



## MEMORANDUM

TO: Prospective Bidders

FROM: Johnna M. Allen, Purchasing Director

RE: Request for Bid - #029-17

DATE: August 16, 2017

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Enclosed you will find the necessary information for preparing and submitting your bid for **The Assessment of Fair Housing Consulting Services.**

The deadline for submitting your bid is **September 18, 2017 at 10:00 a.m.**

If you have further questions, please e-mail any inquiries to Johnna Allen at [jallen@romea.us](mailto:jallen@romea.us). All questions and answers will be posted on the website [www.romefloyd.com](http://www.romefloyd.com). It will be the responsibility of interested parties to visit the website frequently to insure receipt of any new information that may be made available.

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Johnna M. Allen  
Purchasing Director

## INSTRUCTIONS FOR BIDDERS

I. Bids must be received by **September 18, 2017** at **10:00 a.m.**

II. Bids must be delivered to:

City of Rome  
Attn: JOHNNNA M. ALLEN  
601 Broad Street  
P.O. Box 1433  
Rome, Georgia 30162

III. Bids must be sealed and marked:

**“029-17 – Assessment of Fair Housing Consulting Services”**

IV. Bids must be complete and include:

- A. Completed Bid Proposal Form
- B. Executed Bidder's Declaration
- C. Executed Certificate of Non-Discrimination
- D. Executed Affidavit of Non-Collusion
- E. Prompt Payment Affidavit
- F. Request for Taxpayer I.D. Number
- G. Drug-Free Workplace Certification
- H. E-Verify Compliance Affidavit
- I. SAVE Compliance Affidavit

All bids submitted shall be subject to acceptance or rejection and the City of Rome specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bidding.

Bidder shall submit all required forms and information simultaneously with sealed bids, which forms and information become a part of the property of the City of Rome and will not be returned to bidders unless a written request to withdraw is received prior to **September 18, 2017 @ 10:00 a.m.**

## REQUIREMENTS FOR BIDDERS

These items apply to and become a part of the terms and conditions of the bidders bid. Any exceptions must be in writing.

Notice is hereby given that the City of Rome will receive sealed bids from interested parties until **September 18, 2017 at 10:00 a.m.** at its offices located at 601 Broad Street, Rome, Georgia 30161.

Any bids received thereafter will not be considered.

Bids will be publicly opened and read at the City of Rome Purchasing Department located at 601 Broad Street on the day and at the hour specified.

The purchaser may be consider as non-responsive, any bid in which there is an alteration of, or departure from the bid form hereto attached.

The bid will be awarded to the lowest reliable bidder complying with the conditions of the invitation for bid. The bidder to whom award is made will be notified at the earliest possible date. The purchaser reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time, contracts of a similar nature, or the bid of a bidder who, in the sole opinion and discretion of the purchaser is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.

Bids may be withdrawn by written or faxed request, provided such withdrawals are received prior to bid opening date.

NOTE: Unless stated on the bid form the bid submitted will assume all specifications will be met. Please note on the bid form all exceptions.



## **REQUEST FOR PROPOSAL**

Proposal #029-17

### **Assessment of Fair Housing Consulting Services**

REQUESTED BY:

The City of Rome Georgia  
601 Broad Street  
Rome, GA 30161

And

The Northwest Georgia Housing Authority  
326 West 9<sup>th</sup> Street  
Rome, GA 30165

**DUE DATE: September 18, 2017 at 10:00 AM**

#### **REQUEST FOR PROPOSAL PREPARATION OF THE ASSESMENT OF FAIR HOUSING CITY OF ROME, GEORGIA**

##### **I. INTRODUCTION AND DESCRIPTION**

The City of Rome is located in North West Georgia with a current population of 36,407. The City of Rome is requesting sealed competitive proposals from qualified firms and consultants referred to as CONTRACTOR, to provide professional services for the development of the City of Rome, GA Assessment of Fair Housing (AFH) Plan. The Contractor should have expertise in fair housing and other equal housing opportunity programs or concerns and experience with the United States Department of Housing and Urban Development's Community Planning and Development programs.

