Request for Proposal

From: Design/Build Contractors

For: Storage Building

Fulton County, Ohio

Board of Commissioners

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Attachments:

Notice to Bidders & Schedules

Federal Form W-9

Delinquent Personal Property Tax Statement

Non-Discrimination Affidavit

Non-Collusion Affidavit

Introduction and Background

LEGAL NOTICE

Sealed proposals for design/build for the construction of a 9,000 sq. ft. storage building located at Fulton Soil and Water Conservation District, Robert Fulton Building, 8770 State Route 108, Suite B, Wauseon, OH 43567. The building when completed will be utilized by the Fulton Soil and Water Conservation District. Proposals will be received by the Board of Commissioners, Fulton County, Ohio, until **August 4, 2016 at 10:00am,** and opened thereafter. Proposals may be hand delivered or mailed to the Board of Fulton County Commissioners, 152 S. Fulton Street, Suite 270, Wauseon, Ohio 43567.

Complete set of criteria for the project will be available for examination, Monday through Friday from 8:30 am to 4:30 pm at the office of the Fulton County Commissioners, 152 S. Fulton Street, Suite 270, Wauseon, Ohio 43567 and on the County website: www.fultoncountyoh.com.

Any proposals may be withdrawn prior to scheduled closing time for the receipt of Proposals, but no Proposer shall withdraw his bid within 45 days after the actual bid opening thereof. The County reserves the right to reject any or all Proposals, waive irregularities in any bid, and to accept any bid which is deemed most favorable to the County.

By Order of Fulton County Commissioners
Paul Barnaby
Jeff Rupp
Bill Rufenacht
Teri Suarez, Clerk

Advertise: July 19 & 26, 2016

The Request for Proposal (RFP) for this project along with all supporting documentation, which are considered to be part of an extension of the RFP and/or the Project Criteria and Performance Specification s as if they were physically attached, can be accessed at the following site:

www.fultoncountyoh.com

All future documentation including addenda, response to questions, etc. will be posted on the above site as no additional mailings will be made for this RFP. Upon receipt of this letter, it is requested that any firm interested in this project email Vond T. Hall at: vhall@fultoncountyoh.com as confirmation of your receipt and interest.

Anticipated Storage Building Development Dates

RFP Release:	July 15, 2016
Proposals due:	August 4, 2016

If your firm is interested, please submit your Proposal to the County no later than 10:00 a.m., on August 4, 2016 as described below. (Hand delivered proposals can be taken to the Board of County Commissioners, located on the second level of the administration building at 152 South Fulton Street, Wauseon, Ohio 43567.)

If a Proposal is not received by this date and time, it will be considered nonresponsive and will not be evaluated. No Proposal will be accepted after that time unless the County extends the deadline by a written addendum. Please deliver or send one (1) complete proposal to the address listed above. **It** is required for each firm to submit **two (2)** separate **envelopes, one containing the written proposal and another with the price proposal and Office of Equal Opportunity forms where price is indicated. Please identify the project name: County Storage Building** Development **Program** on **the outside of the envelopes and indicate which envelope is the price proposal that also contains the forms.**

The County reserves the right to reject any or all proposals or portions of them, to waive irregularities, informalities, and technicalities, to re-issue or to proceed to obtain the service(s) desired otherwise, at any time or in any manner considered in the County's best interests. The Director may, at his/her sole discretion, modify or amend any provision of this notice or the RFP.

Scope of Services

General

Project Description: Construct a 9,000 sq. ft. storage building with concrete floor, (2) 14'Hx16'W Doors and (2) 12'Hx14'W Doors, 3 walk-in doors and room for a walk in cooler. The scope of the work to include but, not limited to:

1. Design Work, APE Fees, Local Permits, Testing (soil & concrete), Tap Fees, Edison Fees.

2. Site work, Excavation/backfill, Drainage system, Grading, Stump Removal, Curb Cuts and taps.

3. Building Construction

4. Landscaping, Replace Topsoil around perimeter of new building. Install correct blend of grass seed and mulch for conditions. (All trees and bushes, if planted, will be by the Fulton County Commissioners.)

5. Tree Removal including stumps

6. Concrete work, Fine Grade, Sub Grade, form, pour and finish all flat concrete and curb to the designed elevation and finish as described on approved/permit drawings. a. Follow all ACI Best Practices for forming, reinforcing, placement, mix design, finishing, saw cutting, control joints, expansion joints, cure and sealing.

7. Electrical Work, furnish and install complete electrical service, including 2 lights to be located on the West and East end of said building. Also provide proper 120 Volt receptacles for Cooler. All installed equipment/panels/receptacles to be properly NEMA rated for exterior installation. Construction to include all Toledo Edison Costs.

