a public transportation agency as defined by Chapter 9 of Title 32.
5. 'Bidder' means any individual, partnership, association, corporation, governmental entity, or a combination thereof, included joint ventures, offering a bid which confirms in a material respects to the requirements set forth in the ITB documents.
6. 'Responsible Bidder' means a person or entity that has the capability in all respects to perform fully and reliably the contract requirements.
7. 'Responsive Bidder' means a person or entity that has submitted a bid or proposal that conforms in all material respects to the requirements set forth in the invitation to bids or request for proposals.
8. 'Oconee County or County' means The Oconee County Board of Commissioners.
9. 'Invitation to Bid (ITB)' means executed bidding documents, including documents attached or incorporated by reference, utilized for soliciting bids in accordance with the bidding procedure set forth herein.
10. 'Property' means the Real Property as described in Property A and B in Section II General Conditions.

C. BID REQUIREMENTS

1. Examination of Bid Documents and Site
 - a. Bid submission will constitute incontrovertible representation that bidder understands and has complied with requirements contained in this article, and that bidder has read and understood the bid document package and hereby stipulates that the documents are sufficient in scope and detail to indicate and convey understanding of terms and conditions.
2. Copies of Bid Documents
 - a. The solicitation document package includes the Advertisement, Sections I-II, any attachments, exhibits, and addenda issued during the solicitation period.

- b. Complete sets of the solicitation document package shall be used in preparing bids. The County assumes no responsibility for errors or misinterpretations resulting from using incomplete sets of the bid document package.
- c. Any part of the ITB document package may be modified by addenda.

D. BID SUBMISSIONS

1. A total of three (3) sealed bids, one (1) unbound original, and two (2) copies must be received no later than 2:00 PM on May 4, 2023. Bids must be submitted in a sealed envelope with the following clearly labeled on the outside "Sale of Real Property ITB# 23-04-017" and should include the respondent's name and address. Each envelope should be addressed to:

Oconee County Board of Commissioners
Attn: Procurement Officer
23 N. Main Street, Suite 203
Watkinsville, GA 30677

2. Hard copies may be delivered to the above address ONLY between the hours of 8:00 AM and 5:00 PM EST, Monday through Friday, excluding holidays observed by the Oconee County Government. Bid must meet required specifications and must be of a quality that will adequately serve the use and purpose for which intended.
3. Submittals or modifications received after the due date and time will not be considered. Oconee County Government assumes no responsibility for the premature opening of submittals not properly addressed and identified and/or delivered to the proper designation. Late proposals properly addressed to the Oconee County Board of Commissioners shall be returned to the respondent unopened.
4. Each bid shall contain the following completed County forms and documents.
 - a. Bidder's Checklist
 - b. Bidder's Information
 - c. Bidder's Price Proposal Form
 - d. Addenda Acknowledgement Form
 - e. Partnership Affidavit (if applicable)
 - f. Corporate Affidavit (if applicable)
 - g. Individual Affidavit (if applicable)
 - h. W9
5. More than one bid received from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing any applicant is interested in more than one bid will cause the County to reject all bids from the applicant. If the County believes collusion exists among applicants, bids from participants in collusion will not be considered.
6. Conditions, limitations, or provisions attached by the applicant to the bid forms may cause its rejection. Bids containing items not included in the form of bids will be considered irregular.

E. CONTACT PERSON

1. Bidders are encouraged to contact **Jessica Ellis, Procurement Officer by email at ocbids@oconee.ga.us** to clarify any part of the ITB documents. All questions that arise prior to the DEADLINE FOR QUESTIONS due date shall be directed to the contact person in writing via email. Any unauthorized contact shall not

be used as a basis for responding to this ITB and also may result in the disqualification of the bidder's submittal.

2. Bidder's may not contact any elected official or other County employee to discuss the bid process or bid opportunities except through the procurement officer named herein. This policy shall be strictly enforced and the County reserves the right to reject the submittal of any bidder violating this provision.

F. ADDENDA AND INTERPRETATIONS

1. Oconee County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date posted on the County's website under the bid information. Bidder's should not rely on any representations, statements, or explanations other than those made in this ITB or in any addendum to this ITB. Where there appears to be a conflict between the ITB and any addenda issued, the last addendum issued will prevail. Bidders are advised to check the website for addenda before submitting their bids.
2. Bidders shall acknowledge any issued addenda by including the Addenda Acknowledgement Form with the bid submittal. Bid submittals that fail to acknowledge the Bidder's receipt of any addendum may result in the rejection of the bid if the addendum contains information that substantially changes the owner's requirements.
3. Addenda may be issued to modify the bid document package as deemed necessary by Oconee County.

G. DISCREPANCIES

Should a Bidder find discrepancies in the bid documents and/or specifications or be in doubt as to the meaning or intent of any part thereof, the Bidder shall request clarification from the County in writing, not later than five (5) working days prior to the date to bid to close. Any changes to the ITB that result from such a clarification will be communicated through a written addendum and posted on the Finance Department "Bid Opportunities" page at www.oconeecounty.com. Failure to request such a clarification is a waiver of any claim by the Bidder for additional expenses because its interpretation was different than the County's.

H. MODIFICATION AND WITHDRAWAL OF BIDS

1. Withdrawal prior to time for receiving bids: Bids may be modified or withdrawn by appropriate document duly executed and delivered to the place where bids are to be submitted at any time prior to the deadline for submitting bids. Bid withdrawals will not prejudice applicant's rights to submit a new bid prior to the deadline for submitting bids.
2. Withdrawal after the time for receiving bids: After the period for receiving bids has expired, no bid may be withdrawn, modified, or explained, except as provided for in the below article.