Fair Housing is a right protected by Federal and State laws. Each person is entitled to equal access to housing opportunities regardless of race, color, religion, sex, national origin, disability, familial status, marital status, age, ancestry, sexual orientation, source of income, or any other arbitrary reason. Fair Housing laws apply to rental housing, homes for sale, advertising, home loans, and home insurance.

The City of Rome and Northwest GA Housing Authority both receive funds directly from HUD. As the recipient of federal funds The City and NWHGA are mandated to Affirmatively Further Fair Housing thereby taking proactive steps to eliminate three acts: the act of discrimination, the act of segregation and the act of apparent barriers in housing and by doing so create integrated and balanced living patterns. The City and NWGHA

both promote fair housing and aims to educate providers of housing of the impact the three acts have on the disadvantaged and its most vulnerable citizens. Secondly, we are to create an atmosphere where individuals of similar income levels in the same housing market area have available to them a like range of choices in housing regardless of their race, religion, color, national origin, sex, disability or familial status.

November 2013, the Rome City Commission approved an updated Analysis of Impediments to Fair Housing (AI). It is understood that many findings from the analysis could carry over and remain as impediments and barriers.

August 2015 HUD published an amendment to the AFFH Final Rule that replaces the AI with an assessment process that is designed to strengthen program participants' assessments of fair housing issues, contributing factors to barriers and for the establishment of fair housing goals and priorities. This new process involves HUD's direct involvement by providing extensive data to program participants on the front end and a program review of, prioritization, and goal setting on the backend.

The successful firm will coordinate with the Community Development Department of the City of Rome as necessary.

## II. MINIMUM QUALIFICATIONS:

Interested firms and consultants that can demonstrate the ability to successfully complete the task outlined under "Scope of Work" are invited to submit a proposal and budget.

Responders must meet the following requirements to be given consideration:

1. Must have a minimum of three (3) recent years of experience providing fair housing consulting services, or services equivalent or similar to the services identified in the "Scope of Work" and conducted at least (1) HUD approved Analysis of Impediments or Section 504 Plan or Consolidated Plan and/or prosecuted, litigated or defended a fair housing violation.
2. Must have a Planning/Project Manager assigned to the contract with at least three (3) years recent experience providing fair housing consulting services, intake, investigations, data collection and interpretation of Federal laws.
3. Must comply with the RFP format and requirements set forth in the Proposal Submission Requirements and must use HUD's AFFH online tools.
4. Must provide a minimum of three (3) references from persons and/or organizations that can verify background, work performance, project completion and timeliness, and analytical thinking skills.
5. Must agree to the terms and conditions of a standard contract and must acknowledge intent to comply with City insurance requirements.

## III. CONTRACT TERMS

The contract term shall be for a period up to six (6) months provided that services are satisfactory and the City and NWGHA receive final approval from HUD of the Assessment of Fair Housing Plan (AFH). Contract amendments must be approved by the City and the NWGHA.

#### IV. COST PROPOSAL

Submit a cost proposal in a separate envelope. The proposed cost should be based on requirements described in the request for proposal and should include all cost, except where noted otherwise. Cost shall be firm and fixed for the entire term of the contract including extensions. If any, unless otherwise indicated in the contract, The City reserves the right to negotiate fees for services. Each cost shall be spelled out in a separate line item. Proposed cost shall be expressed as an hourly rate for a specified number of hours, and broken out by specific work products, as outlined in the Scope of Work. A “not to exceed” amount must be included in the proposal.

#### V. SCOPE OF WORK

The Contractor will provide services for the preparation and development of the AFFH Plan. The completed AFFH Plan for the period of January 1, 2019 - through December 31, 2023 must be approved by The Rome City Commission and the Northwest Georgia Housing Authority and submitted in hard copy and electronic format to HUD no later than April 2018. **The WORK must begin by October 16, 2017 and be completed by March 15, 2018.** First draft must be submitted to The City of Rome Community Development Department within 60 days of contract execution and a final draft must be submitted for review prior to finalization of the Plan.