8. General Conditions, all work to be in compliance with: OBBC Requirements, that may pertain to spacing, ADA Requirements and electrical service requirements.

9. Barricades, cleanup and all safety related issues that may come up in the responsibility of the design build/contractor.

10. Bonding & Insurance Requirements A bid must be accompanied by bid security in the form of either a bid guaranty and contract bond for the full amount of the bid, with security satisfactory to the Fulton County Commissioners, or by a certified check, cashier's check, or letter of credit pursuant to Chapter 1305 of the Ohio Revised Code, in the amount of 10% of the total bid, payable to the Fulton County Board of Commissioners.

Work Done by Owner/Others:

1. Provide survey to design/build contractor for use in developing design.

2.. All above grade signage to be purchased and installed by the owner.

3. Power to Sign

County Role:

The County will express the intent of the design and provide an adequate and complete facility design/construction scope and criteria in the RFP. In addition, the County will:

1. Look to establish the execution requirements (e.g., schedule, operations, and any constraints on Design/Builder's work, Design/Builder submittals, permits, special work acceptance requirements) and identify appropriate requirements in the RFP.

2. Monitor design and construction during the project implementation for contractual compliance.

3. Endeavor to answer all questions promptly, and provide information that is critical to the success of the project to avoid impeding the Design/Builder's schedule.

4. Attempt to render decisions in a timely manner.

5. Not assume responsibility for design adequacy or "approve" design and construction submittals, except to approve requested deviations from the contract when acceptable and appropriate. The County's role changes from reviewing designs and submittals for technical accuracy for traditional design/build projects to reviewing for conformance with the contract on design/build contract(s).

Design/Builder's Role

A. It will be the responsibility of the Design/Builder to be fully acquainted with the existing conditions of the project site by conducting visual inspections before proposal submission.

B. Professional consulting services for the Project will include the traditional stages of project design (including schematic design, design development and cost estimates); construction administration and management and Final construction documents.

C. It is anticipated that the project requirements will most likely include the involvement of, in varying degrees, surveying, civil engineering, geotechnical, mechanical, electrical structural, and landscape architectural professionals, as well as information technology specialists and environmental services. The pertinent professional services will include, at a minimum, the following:

1. Project and construction management
2. Integrated schedule for design and construction
3. Extensions of designs
4. Permit preparation and application
5. Cost control
6. Material and equipment acquisition (including incorporation of long-lead items and identification of possible impact to schedule)
7. Construction
8. Environmental Storm Water Pollution Prevention Plan development
9. Inspection and quality assurance/quality control (including any material testing required)
10. Value Engineering
11. As-built survey for acceptance and record purposes
12. Training for operation and maintenance
13. Turnover, warranty and record ("as-built") drawings

D. The Design/Builder must ensure the integrity of all extensions of the design and ensure that all equipment and materials meet the minimum design criteria requirements. This function is a significant role reversal from the traditional design/bid/build projects. The Design/Builder must further develop the design and provide complete and usable storage in this RFP.

The County reserves the right to modify the scope of services at any time before execution of a contract to add, delete, or otherwise amend any item(s), as it deems necessary, in its sole judgment, and in the best interest of the County.

Project Schedule and Deliverables

The project is on a time sensitive schedule and will require availability and dedication of the selected Design/Builder to complete services on-time. Proposers should carefully consider their ability to complete all required tasks inclusively within the project schedule time frame.

Design/Builder shall submit within ten (10) calendar days after the award and/or execution of the Contract, a Design Schedule for the performance of Design/Builder's design services and construction work which shall include allowance for reasonable time required for the review and/or approval of all authorities having jurisdiction over the Project.

The project must be completed in all stages by September 30, 2016. This is the mandated final delivery and acceptance date of the project.

The County has established the following list of reports that the Design/Builder will be required to provide as deliverables. The County reserves the right to modify the list of deliverables at any time before execution of a contract to add, delete, or otherwise amend any report or other deliverable, as it deems necessary, in its sole judgment, and in the best interest of the County.

A. Please refer to "Project Requirements and Performance

Specifications" B. The County reserves the right to add related

services as needed.

C. Unless otherwise expressly provided, the term of the Agreement shall begin upon its date of execution and, unless extended by County or unless sooner canceled or terminated under the provisions of the Agreement, shall expire when all required deliverables have been submitted to and approved by the County and all other Services have been satisfactorily performed and accepted by the County.

Proposal Requirements

A. Submission of Proposal: Each proposer shall submit its proposal(s) in the number, form, and manner, and by the date and time and at the location required in the section, **Introduction** and **Background** above.