I. ALTERATIONS OF SOLICITATION AND ASSOCIATED DOCUMENTS

Alterations of County documents are strictly prohibited and will result in automatic disqualification of the Bidder's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the supplier may make notes to those areas, but may not materially alter any document language.

J. REJECTION OF BIDS/CANCELLATION

Oconee County reserves the right to reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal process, when to do so would be advantageous to the County. Oconee County reserves the right to cancel this ITB at any time.

K. VERBAL AGREEMENTS

No verbal agreement or conversation with any officer, agent, or employee of the County either before or after execution of this contract shall affect or modify any of the terms of obligations contained in any of the documents comprising said contract.

L. MINIMUM ITB ACCEPTANCE PERIOD

Submittals shall be valid and may not be withdrawn for a period of 90 days from the date specified for receipt of submittals.

M. NOTICES

All notices and other communications hereunder shall be deemed to have been given when made in writing and either (a) delivered in person, (b) delivered to an agent, such as an overnight or similar delivery service, or (c) deposited in the United States mail, postage prepaid, certified or registered, addressed as follows:

TO BIDDER:

TBD

TO COUNTY:

Oconee County Finance Department
Attn: Procurement Officer
23 N. Main Street, Suite 203
Watkinsville, Georgia 30677

N. AUTHORITY TO BIND FIRM IN AGREEMENT (Bidder’s Affidavit)

Bids MUST give full firm name and address of bidder. Failure to manually sign bid may disqualify it. Person signing bid will show TITLE or AUTHORITY TO BIND THE FIRM IN AGREEMENT. Firm name and authorized signature must appear on bid in the space provided on the pricing page. *See Mandatory Forms section.*

Those authorized to sign are as follows:

- a. If a sole proprietorship, the owner may sign.
- b. If a general partnership, any general partner may sign.
- c. If a limited partnership, a general partner must sign.
- d. If a limited liability company, a “member” may sign or a “manager” must sign if so specified by the articles or organization.
- e. If a regular corporation, the CEO, President or Vice-President must sign.

Others may be granted authority to sign but the County requires that a corporate document authorizing him/her to sign be submitted with bid. This document is included in the bid package for your convenience.

O. COST INCURRED BY BIDDERS

All expenses involved with the preparation and submission of the ITB to the Oconee County Board of Commissioners, or any work performed in connection therewith is the responsibility of the Bidder(s).

P. TAXES

Oconee County Government is tax exempt. The awarded Bidder will be responsible for all current and future taxes regarding each parcel sold by the OCBOC and purchased by the Bidder.

Q. APPLICABLE LAWS/FORUM

This Agreement shall be governed in all respects by the laws of the State of Georgia. Any judicial action shall be filed in the State of Georgia, County of Oconee.

R. SEVERABILITY

If any provisions of this Invitation to bid are determined to be prohibited by or invalid under applicable law, such provisions shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder hereof.

S. OPEN RECORDS

Bidder acknowledges and agrees that the County is obligated to timely comply with requests for information pursuant to state and federal law and regulation. Bidder agrees to comply with all provision of the Georgia Open Records Act ("ORA") (O.C.G.A. § 50-18-70 *et. seq.*), and to make records pertaining to performance of services, provision of goods or other functions under this contract available for public inspection upon request, unless otherwise exempt under other provisions of the ORA. Bidder shall provide the County with immediate notice should Bidder receive an Open Records Request. If Bidder asserts that any information in its response or in any information provided to the County with respect to the services or products under this contract are a protectable trade secret, as that term is defined in O.C.G.A. § 10-1-761, then the Bidder *must* follow the requirements of the ORA set forth at O.C.G.A. § 50-18-72(a) (34) and submit an affidavit declaring and specifically describing their trade secrets, including those of their subcontractor.

END OF SECTION I



ITB No. 23-04-017

Section II – General Conditions
Sale of County Owned Real Property

A. PURPOSE

The Oconee County Board of Commissioners is soliciting bids for the purchase of two (2) County owned real properties.

B. SALE OF OBJECTIVE

To receive bids for the purchase of Real Property described below and sell such Property to the highest responsive Bidder in accordance with the terms and conditions of this Invitation to Bid. Bids and bid amounts will be obtained from interested Bidders.

C. PROPERTY DESCRIPTION

Bidders are advised to make their own determinations and conclusions regarding the value of the Property(s) prior to submitting a bid.

Property A	Oconee County Library (Watkinsville)
Address	1080 Experiment Station Road Watkinsville, Georgia 30677
Parcel No.	W 03 001D
Description	17,377 square foot, single story, commercially zoned building located on 2.25 acres.
County Assessment Value	\$1,490,584
Actual Year Built	1990
Effective Year Built	1996
Roof	Original
HVAC System	11 Units: Seven (7) Trane brand units 2018 models Two (2) Trane brand 2016 models One (1) Trane brand 2012 model One (1) Carrier brand 2011 model

***The sale of Property A will require a lease agreement between the Successful Bidder (lessor) and Oconee County (lessee). Monthly lease amount and term length will be discussed/negotiated with Awarded Bidder. Upon agreement of both parties, a recommendation will be made to the Board of Commissioners for approval.