HUD requires The City and the Northwest Georgia Housing Authority to CERTIFY that it is affirmatively furthering fair housing. It is expected that The City and NWGHA will implement the new Fair Housing Assessment process and create a AFFH Plan that will serve as a more effective planning tool than the AI by offering priorities, quantifiable goals and solutions that should, if implemented, expand access to important community assets and resources that have an impact on the quality of life for residents.

HUD regulations, AFFH Final Rule require the use of HUD provided data located at <http://egis.hud.gov/affht/>. However, HUD data must be supplemented by local data which includes demographic or program related data and documents maintained by The City of Rome, the Northwest GA Housing Authority and other local jurisdictions. Data from all, including other entities that is readily available and accessible to program participants as well as local knowledge obtained through the community participation process, must be included.

The Contractor must provide, on company letterhead, a detailed description of what service it will render, methodology the Consultant will use to meet the requirements set forth and how the services will be performed leading to the development of the AFFH Plan, i.e. discuss how the Contractor plans to become familiar with the goals and strategies identified in current plans and documents.

The proposal will provide a detailed discussion of the Contractor’s experience including resumes for the project’s team and team member assignments to task as identified under this section. The Contractor shall include a discussion on the resources available to them to accomplish the task of this project to include but not limited to the analysis of data provided by HUD (maps, graphs, charts, tables and other graphic representations).

Specifically, the scope of work for the **Affirmatively Furthering Fair Housing Plan** will result in a five-year plan including performance measures and as such, the proposal should detail “The Work” and should include the following major elements:

- Provide a fully developed timeline/schedule for milestones that encompass all phases of the AFFH Plan development inclusive of research, outreach, development, and submission and approval process.
- The AFFH Plan pursuant to HUD guidelines will include analysis of all data provided by HUD, as well as current and historical fair housing concerns and community needs and online submittal using Assessment Tool Guidance to HUD.
- Strategy and approach, materials and handouts for coordination and facilitation of a minimum of three (3) public meeting designed to obtain citizen participation and input and public comment from key stakeholder’s relative to fair housing issues, contributing factors and how they must be addressed in a public participation and consultation process. The finished product should include a description of the public engagement, participation and consultation process, meeting format and content, a summary of comments received, and a description of how the comments were addressed or why they were not. Stake holders represent: State and local government agencies involved in fair housing enforcement, private fair housing groups, equity-focused organizations, public housing agencies including shelters, affordable housing developers, faith-based groups, civil rights groups, immigrant-focused organizations, groups representing populations that are typically underrepresented in the planning process, such as minority populations, persons living in concentrated areas, limited-English speaking persons, and persons with disabilities, public housing residents, realtors and lenders.
- Utilize the data provided by HUD, which includes geospatial data, tabular data, disproportionate housing needs, and outstanding discrimination findings, to assess fair housing issues in the community.
- Provide an analysis, of fair housing choice using HUD data and available local measures such as local housing policies and zoning codes.
- Summary of Analysis of Impediments documents from the City of Rome.
- Summarize the Northwest Georgia Housing Authority’s Five Year Consolidated Plan and Annual Action Plan and incorporate barriers identified and action steps into the AFFH Plan.
- Solicitation of public input from key stakeholders and other housing providers that serve the protected classes.