1. Each Proposer shall provide all information requested in this Request for Proposal. The proposer must organize its proposal package to address each of the elements in this RFP in the order listed in Proposal Contents Section. The proposer should carefully read all instructions and requirements and furnish all information requested. If a Proposal does not comply with all terms, conditions, and requirements for submittal, the County may consider it unacceptable and may reject it without further consideration.

2. If you find discrepancies or omissions in this RFP or if the intended meaning of any part of this RFP is unclear or in doubt, a written request for clarification or interpretation must be received by Vond T. Hall, preferably by email at vhall@fultoncountyoh.com by 4:00 local time on August 4, 2016.

B. The County's Rights and Requirements

1. The County may require any Proposer to augment or supplement its proposal or to meet with the County's designated representatives for interview or presentation to further describe the Proposer's qualifications and capabilities. The requested information, interview, meeting, or presentation shall be submitted or conducted, as appropriate, at a time and place the County specifies.

2. The County reserves the right, at its sole discretion, to reject any proposal that is incomplete or unresponsive to the requests or requirements of this RFP. The County reserves the right to reject any or all proposals and to waive and accept any informality or discrepancy in the proposal or the process as may be in the County's best interest.

3. **Proposal as a Public Record.** Under the laws of the State of Ohio, all parts of a proposal, other than trade secret or proprietary information and the fee proposal may be considered a public record which, if properly requested, the County must make available to the requester for inspection and copying. Therefore, to protect trade secret or proprietary information, the Proposer should clearly mark each page, but only that page, of its proposal that contains that information. The County will, to the extent reasonably possible under the circumstances, notify the proposer if such information in its proposal is requested, but cannot, however, guarantee

the confidentiality of any proprietary or otherwise sensitive information in or with the proposal. Blanket marking of the entire proposal as "proprietary" or "trade secret" will not protect an entire proposal and is not acceptable.

4. **Term of Proposal's Effectiveness.** By submission of a proposal, the Proposer agrees that its proposal will remain effective and eligible for acceptance by the County until the earlier of the execution of a final contract or 180 calendar days after the proposal submission deadline (the "Proposal Expiration Date").

5. **Execution of a Contract.** The Successful Proposer shall, within 10 business days after receipt of a contract prepared by the County Prosecuting Attorney, exclusive of Saturdays, Sundays and holidays, execute and return the contract to the County together with evidence of proper insurance and intent to conform to all requirements of the contract attached hereto or which are a part hereof and all applicable federal, state and local laws and ordinances prior to or at the time of execution of the contract.

6. **"Short-listing".** The County reserves the right to select a limited number (a "short list") of Proposers to make an oral presentation of their qualifications, proposed services, and capabilities. The County will notify the Proposers selected for oral presentations in writing.

7. **Proposer's Familiarity with RFP; Responsibility for Proposal.** By submission of a RFP, the Proposer acknowledges that it is aware of and understands all requirements, provisions, and conditions in and of this RFP and that its failure to become familiar with all the requirements, provisions, conditions, and information either in this RFP or disseminated either at a pre-proposal conference or by addendum issued prior to the proposal submission deadline, and all circumstances and conditions affecting performance of the services to be rendered by the successful proposer will not relieve it from responsibility for all parts of its Proposal and, if selected for contract, its complete performance of the contract in compliance with its terms. Proposer acknowledges that the County has no responsibility for any conclusions or interpretations made by Proposer on the basis of information made available by the County. The County does not guarantee the accuracy of any information provided and Proposer expressly waives any right to a claim against the County arising from or based upon any incorrect, inaccurate, or incomplete information or information not otherwise conforming to represented or actual conditions.

C. Interpretation

The County is not responsible for any explanation, clarification, interpretation, representation or approval made concerning this RFP or a Proposal or given in any manner, except by written addendum. The County will mail, e-mail, or otherwise deliver one copy of each addendum issued, if any, to each individual or firm that requested and received a RFP. Any addendum is a part of and incorporated in this RFP as fully as if originally written herein.

Qualification for Proposal

A. Each Proposer, regardless of the form of its business entity, must meet the following requirements. Failure to meet all requirements may be cause for rejection of a proposal. If Proposer is a partnership or a joint venture, at least one general partner or constituent member must meet the requirements. Each Proposer must:

1. Each Design/Build team must provide evidence that it has a minimum of five (5) continuous years of experience in the last seven (7) years in performing Design/Build services for public agencies.

2. Teams must possess all applicable licenses, certificates, permits or other authorizations required by all governmental authorities.