Property B	Oconee County Government Annex
Address	1291 Greensboro Highway Watkinsville, Georgia 30677
Parcel No.	C 041 003A
Description	Three (3) commercially zoned, single story buildings located on 5.96 acres.
County Assessment Value	\$1,805,487
<u>Building 1</u>	Main Building
Square Footage	21,875

County Assessment Value	\$1,142,078
Actual Year Built	1983
Effective Year Built	1997
Roof	Original, Metal. Cleaned and coated in 2012.
HVAC System	12 Units: Three (3) Trane brand units 2018 models Three (3) Mitsubishi units 2018 models One (1) Frigidaire brand 2018 model One (1) Panasonic brand 2015 model Two (2) Trane brand 2012 models One (1) Quite side brand 2011 model One (1) Goodman brand 2009 model

<u>Building 2</u>	Storage Warehouse
Square Footage	1,000 Office Space 7,000 Warehouse Space
County Assessment Value	\$292,716
Actual Year Built	2002
Effective Year Built	2004
Roof	N/A
HVAC	3 Units: One (1) Tappan Brand 2014 model One (1) Goodman brand 2006 model One (1) Package unit unable to read manufacture data. Unit is at least 20 years old

<u>Building 3</u>	Distribution Warehouse
Square Footage	2,760
County Assessment Value	\$84,613
Actual Year Built	1983
Effective Year Built	1997
Roof	Original, Metal
HVAC	2 Units: One (1) Trane Brand 2016 Model One (1) Goodman Brand 2004 Model

***The sale of Property B will require a lease agreement for Buildings 2 and 3 between the Successful Bidder (lessor) and Oconee County (lessee). Monthly lease amount and term length will be discussed/negotiated with Awarded Bidder. Upon agreement of both parties, a recommendation will be made to the Board of Commissioners for approval.

D. PROPERTY EXAMINATION

The Bidder is advised to examine the Property(s) and to inform himself/herself fully as to its conditions, value, and other matters that may in any way affect the bid submission. Failure to examine the Property(s) will not relieve the successful Bidder of their obligation to honor the bid submitted.

E. SCHEDULED TOURS

Bidders have the opportunity to view both properties with County Staff present at the scheduled tours listed below:

- **April 13, 2023**
 - 10:00 AM Property A
 - 1:00 PM Property B
- **April 20, 2023**
 - 10:00 AM Property B
 - 1:00 PM Property A

F. DETERMINATION OF SUCCESSFUL BIDDER

The contract will be awarded to the highest responsive bidder, if awarded.

Determination of responsiveness will be made by the County based on a consideration of whether the Bidder has submitted a complete proposal form without irregularities, excisions, special conditions, or alternative bids for any time unless specifically requested on the proposal form.

G. FINAL SELECTION

A contract for the purchase and sale of the Property(s) will be awarded to the highest responsive bidder; However, the OCBOC reserves the right to reject any and all bids and/or to waive informalities and minor irregularities in all bids received. If Oconee County approves a bid and issues a Notice of Award letter, the Bidder's Price Proposal Form along with ITB# 23-04-017 bid documents shall form and constitute a binding contract for the purchase and sale of the Property(s). No contract shall be created unless Oconee County approves the sale and issues a Notice of Award to the successful Bidder.

H. DEPOSIT

The successful Bidder must remit a non-refundable deposit to Oconee County for each property awarded to Oconee County in the amount of five percent (5%) of the purchase price within two (2) days of receipt of Notice of Award. The deposit shall be applied and credited to the purchase price of the property at closing. However, if the sale of the property to the successful Bidder is not consummated as provided for herein for any reason other than Oconee County's default or election not to proceed with the sale, Oconee County shall be entitled to retain the deposit as liquidated damages, as it would be impractical and extremely difficult to ascertain the actual damages of Oconee County should the successful Bidder fail to complete the purchase of the awarded property according to the ITB documents. The liquidated damages represent a reasonable estimate of the damages that Oconee County will incur as a result of such failure. The payment of such liquidated damages is not intended to act as a forfeiture or penalty but is intended to constitute liquidated damages to Oconee County.

I. CONDITIONS OF SALE

1. Reserve

The OCBOC did not place a reserve on the parcels included in the ITB.

2. Property Condition

The Property(s) are being sold as-is, where-is and with all faults. After closing, the sale is final. Bidders are hereby informed that the Seller is unaware of any latent defects in the Property(s) and Oconee County makes no representations or warranties as to the condition of the Property(s) or the

serviceability or fitness of the Property(s) for a particular use. Prior to bidding, Bidders, at their sole cost and expense and at their own risk, shall have the opportunity to inspect the Property(s) and conduct any environmental tests and boundary surveys. Bidders are encouraged to obtain the services of a qualified and experienced professional to conduct inspections and/or tests prior to bidding. Bidders are solely responsible for any required remediation and/or resulting damages, include but, not limited to, any effects on health, due to a condition in, on or around the Property(s). The sale is not contingent upon a successful Bidder obtaining financing for the purchase of the Property(s).

3. Termination

At any time, Oconee County shall have the unlimited rights, and at its complete discretion, to elect to terminate the sale of the Property(s) and/or elect to deem any contract for the sale thereof created hereunder null and void and not close the transaction for any reason, and the parties shall be restored to their original positions as if the contract never existed. Should Oconee County exercise any such right under this paragraph (3), Oconee County shall return the deposit but, shall not be obligated to make other reimbursement or payment to the Bidder. In the event the contract is terminated by the Seller or the sale terminated hereunder, or in the event the Seller is otherwise unable to or elects not to proceed with the sale, the Seller's sole liability to the Bidder will be to return the Bidder's deposit, at which time the contract shall cease and terminate and the Seller and the Buyer shall have no further obligations, liabilities or responsibilities to one another.