- Prepare draft public hearing notices and other public notices as applicable.
- Provide 4 hard copies marked ORIGINAL and 2 electronic/digital (USB drive and/or CD) copy of the approved final document in Microsoft Office Word 2010. In addition, the final document shall be provided with all proposal sections, graphics and attachments in color and clearly labeled.
- Include in the document a resource directory and at a minimum include: a list of data sources, back-up data collected, consultation records, correspondence and other supporting documentation used in developing the AFFH.
- Must provide printed revision within 45 days of notice, should the AFFH be rejected by HUD.
- HUD requires the use of program supplied data and locally supplied data. To that end, The City will assist in gathering data, holding workshops and aid to collect surveys. The Contractor's effort to further the research and clarify the information will be considered a reflection of interest and efficiency
- The specific requirements for the AFFH Plan can be found on the Internet at:
  - [https://www.huduser.gov/portal/affht\\_pt.html](https://www.huduser.gov/portal/affht_pt.html)
  - [https://www.huduser.gov/portal/affht\\_pt.html#final-rule](https://www.huduser.gov/portal/affht_pt.html#final-rule)
  - <https://www.hudexchange.info/programs/affh/>
  - <https://egis.hud.gov/affht/>
- The selected Contractor will collaborate with The City of Rome Community Development and the Northwest Georgia Housing Authority in the identification, development and solicitation of public input from key stakeholders and other housing providers that serve the protected classes.

**All proposals are due to the City of Rome Purchasing Department, 601 Broad Street, Rome, GA 30161, no later than 10:00 AM on Monday, September 18, 2017. All proposals received after the deadline will be returned to the proposer. Please direct any and all questions simultaneously via e-mail to Johnna Allen, [jjallen@rome.ga.us](mailto:jjallen@rome.ga.us) and to Bekki Fox [bfox@rome.ga.us](mailto:bfox@rome.ga.us). All questions and answers will be posted on the City of Rome Website [www.romefloyd.com](http://www.romefloyd.com). It will be the responsibility of interested parties to visit the website frequently to insure the receipt of any new information that may be posted. Please read, sign and include the RFP cover page and boilerplate when you return your proposal. The RFP can be seen and downloaded from the City of Rome's website at: [www.romefloyd.com](http://www.romefloyd.com), under the tab "Bids and RFPs" then "City of Rome". All your submittals must be clearly marked on the exterior of the package "029-17 – Assessment of Fair Housing Consulting Services". Four (4) copies of your complete proposal must be submitted. Anyone employed with a firm wishing**

**to submit a proposal shall not make any contact with any member of the review committee. Such contact may rule the firm ineligible for submittal of a proposal. The City of Rome reserves the right to reject any and all proposals.**

SELECTION CRITERIA FOR PROFESSIONAL SERVICES PREPARATION OF THE  
ASSESSMENT OF FAIR HOUSING  
CITY OF ROME, GEORGIA  
2017

An evaluation team consisting of City of Rome staff from the Purchasing Department, Community Development Department, City Manager's Office and Planning Department will review the proposals received and select the successful firm, utilizing the criteria below:

**MINIMUM GENERAL EVALUATION CRITERIA**

- A. **Proposers approach to providing required services** **0 – 40 Points**  
Proposal will be evaluated on its description of the Methodology to be used to meet the City's requirements based on information provided.
- B. **Background and experience of personnel assigned to the project** **0 – 25 Points**  
Successful, recent and relevant experience in preparing HUD plans, i.e. Analysis of Impediments to Fair Housing and Consolidated Plans. Capacity as a firm to perform the required services based on the information provided
- C. **Performance history analysis based on the verification of references** **0 – 25 Points**  
In addition to references, consideration will be given to successful contracts completed.
- D. **Total Cost Proposal** **0 – 10 Points**  
Cost proposals must be submitted under separate sealed cover and clearly marked in a separate envelope from the technical proposal

**ATTACHMENTS**

- A. City of Rome Insurance Requirements-Provide Certificate of Insurance with the City of Rome as the certificate holder.

**BID FORM**

TO: City of Rome – Purchasing Department  
ATTN: JOHNNNA M. ALLEN  
P.O. Box 1433  
601 Broad Street  
Rome, Georgia 30162-1433

**“029-17 – Assessment of Fair Housing Consulting Services”**

Quantity	Description	Unit Price
1	Consulting Services	\$_____

All bids submitted shall be subject to acceptance or rejection and the City of Rome specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bidding.