3. Teams must be authorized to conduct business in the State of Ohio, County of Fulton.

4. Teams must demonstrate experience in establishing and maintaining constructive relations with project stakeholders and the community.

B. Insurance: The Successful Proposer, at its expense, shall at all times during the term of the contract resulting from this RFP, maintain the following insurance coverage. The insurance company(is) providing the required insurance shall be authorized by the Ohio Department of Insurance to do business in Ohio and rated "A" or above by A. M. Best Company or equivalent. The Successful Proposer, as contractor, shall provide a copy of the policy or policies and any necessary endorsements, or a substitute for them satisfactory to and approved by the County Prosecuting Attorney, evidencing the required insurances upon execution of the contract.

1. The Successful Firm shall, at its expense and at all times during the performance of Services hereunder, maintain comprehensive general and professional liability insurance. The policies shall be with companies authorized to do business in the State of Ohio and rated "A" or above by A. M. Best Company or its equivalent. The comprehensive general liability insurance policy shall (I) be occurrence type; (ii) name the County as an additional insured; (iii) have limits of not less than a combined single limit of One Million Dollars ($1,000,000.00) for any one incident and have a deductible of not more than Fifty Thousand Dollars ($50,000.00) per occurrence and in the aggregate; and (iv) be primary with respect to Successful Firm's general liability, notwithstanding any other insurance covering County. The insurance policy shall include valuable papers coverage in the amount of One Hundred Thousand Dollars ($100,000.00).

2. Business automobile liability insurance to cover each automobile, truck or other vehicle used in the performance of the contract in an amount not less than a combined single limit of One Million Dollars ($1,000,000.00) for bodily injury (including death at any time occurring) and property damage per occurrence.
3. Professional liability insurance (including errors and omissions) shall have limits of not less than One Million Dollars ($1,000,000.00) each occurrence and subject to a deductible each occurrence of not more than Fifty Thousand Dollars ($50,000.00) per occurrence and in the aggregate and if not written on an occurrence basis, shall be maintained for a period of not less than two (2) years following the completion of the services provided under the contract.

4. Workers' compensation and employer's liability insurance as provided under the laws of the State of Ohio.

5. Statutory unemployment insurance protection for all of its employees.

6. Maintain such other insurance policies as may be reasonably required by the County.

C. Bond Information

1. Upon execution of the Contract, Design/Build contractor shall furnish to the County separate performance and payment bonds in the penal sum of 100% of the Guaranteed Maximum Price (GMP) amount, or the amount of the Project construction budget if a GMP has not been established as of the date of execution of the Contract, as a guarantee of good faith that the terms of the Contract shall be compiled with in every particular. If the GMP established under the Contract is less than the Project construction budget, Design/Builder may furnish a rider to adjust the amount of the bonds to reflect the GMP, and shall reflect the adjusted premium cast appropriately in the general conditions shown as a part of the GMP.

   a. Said performance bond shall be subject to the approval of the County's Prosecuting Attorney.

   b. The Surety must be licensed to do business within the State of Ohio. A "Certificate of Compliance" issued by the Ohio Department of Insurance shall accompany the performance bond.

   c. The Surety must have an agent located within the State of Ohio, and the agent shall be identified as part of the bond submittal.

   d. The Surety shall provide a properly executed power of attorney evidencing
   the authority of the signatory to execute the bond.

e. The Surety must be listed on the current edition of U.S. Treasury Circular 570, and the penal amount of the bond shall be within the limit noted on the circular.

f. The Design/Builder's performance bond and the Design/Build Team Surety will be released only when all provisions of the contract and all warranty obligations required by the contract have been fulfilled.

2. Subcontractor Bonds: Each Subcontractor whose Subcontract is greater than$100,000 shall be required, as a condition of the Subcontractor, to execute a similar Performance Bond in the full amount of each Subcontract, naming the Design/Build Team and the County as joint obligees.

Proposal Contents

Each proposal shall include the following parts in the below order. Please separate and identify each part by tabs for quick reference. Each proposal should be organized so as to facilitate its evaluation of the statements of qualifications.

Cover Letter: A letter to identify Proposer and to state other general information that the Proposer wants to include regarding the business organization. At a minimum the cover letter must include the name, principal address, federal ID number, telephone number, facsimile number and email address of the submitting firm (Proposer).

1. If the Proposer is a corporation, state the full name and title of each of the corporate officers and their experience. The state of incorporation is to be included. If the firm is not an Ohio corporation, a statement advising whether or not the firm is qualified to do business in the State of Ohio as a foreign corporation. A foreign corporation will be required to qualify to do business in the State of Ohio prior to the execution of a contract.

2. If the Proposer is a sole proprietorship state the name of the individual doing business.

3. If a partnership, state the full name, address and other occupation, if any, of each partner; whether the partner is active or dormant; whether each partner is a general or limited partner; each partner's experience and the proportionate share of the business owned by each partner. If the Proposer is not an Ohio partnership, a statement advising whether or not the Proposer is qualified to do business in the State of Ohio as a foreign Partnership. A foreign Partnership will be required to qualify to do business in the State of Ohio prior to the execution of a contract.

4. If a joint venture, state the names of the firms participating in the joint venture and the principal officers of each firm; each officer's experience and the proportionate share of the joint venture owned by each joint venture partner. If the Proposer is not an Ohio joint venture, a statement advising whether or not the Proposer is qualified to do business in the State of Ohio as a foreign joint venture. A foreign joint venture will be required to qualify to do business in the State of Ohio prior to the execution of a contract.

A. **Executive Summary:** The Executive Summary should provide a clear and concise summary of Proposer's background, level of expertise, direct relevant experience and ability to provide and implement a design/build project for the **County Storage Building Development Project –**developed to meet the requirements of this RFP. The executive summary should make the firms case as the best candidate for the contract. Proposer should structure this section in

a manner that allows it to serve as a stand-alone summary when separated from the other sections of the proposal.

B. **Exceptions:** Proposer shall itemize any exceptions it has to the RFP. If it has no exceptions to or deviations from any part of this RFP, it shall so state on an "Exceptions" page. If no deviations or exceptions are identified, Proposer understands that if the County accepts the Proposer's proposal, it must comply with and conform to all of the requirements of the RFP.

C. **Qualifications:** The qualifications statement is an opportunity for each Proposer to detail its qualifications, experience and what defines the Proposer and the rest of the Design/Build Team as industry leaders. Proposers may include as much information in this section as is needed to differentiate their Design/Build Team and proposal from the other Proposers. Please include, as a minimum, the following information:

1. Clearly communicate how you meet or exceed the minimum qualifications of the following;
   a. Minimum qualifications of Design/Builder
   b. Minimum qualifications of Architect/Engineer of Record

2. Describe the nature of your business experience in providing and implementing design/build services for construction projects as described in this Request for Proposal and state the number of persons you currently employ in such operations;

3. Describe the nature of your business experience in providing and implementing Smart Parking Technology for construction projects as described in this Request for Proposal and state the number of persons you currently employ in such operations;

4. Describe the nature of your business experience in providing and implementing Sustainable design and construction for construction projects as described in this Request for Proposal and state the number of persons you currently employ in such operations;

5. Clearly state the total number of such programs and their locations that you have provided and implemented within the last five (5) years;

6. Clearly state your business experience working with County of Fulton and State of Ohio Building Codes for similar construction projects as described in this Request for Proposal;

7. Give the name, location and date of all agreements for providing and implementing design/build services that have been terminated or canceled within the past five (5) years, prior to the expiration of their

contractual term, and also list any judgment terminating, or any pending lawsuits or unresolved disputes for the termination of, such agreements administered by you within the past five (5) years and;

8. Give the names and addresses of at least three (3) references as to your professional capability. Include the name of the companies, addresses, phone numbers, phone number and provide a contact person and title for the project.

D. **Project Approach:** Provide a statement discussing your understanding of the design/build opportunity, including those factors that are critical to making the opportunity a success. Proposers must provide a detailed discussion of how they will approach this opportunity to ensure that the County's goals and objectives will be realized. The Proposer may include conceptual drawings and renderings to help define their approach and understanding of these project objectives. The Proposer must provide a project schedule based on their understanding of project milestone dates. The Proposal should also identify and discuss key issues impacting the services as defined in this Request for Proposal as well as discuss methods/models that would address key issues. The Proposer must describe the sustainable design and construction features proposed for the project.

E. **Key Staff:** Proposers should indicate the key staff proposed for this contract, setting forth the specific responsibilities and availability of each proposed key staff person. Indicate the proposed Design/Builder Project Manager for the project, Key Staff of Design Team including Architect and Engineers (Civil, Structural, Mechanical and Electrical) and Field Construction Manager. Provide for each proposed key staff person a one-page resume detailing both general experience and specific experience related to the services as defined in this Request for Proposal.

F. **Management Approach:** Provide an organization chart showing all major component units; where the management of this contract will fall within the organization and what corporate resources will be available to support this contract in both primary and secondary or back-up roles. A discussion of cost control related to the location of work and performing project management responsibilities, including participating in meetings and completing work at the Airport for this contract should also be included. Describe the past working relationships of the Design/Build Team. Describe roles and responsibilities of each team member.

G. **Work Product Samples:** Proposers are to submit a case history for projects which demonstrate the ability of the Design/Build Team to perform design/build services. Case histories should include projects relating to: (i) Storage buildings; Be specific as to how and why the Proposer decided to approach the project a certain way. Each case history should address the following elements: (I) concept; (ii) strategy and (iii) supporting tactics (e.g. method for implementation of project). The samples must have been developed within the past three (3) years.

In addition, provide examples and discuss in narrative the Proposer's method for implementation of the project in written, graphic and pictorial form.

H. **EDGE Participation:** Proposers are to submit a summary of all EDGE sub- consultants/subcontractors on their team and the anticipated percentages for each. Also provide the complete address for the location and contact of each.

I **Financial Background Information:** The Proposer shall include the following financial information:

1. Balance sheet and income statement for the last two (2) fiscal years, audited statements preferred, prepared in accordance with generally accepted accounting principles, consistently applied reflecting the current financial condition of the Proposer as of and for the dates thereof and interim financial statements from the date of the last statement to the date of the proposal. If a publicly held corporation, the Proposer should provide in lieu of the foregoing: consolidated financial statements as submitted to the Securities and Exchange Commission ("SEC") on Form 10K, the most recent Form 10Q, and any Forms 8K filed with the SEC in the last twelve (12) months. Owners of closely held corporations must submit a personal financial statement, current within three (3) months from date of submittal;

2. Ownership structure of the Proposer (If the Proposer is a corporation and the outstanding stock of said corporation is held by fewer than ten (10) individuals, the name and residence address of each stockholder and his/her shares of outstanding stock must be listed.); and

3. Provide three (3) bank and trade references.

J. **Fee Proposal: Proposer shall submit its fee proposal for all its services in a separately sealed envelope clearly marked on the outside.** Proposer shall follow the itemized breakdown contained in the referenced Fee Proposal Format. Proposer shall provide its best estimate of expenses including, but not limited to, travel and associated expenses. No qualification of the financial offer will be accepted. The fee proposal shall be a firm and final amount including the costs and expenses for all anticipated services.

K. **Proposers Affidavit:** Proposer shall submit with its proposal an affidavit stating that neither it nor its agents, nor any other party acting for it has paid or agreed to pay, directly or indirectly, any person, firm or corporation any money or valuable consideration for assistance in procuring or attempting to procure the contract proposed to result from its proposal, and further agreeing that no such money or reward will be paid.

L. **Supplemental Information:**

1. The County may require a Proposer to further supplement its written Proposal to obtain additional information regarding its Proposal or to meet with the County's designated representatives to further describe the firm's qualifications and abilities.

2. The decision regarding which Proposer(s) will be asked to supplement their Proposal or meet with County representatives is in the County's sole discretion.

3. Supplements will be utilized for clarification purposes only and the Proposer may not substitute material elements of its written Proposal nor may the Proposer provide previously omitted material. The requested information or meeting shall be respectively furnished or take place at the time and place specified by the County.

N. **Additional Submittal Requirements:** Include any additional information you would like to submit to support your Proposal.

Firms shall complete, execute and return with its proposal the following documents, copies of which are attached to this Request for Proposals:

1. Fair Employment Practices Disclosure;
2. Federal Taxpayer Identification;
3. Non-Collusion Statement.

Proposal Evaluation; Selection Criteria

A. **Evaluation Methodology.** The County Administrator will evaluate each proposal submitted. The County Administrator will present his recommendations to the County Board of Commissioners (County). The County may, but shall not be obligated to, entertain formal presentations. The County may approve one or more contracts to one or more firms. The County will only consider proposals that are received on or before the proposal submission deadline, and which meet all the requirements of this RFP.

B. **Scoring of Proposals.** The County will score each Proposal in each of the following categories

1. Qualifications/Experience (Rating up to 17 points)
2. Project Approach (Rating up to 30 points)
3. Key Staff (Rating up to 18 points)
4. Management Approach (Rating up to 25 points)
5. Work Product Sample (Rating up to 10 points)

The ratings are not intended to be interpreted as a reflection of a Proposer's professional abilities. Instead, they reflect the County's best attempt to quantify each Proposer's ability to provide the services sought by the County and to meet the specific requirements of this RFP, for comparison purposes.

The technical portions will be reviewed by staff members who will award points as identified above. Summaries of all staff evaluations will be combined and the Proposals will be ranked in order of their score, highest to lowest. The lowest scored Proposal will then be assigned its ranking value of one, the second lowest will be assigned a ranking value of two, etcetera up to the highest technical team.

The Fee Proposals will be opened and verified for accuracy and likewise ranked in order of highest to lowest. The highest fee will be assigned a ranking value of one, the second highest will be assigned a ranking value of two, etcetera up to the lowest fee.

The two rankings for each firm will be weighted first by 60% for the Proposal score ranking and then by 40% for the fee ranking. The sum of the two weighted values will be used to determine the overall ranking of the best submittal for award.

C. **Evaluation Credit:** For the purpose of comparing competing Proposals only, the County may apply an Evaluation Credit of five percent (5%) of the total points awarded for a Proposal received from a joint venture with EDGE Vendor.

D. **Procedure:** The contracting department may use the total points awarded for a proposal after applying evaluation credit to compare competing proposals to determine the ranking of the proposals. The application of evaluation credits shall not alter the amount of a proposal submitted by a

Proposer or of the contract executed based on the proposal. The County will use only the actual proposal upon which the County and the Proposer have agreed for approval and a contract award based on that proposal.

E. **Disqualification of a Proposer/Proposal:** The County does not intend by this RFP to prohibit or discourage submission of a proposal that is based upon a Proposer's trade experience in relation to the nature or scope of work, services, or product(s) described in this RFP or to prescribe the manner in which its services are to be performed or rendered.

The County will not be obligated to accept, however, significant deviations from the work or services sought by this RFP, including terms inconsistent with or substantially varying from the services or the financial and operational requirements of the RFP, as determined solely by the County. The County reserves the right to reject any proposal that does not furnish or is unresponsive to the information required or requested herein. The County reserves the right to reject any proposal or to waive or to accept any deviation from this RFP or in any step of the proposal submission or evaluation process so as to approve the award of the contract considered in the County's best interest, as determined in the County's sole discretion.

Although the County prefers that each Proposer submit only one proposal including all alternatives to the proposal that the Proposer desires the County to consider, it will accept proposals from different business entities or combinations having one or more members in interest in common with another Proposer. The County may reject one or more proposals if it has reason to believe that proposers have colluded to conceal the interest of one or more parties in a proposal, and will not consider a future proposal from a participant in the collusion. In addition, the County will not accept a proposal from or approve a contract to any Proposer that is in default as surety or otherwise upon an obligation to the County or has failed to perform faithfully any previous agreement with the County, or is currently in default under any agreement with the County.

The County reserves the right to reject any or all proposals. Failure by a Proposer to respond thoroughly and completely to all information and document requests in this RFP may result in rejection of its proposal. Further, the County reserves the right to independently investigate the financial status, qualifications, experience, and performance history of a Proposer.

The County reserves the right to cancel the approval or authorization of a contract award, with or without cause, at any time before its execution of a contract and to later enter into a contract that varies from the provisions of this RFP, if agreed to by another Proposer.

Fulton SWCD Proposed Storage Building

ATTACHMENTS

LEGAL NOTICE

Sealed proposals for design/build for the construction of a 9,000 sq. ft. storage building located at Fulton Soil and Water Conservation District, Robert Fulton Building, 8770 State Route 108, Suite B, Wauseon, OH 43567. The building when completed will be utilized by the Fulton Soil and Water Conservation District. Proposals will be received by the Board of Commissioners, Fulton County, Ohio, until **August 4, 2016 at 10:00am,** and opened thereafter. Proposals may be hand delivered or mailed to the Board of Fulton County Commissioners, 152 S. Fulton Street, Suite 270, Wauseon, Ohio 43567.

Complete set of criteria for the project will be available for examination, Monday through Friday from 8:30 am to 4:30 pm at the office of the Fulton County Commissioners, 152 S. Fulton Street, Suite 270, Wauseon, Ohio 43567 and on the County website: www.fultoncountyoh.com.

Any proposals may be withdrawn prior to scheduled closing time for the receipt of Proposals, but no Proposer shall withdraw his bid within 45 days after the actual bid opening thereof. The County reserves the right to reject any or all Proposals, waive irregularities in any bid, and to accept any bid which is deemed most favorable to the County.

By Order of Fulton County Commissioners
Paul Barnaby
Jeff Rupp
Bill Rufenacht
Teri Suarez, Clerk

Preliminary Project Schedule:

Proposals Received	August 4, 2016
Proposals Reviewed & Ranked	August 8, 2016
Negotiation & Design Build Contract Awarded	August 11, 2016
Preliminary Design Review	August 14, 2016
Final Design Review	August 19, 2016
Permits	August 12-20, 2016
Construction of Building	September 1, 2016
Grass/Fence work	September 15, 2016
Punch List Complete	September 29, 2016
Turn Over to Fulton County SWCD for Use	September 30, 2016

PROPOSAL FORM

1. Design Fee $ _____

2. Preconstruction Services Fee $ _____

3. Site Work
   - a. Excavation backfill $ _____
   - b. Drainage System $ _____
   - c. Grading $ _____
   - d. Stump Removal $ _____
   - e. Curb Cuts $ _____
   - f. Tap Fees & Permits $ _____
   - g. Inspection Fees $ _____

4. Building Construction $ _____

5. Landscaping $ _____

6. Concrete Work $ _____

7. Electrical Work $ _____

8. General Conditions $ _____

9. Contractor Mark-up $ _____

10. Bond (Performance & Payment) $ _____

11. Contingency $ _____

TOTAL GUARANTEED MAX PRICE (BID) $ _____

PRICE IS GOOD FOR (_____) DAYS COMPLETION DATE

BASED ON AWARD OF AUGUST 2016

SEAL

_____
Authorized Signature

_____
Print

_____
Date

Form **W-9**
(Rev. December 2011)
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.

Print or type
See **Specific Instructions** on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

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

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

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).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

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

General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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.

Note. If 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 on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income.

The person who gives 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 is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 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 not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage 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, 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 Part II instructions on page 3 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 the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

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

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. 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 the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. 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 the "Business name/ disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/ disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

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 possession of the United States, or any of their political subdivisions or instrumentalities,

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,

9. A futures commission merchant registered with the Commodity Futures Trading Commission,

10. A real estate investment trust,

11. An entity registered at all times during the tax year under the Investment Company Act of 1940,

12. A common trust fund operated by a bank under section 584(a),

13. A financial institution,

14. A middleman known in the investment community as a nominee or custodian, or

15. 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 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over $600 required to be reported and direct sales over $5,000 [1]	Generally, exempt payees 1 through 7 [2]

[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, and payments for services paid by a federal executive agency.

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. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), 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 the chart on page 4 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 Social Security Administration 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. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, 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 domestic 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, below, and items 4 and 5 on page 4 indicate 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 the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

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 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), 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)	The actual owner of the account or, if combined funds, the first individual on the account [1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor [2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee [1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner [1]
5. Sole proprietorship or disregarded entity owned by an individual	The owner [3]
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity [4]
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. 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
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation 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* on page 1.

***Note.** 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, social security number (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 Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system 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 at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: *spam@uce.gov* or contact them at *www.ftc.gov/idtheft* or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov 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. 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.

DELINQUENT PERSONAL PROPERTY TAX AFFIDAVIT

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND NOTARIZED

I, _____, _____
Name Title

_____ Affirm that at the time I submitted the bid for
Name of Company

_____ To the Board of Fulton County Commissioners on
Bid Title

_____, 2015 that _____
Date Name of Company

WAS/WAS NOT charged with delinquent personal property taxes by the Fulton County Auditor.

(If personal property taxes are delinquent, please complete the following section)

The amount of delinquent personal property taxes due to Fulton County is $_____

and unpaid penalties and interest are $_____.

_____
Signature

_____
Company Name

_____
Date

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

_____
Notary

SEAL

NON-DISCRIMINATION AFFIDAVIT

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND NOTARIZED

STATE OF OHIO)
SS)
COUNTY OF _____)

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

_____ of _____ the party
Title Company Name

that made the foregoing proposal; that such party does not and shall not discriminate against any employee or applicant for employment because of race, creed, sex, disability or military status as defined in section 4112.01 of the Ohio Revised Code, or color as is described and prohibited by Section 153.59 and/or 125.111 of the Ohio Revised Code. Furthermore, if awarded the contract under this proposal, said party shall indemnify and hold harmless the Fulton County Board of Commissioners for any violations of Section 153.59 or 125.111 of the Ohio Revised Code made by any contractor, subcontractor or any person who works on behalf of the party relating to the ensuing contract.

_____
Signature

_____
Affiant (Print)

_____
Company

_____
Address

_____
City/State/Zip

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

_____

SEAL

NON-COLLUSION AFFIDAVIT

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND NOTARIZED

PROJECT: _____

State of _____)
ss.
County of _____)

I_____, _____,
(Name of party signing affidavit) (Title)

being duly sworn, do depose and say: that

_____
(insert name of individual, co-partnership, or corporation)

its agent, officers or employees have not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal.

_____
(Signature)

_____
(Title)

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

_____
(Notary Public)

(Seal)

_____ County, Ohio

My commission expires _____