4. Title Defects

In the event that a title defect is discovered prior to the closing date, Oconee County shall have the unlimited right and be entitled to a thirty (30) day extension within which to resolve any title exceptions or defects or other title issues which in any way impede or impair the County's ability to convey title as required herein. If, within such a period, the County determines that it is unable or unwilling, at its sole discretion, to resolve such matters, then the successful Bidder may elect to (1) take title to the subject Property as is, thereby waiving any title objections or (2) terminate the contract and receive a refund of the deposit, which shall be the successful Bidder's sole and exclusive remedy against the County for the County's inability or failure to deliver a clear marketable title. Under either circumstance, the Bidder fully releases Oconee County as fully set forth in Paragraph (4) contained herein.

5. Closing

The awarded Bidder, if any, will be responsible for and shall be required to pay at closing all closing costs associated with the sale (which costs will not be credited towards the purchase price) including but not limited to:

- a. Any Georgia Property transfer tax;
- b. All costs, fees, and charges to insure title and obtain title insurance;
- c. All costs, fees, and charges to have a closing attorney search title and prepare the Limited Warranty Deed, Owner's Affidavit, and Buyer's Power of Attorney and any and all promissory notes, deeds to secure debt and other loan documents required by any lender providing financing of the transaction;
- d. Property surveys, recording costs, courier fees, overnight delivery fees, document preparation fees, delivery, copying or handling charges, and any other costs to otherwise

close this transaction except as they relate to the clearance of title encumbrances and discharging liens.

At closing, Buyer will tender to the County the full purchase price for each property to be acquired, less the deposit and the County shall execute and deliver to the Buyer the Limited Warranty Deed and any other certifications, affidavits, statements and documents that are reasonably required by the Buyer at closing. The transaction shall be closed by a law firm or attorney experienced in real estate transactions selected and paid for by the awarded Bidder and which is agreeable to the County. The closing shall occur in Oconee County.

6. Indemnification and Hold Harmless

In consideration of the sale of the Property(s) to the successful Bidder, and/or in consideration of \$1, the receipt of which is hereby acknowledged, upon the effective date of the contract, the successful Bidder shall release and agrees to indemnify, hold harmless and forever discharge Oconee County, as owner of the Property, and its officers, employees, agents, successors and assigns, from any and all claims, liabilities or causes of action of any kind or nature whatsoever that the successful Bidder has or may now have at any time in the future pertaining to, relating to, or arising from the Property, this Invitation to Bid, any bid submitted for the Property, any contract or agreement for the sale of the Property, and/or the sale of the Property or its condition. Bidder further expressly waives the (a) remedy of specific performance on account of Oconee County's default under this Agreement for any reason and (b) any right otherwise to record or file a lis pendens or a notice of pendency of action or similar notice against all or any portion of the Property purchased. This paragraph (6) and its provisions shall survive any termination of the contract or termination of the sale of the Property and shall also survive the closing and conveyance of the Property to the successful Bidder.

7. Brokers and Agents

If any party hires, has hired, and/or uses any such broker or agent in connection with the Property purchased, the party hiring, employing and/or using such broker or agent shall be responsible for paying, outside of the closing, any and all costs or fees arising therefrom. Seller shall not be responsible for paying any costs or fees arising from any broker or agent of the successful Bidder or any other party.

8. Heirs, Successors and Assigns

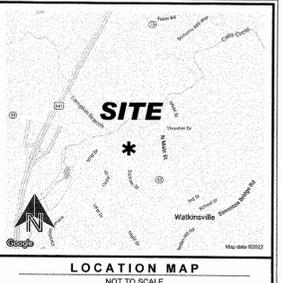
The terms of this Invitation to Bid, the Bidder's Price Proposal Form and any contract resulting therefrom shall be binding upon and inure to the benefit of the Buyer and Seller and their respective representatives, heirs, successors and assigns.

END OF SECTION II

Attachment A

P202300020
BK:2023 PG:20-20
FILED IN OFFICE
CLERK OF COURT
ANGELA EIDER-JOHNSON, CLERK
SUPERIOR COURT
OCONEE COUNTY, GA

MAYOR'S SIGNATURE BLOCK
Per the Land Subdivision Regulations of Watkinsville Section 2.3, this plat meets the requirements of a plat where no land disturbance, building development or public improvements are proposed.
OWNERS CERTIFICATION
The owner of the land shown on this plat and whose name is subscribed hereto, in person or through a duly authorized agent, certifies that this plat was made from an actual survey, that all state and county taxes or other assessments now due on the land have been paid.



LOCATION MAP
NOT TO SCALE
SITE LOCATION
Experiment Station Road
Watkinsville GA, 30677

REFERENCE PLATS
1. ALT/ANSPS Land Title Survey for Pro-National Title Agency, First American Title Insurance Company, and Postal Realty Holdings LLC, a Delaware limited liability company prepared by Travis Pruitt & Associates, Inc., dated 12/8/2022. (FN:170-D-053)

SITE AREA
Existing
W 03 021A = 35,964 square feet or 0.826 acres
W 03 001 = 153,215 square feet or 3.517 acres
W 03 002 = 71,562 square feet or 1.643 acres
Total = 260,741 square feet or 5.986 acres

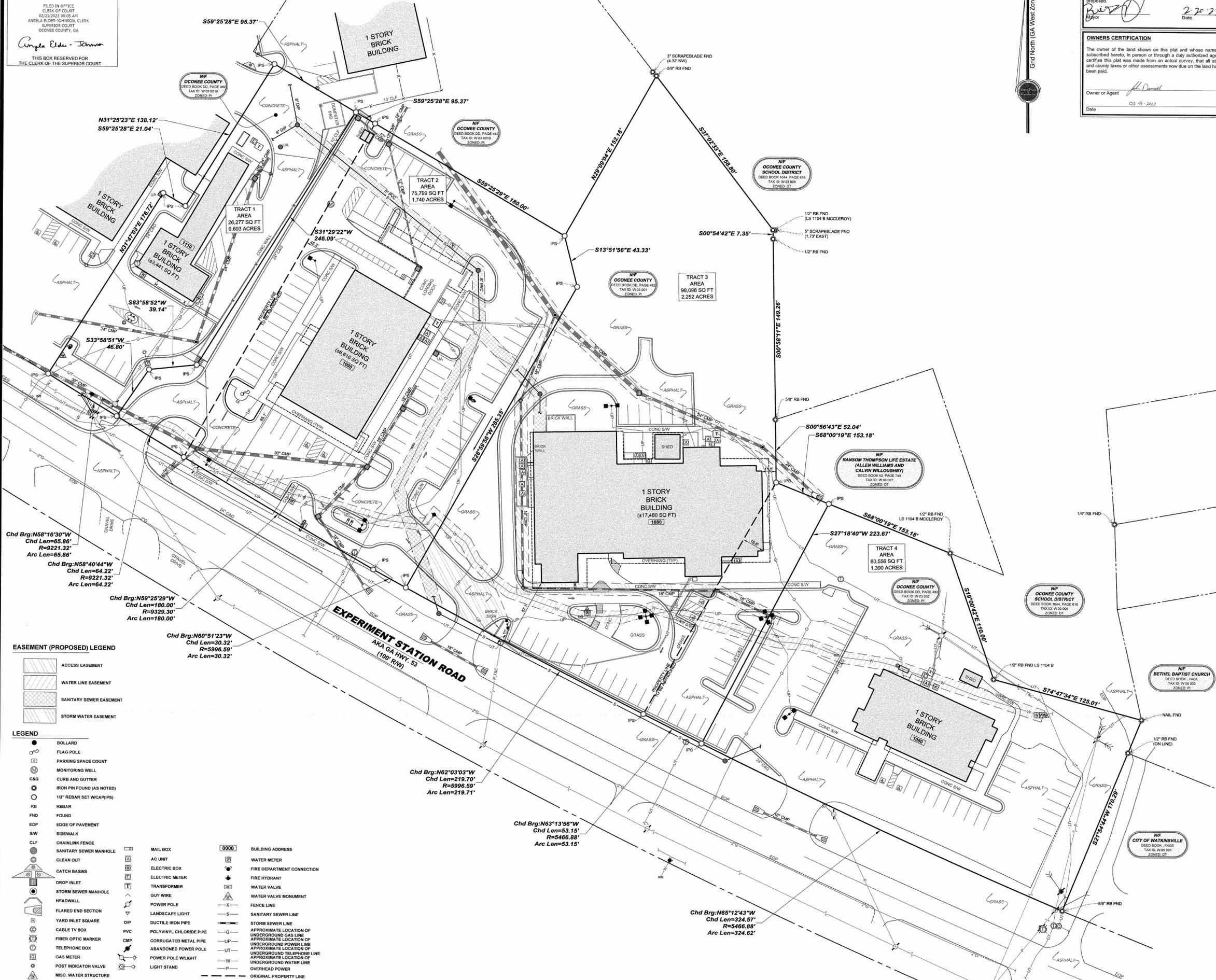
PURPOSE STATEMENT
To reconfigure tax parcels W 03 021A, W 03 001, and W 03 002 into 4 parcels shown hereon

SURVEY NOTES
1. This plat was prepared for the exclusive use of the person, persons, or entity named in the title block. Said use does not extend to any unnamed person without express permission by the surveyor naming said person.

CERTIFICATION:
It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property by me or under my supervision, that all monuments shown hereon actually exist or are marked as 'future', and their location, size, type, and materials are correctly shown, and that all engineering requirements of the Unified Development Code of Oconee County, Georgia have been fully complied with.

PLAT DATE: 2/17/23
FIELD DATE: 11/10/2022
SCALE: 1" = 30'

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EASEMENT (PROPOSED) LEGEND
ACCESS EASEMENT
WATER LINE EASEMENT
SANITARY SEWER EASEMENT
STORM WATER EASEMENT

LEGEND
BOLLARD
FLAG POLE
PARKING SPACE COUNT
MONITORING WELL
CURB AND GUTTER
IRON PIN FOUND (AS NOTED)
1/2" REBAR SET W/CAP(IPS)
REBAR
FOUND
EDGE OF PAVEMENT
SIDEWALK
CHAINLINK FENCE
SANITARY SEWER MANHOLE
CLEAN OUT
CATCH BASINS
DROP INLET
STORM SEWER MANHOLE
HEADWALL
FLARED END SECTION
YARD INLET SQUARE
CABLE TV BOX
FIBER OPTIC MARKER
TELEPHONE BOX
GAS METER
POST INDICATOR VALVE
MISC. WATER STRUCTURE

MAIL BOX
AC UNIT
ELECTRIC BOX
ELECTRIC METER
TRANSFORMER
GUY WIRE
POWER POLE
LANDSCAPE LIGHT
DUCTILE IRON PIPE
POLYVINYL CHLORIDE PIPE
CORRUGATED METAL PIPE
ABANDONED POWER POLE
POWER POLE W/LIGHT
LIGHT STAND
BUILDING ADDRESS
WATER METER
FIRE DEPARTMENT CONNECTION
FIRE HYDRANT
WATER VALVE
WATER VALVE MONUMENT
FENCE LINE
SANITARY SEWER LINE
STORM SEWER LINE
APPROXIMATE LOCATION OF UNDERGROUND GAS LINE
APPROXIMATE LOCATION OF UNDERGROUND POWER LINE
APPROXIMATE LOCATION OF UNDERGROUND TELEPHONE LINE
APPROXIMATE LOCATION OF UNDERGROUND WATER LINE
OVERHEAD POWER
ORIGINAL PROPERTY LINE

Administrative and legal information including: REVISIONS table, ADMINISTRATIVE SUBDIVISION PLAT title, Experiment Station Road, AUTHORIZED BY: OCONEE COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY, G.M.D. 211-CITY OF WATKINSVILLE, OCONEE COUNTY, GEORGIA, PROFESSIONAL SURVEYOR seal for Travis Pruitt, Inc., and SHEET NO. 1 of 1.

● _ DENOTES IRON PIN FOUND
(1/2" REIN. ROD OR NOTED)

⊙ _ DENOTES POINT ONLY

○ _ DENOTES 1/2" REIN. ROD SET
△ _ DENOTES POWER(PP)/TELEPHONE
(TP)/LIGHT(LP) POLE

OCONEE COUNTY INDUSTRIAL
DEVELOPMENT AUTHORITY

(2B)

(3)

(4)

MAGNETIC NORTH

PTP S39°25'52"E 410.71 FIRE HYDRANT

LOT 3
5.959 ACRES

645.00

122.47

25.70

621.22

80' ROAD EASEMENT

N47°15'00"E

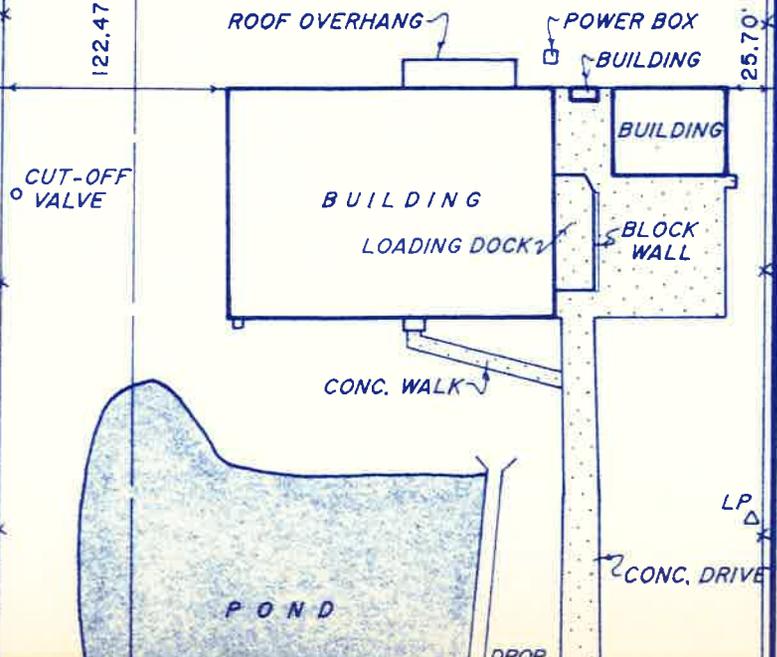
S47°15'00"W

OCONEE COUNTY INDUSTRIAL
DEVELOPMENT AUTHORITY

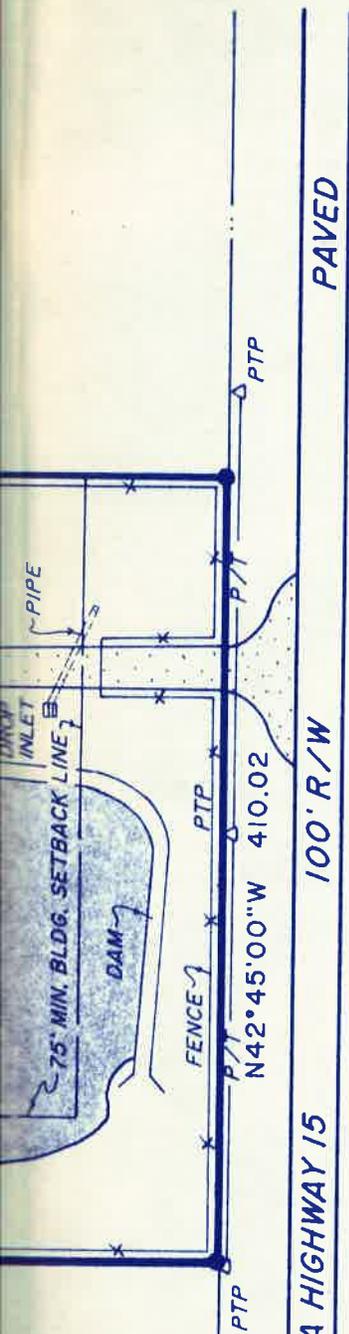
TRACT I-B
(N/F GARDNER FARM
EQUIPMENT)

OCONEE COUNTY
INDUSTRIAL PARK

LOT 4
(N/F OCONEE WELL
DRILLERS)



N42°45'00"W 478.80 TO
R/W WITH OCONEE
INDUSTRIAL BOULEVARD



GEORGIA HIGHWAY 15

PAVED

SURVEY NOTES

- (1) EQUIPMENT USED: 01" THEODOLITE AND E.D.M..
- (2) ANGULAR ERROR: 05" PER STATION, ADJUSTED.
- (3) LINEAR CLOSURE: 1/15,000+, BALANCED ARBITRARILY.
- (4) MINIMUM PLAT CLOSURE: 1/1,657,178.
- (5) THIS PROPERTY DOES NOT LIE WITHIN A FLOOD HAZARD AREA ACCORDING TO FEMA FIRM PANEL NO. 130369 02, DATED AUG. 19, 1986.

THE UNDERSIGNED HEREBY CERTIFIES, AS OF JUNE 24, 1996, TO WACHOVIA BANK OF GEORGIA, NATIONAL ASSOCIATION, AND LAWYERS TITLE INSURANCE CORPORATION THAT HE IS A DULY REGISTERED LAND SURVEYOR OF THE STATE OF GEORGIA; THAT THIS PLAT OF SURVEY IS MADE AT LEAST IN ACCORDANCE WITH THE MINIMUM STANDARDS ESTABLISHED BY SAID STATE FOR SURVEYS AND LAND SURVEYORS; THAT THIS SURVEY CORRECTLY SHOWS THE LOCATION OF ALL BUILDINGS, STRUCTURES, AND OTHER IMPROVEMENTS SITUATED ON THE SUBJECT PREMISES; AND THAT, EXCEPT AS SHOWN, THERE ARE NO VISIBLE EASEMENTS OR RIGHTS OF WAY ACROSS SAID PREMISES OR ANY OTHER EASEMENTS OR RIGHTS OF WAY OF WHICH THE UNDERSIGNED HAS BEEN ADVISED; NO PARTY WALLS, NO ENCROACHMENTS ONTO ADJOINING PREMISES, STREETS OR ALLEYS BY ANY OF SAID BUILDINGS, STRUCTURES OR OTHER IMPROVEMENTS, AND NO ENCROACHMENTS ONTO SAID PREMISES BY BUILDINGS, STRUCTURES OR OTHER IMPROVEMENTS SITUATED ON ADJOINING PREMISES.

Ben McLeroy
REGISTERED GEORGIA LAND SURVEYOR NO. 1184



REFERENCES

- (1) OUR SURVEY FOR OCONEE COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY, DATED AUG. 5, 1988.
- (2) OUR SURVEY FOR OCONEE COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY, DATED NOV. 19, 1987.
- (3) OUR PLAT FOR OCONEE COUNTY INDUSTRIAL PARK, DATED SEPT. 16, 1986.
- (4) OUR SURVEY FOR OCONEE COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY, DATED DEC. 20, 1985.
- (5) OUR SURVEY FOR OCONEE COUNTY INDUSTRIAL PARK, DATED DEC. 7, 1982.
- (6) OUR SURVEY FOR OCONEE COUNTY INDUSTRIAL PARK, DATED MAY 3, 1972.
- (7) OUR SURVEY FOR OCONEE COUNTY INDUSTRIAL PARK, DATED SEPT. 21, 1971.

SURVEY FOR

OCONEE COUNTY, ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA, WACHOVIA BANK OF GEORGIA, N.A., AND LAWYERS TITLE INSURANCE CORPORATION
LOT 3, OCONEE COUNTY INDUSTRIAL PARK, WATKINSVILLE

COUNTY:	OCONEE	GMD:	221	STATE:	GEORGIA
DATE:	JUNE 24, 1996	SCALE:	1" = 100'	DWN. BY:	EMF
FIELDBOOK:	622	SURVEYED BY: BEN MCLEROY & ASSOCIATES, INC. ENGINEERS & SURVEYORS		ATHENS, GA.	
				FILE NO.:	23312-



ITB# 23-04-017
Sale of County Owned Real Property

BIDDER'S CHECKLIST

Company Name _____

Please indicate you have completed the following documentation and submit them in the following order.

ITEM DESCRIPTION

Check

- Bidder's Checklist
- Bidder's Information
- Bidder's Price Proposal Form
- Addenda Acknowledgement Form
- Partnership Affidavit (if applicable)
- Corporate Affidavit (if applicable)
- Individual Affidavit (if applicable)
- W9

Authorized Signature

Date

Printed Name

Title

Email



ITB# 23-04-017
Sale of County Owned Real Property

BIDDER'S INFORMATION FORM

FULL INDIVIDUAL'S NAME _____

OR

LEGAL BUSINESS NAME _____

INDICATE LEGAL FORM OF BUSINESS:

Corporation _____ Partnership _____ Individual _____ Other (specify) _____

ADDRESS _____

Street

City

State

Zip Code

AUTHORIZED SIGNER _____

Name

Title

PRIMARY CONTACT _____

Name

Phone

Email

SECONDARY CONTACT _____

Name

Phone

Email

COMPANY WEBSITE _____

(if applicable)

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH BID



ITB# 23-04-017
Sale of County Owned Real Property
Bidder's Price Proposal Form

Please list your best bid below for each Property for which you are interested. Bids will be considered non-negotiable as related to acceptance and resulting award. Please list N/A on the properties in which you are not entering a bid.

Property Name	Bid Amount
Property A: 1080 Experiment Station Road Watkinsville, Ga 30677	\$ _____
Property B: 1291 Greensboro Highway Watkinsville, Ga 30677	\$ _____

Initial:

____ The undersigned agrees, if the bid amount for Property "A" or Property "B" is accepted or any combination of Property bids are accepted by Oconee County and a Notice of Award is issued on any combination of Property bids, this bid amount shall become the purchase and sale price for the Property as awarded and shall be the sum due to Oconee County by the undersigned Bidder to purchase the said Property.

____ Bidder acknowledges that upon receipt of Notice of Award, I as the successful Bidder bear all costs of closing (in addition to the bid amount), shall be responsible for submitting a non-refundable cash deposit in the amount of 5% (five percent) of each Property purchase bid amount within two (2) days of Notice of Award, and shall submit the full bid amount, less the deposit, to the County at closing. I further acknowledge that the closing is to be arranged by the Bidder and conducted by an attorney hired by the Bidder which is experienced in real estate matters and acceptable by Oconee County. I further acknowledge that the closing must take place in Oconee County, Georgia.

____ The undersigned individual(s) executing this Bid Form represents that he/she is either submitting this bid on his or her own behalf or is the legally authorized representative or agent of the person, individual, firm, company or governmental entity submitting this bid and that he/she has the full legal power and authority to sign this Bid Form, submit this bid on their behalf, and to consummate the transaction and purchase contemplated by this Bid Form and the Invitation to Bid, including submission of the purchase price at closing and execution of any certifications, acknowledgements and agrees that this bid will be binding and enforceable upon Bidder and that a legally binding agreement will be created if the bid is accepted by Oconee County and a Notice of Award is issued to the Bidder. The execution, delivery and performance of this Bid Form by the Bidder has been duly authorized and approved by all necessary action on the part of the Bidder.

This _____ day of _____, 2023.

If the Bid Form is submitted by a person in an individual capacity, please print the name of the individual submitting this Bid Form, provide the requested information and sign below to acknowledge and indicate your understanding of the terms of this Bid Form and agreement to be bound by its terms and conditions:

Signature

Name – Printed

Date

Address

City/State/Zip Code

Phone

Email

If the bid is submitted by a company, firm, corporation, association, partnership or governmental entity, please print the name of the individual submitting the bid, provide the requested information and sign below to acknowledge and indicate your understanding of the terms of this Bid Form and agreement of behalf such company, firm, corporation, association, partnership or governmental entity to be bound by its terms and conditions:

Business Name - Printed

Authorized Signer, Title – Printed

Signature

Date

Address

City/State/Zip Code

Phone

Email

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL



ITB# 23-04-017
Sale of County Owned Real Property

ADDENDA ACKNOWLEDGEMENT

The Respondent has examined and carefully studied the Invitation to Bid and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum Number _____ Date _____

Authorized Signature

Date

Printed Name

Respondent must acknowledge any issued addenda. Bids which fail to acknowledge the Respondent's receipt of any addenda may result in the rejection of the bid if the addendum contains information that substantively changes the Owner's requirements.



ITB# 23-04-017
Sale of County Owned Real Property

Corporate Certificate

I, _____, certify that I am the Secretary of the Corporation named as CONTRACTOR in the foregoing bid; that _____, who signed said bid on behalf on the CONTRACTOR was then _____ of said Corporation; that said authority was duly signed for and in behalf of said Corporation by authority of its Board of Directors, and is within the scope of its corporate powers; that said Corporation is organized under the laws of the State of _____.

This _____ day of _____, 20____.

CORPORATE SECRETARY

(SEAL)



ITB# 22-12-006
Sale of County Owned Real Property

CERTIFICATE OF NON-COLLUSION

SALE OF COUNTY OWNED REAL PROPERTY
ITB# 22-12-006
STATE OF GEORGIA
OCONEE COUNTY BOARD OF COMMISSIONERS

Being first duly sworn, deposes and says that he is

(sole owner, partner, president, secretary, etc.)

the party making the forgoing Proposal or Bid; that such ITB is genuine and not collusive or sham; that said Respondent has not colluded, conspired, connived, or agreed, directly or indirectly, with any Respondent or person, to put in a sham Response, or that such other person shall refrain from Responding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the Response price of affiant or any other Respondent, or to fix any overhead, profit or cost element of said Response Price, or of that of any other Respondent, or to secure any advantage against Oconee County, or any other person interested in the proposed Agreement; and all statements in said Proposal or Bid are true; and further, that such Respondent has not, directly or indirectly, submitted this Response, or the contents thereof, or divulged information or data relative thereto any association or to any member or agent thereof.

(Affiant)

Subscribed and Sworn to before me this _____ Day of _____, 20____.

(Notary Public in and for)

(County)

My Commission expires _____, 20____.

(SEAL)

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.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>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.</p> <p> <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 </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </p> <p>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.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

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.

By signing the filled-out form, you:

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

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

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

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

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

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

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

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

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

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

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

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

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

Backup Withholding

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

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

Payments you receive will be subject to backup withholding if:

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

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

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

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

Updating Your Information

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

Penalties

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

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

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

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

Specific Instructions

Line 1

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

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

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

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

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

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

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

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

Line 2

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

Line 3

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

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

Line 4, Exemptions

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

Exempt payee code.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

G—A real estate investment trust

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

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

A bank as defined in section 581

K—A broker

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

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

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

Line 5

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

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

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

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

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

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

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

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

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

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

Part II. Certification

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

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

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

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.

You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.

You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

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

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

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

What Name and Number To Give the Requester

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

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

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

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

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

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

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

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

Secure Your Tax Records From Identity Theft

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

To reduce your risk:

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

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

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

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

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

Protect yourself from suspicious emails or phishing schemes.

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

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

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

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

Privacy Act Notice

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