The undersigned understands that any conditions stated above, clarifications made to the above or information other than that requested should be under separate cover and to be considered only at the discretion of the Purchasing Department.

\_\_\_\_\_  
Name of Individual, Partner  
Or Corporation

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Company phone number

Please Attach Contact Person’s Business Card:

BIDDERS DECLARATION

The bidder understands, agrees and warrants:

That the bidder has carefully read and fully understands the full scope of the specifications.

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That the bidder has liability insurance and a declaration of insurance form is included in the bid package.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **September 18, 2017 @ 10:00 AM** but may not be withdrawn after such date and time.

That the City of Rome reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. The City of Rome reserves the right to waive any technicalities and formalities in the bidding.

That by submission of this bid the bidder acknowledges that the City of Rome has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

BIDDER:

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Name Title

AFFIX CORPORATE SEAL (If Applicable)

**CERTIFICATE OF NON-DISCRIMINATION**

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the bidder's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the City of Rome. The bidders may be declared, by the City of Rome, ineligible for further contracts with the City of Rome until satisfactory proof of intent to comply shall be made by the vendor.

The bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

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BIDDER

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SIGNATURE

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TITLE

**NON-COLLUSION AFFIDAVIT**

The following affidavit is to accompany the bid:

STATE OF

COUNTY OF

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any office of the City of Rome or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of the City of Rome or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

FIRM NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_

NOTARY PUBLIC

**STATE OF GEORGIA PROMPT PAY ACT AFFIDAVIT**

THIS AFFIDAVIT IS TO ACCOMPANY THE BID

GEORGIA PROMPT PAY ACT: The Georgia Prompt Pay Act was enacted by the General Assembly in 1994 and took effect January 1, 1995. This act requires owners to pay contractors within 15 days of receipt of a pay request by the owner or the owner's representative. If payment is not made the owner shall pay the contractor 1% per month interest on the delayed payment. Additionally, the contractor must pay subcontractors within 15 days of receipt of payment from the owner.

This Act is Code Section 13-11-1 (Georgia Laws of 1994, p. 1398 par. 4)

Firm Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

## 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.	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the 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 instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: 1px solid black; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: 1px solid black; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
<b>OR</b>					
<b>Employer identification number</b>					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: 1px solid black; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

### 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 on page 3.

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

Date ▶

### General Instructions

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

#### 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? on page 2.*

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?* on page 2 for further information.

**CITY OF ROME**

**DRUG-FREE WORKPLACE CERTIFICATE**

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By signature on this certificate, the Bidder certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the "Drug-Free Workplace Act" will be complied with in full. The Bidder further certifies that:

1. A drug-free workplace will be provided for the Bidder's employees during the performance of the contract; and
2. Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with (contractor's name), (subcontractor's name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to O.C.G.A. Section 50-24-3(b)(7)."

By signature on this certificate, the Bidder further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

Bidder: \_\_\_\_\_

By: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

CITY OF ROME, GEORGIA  
**E-VERIFY COMPLIANCE AFFIDAVIT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Rome, Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A, § 13-10-91 (b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification number  
(Not Required if Less than 10 Employees)

\_\_\_\_\_  
Signature (if less than 10 employees)

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

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

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ (city) \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:

CITY OF ROME, GEORGIA

SAVE COMPLIANCE AFFIDAVIT

O.C.G.A § 50-36-1(e) (2) Affidavit

By executing this affidavit under oath, as an applicant for a (n) Contract or Services, as referenced O.C.G.A. C. § 50-36-1, from the City of Rome, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) \_\_\_\_\_ I am a United State citizen.
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States
- 3) \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.  
My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e) (1), with this affidavit. The secure and verifiable document provided with this affidavit can best be classified as:

\_\_\_\_\_.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name of Applicant Printed

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: