



## MEMORANDUM

TO: Prospective Bidders

FROM: Johnna M. Allen, Purchasing Director

RE: Request for Proposal - #021-18

DATE: May 15, 2018

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Enclosed you will find the necessary information for preparing and submitting your proposal for “**RTBC Indoor Tennis Facility - Architect/Engineer Services**” for the City of Rome. The deadline for submitting your proposal is **June 15, 2018 at 10:00 a.m.**

All information for this proposal is posted on the City of Rome website [www.romefloyd.com](http://www.romefloyd.com). All questions should be submitted via e-mail to Johnna Allen at [jallen@romega.us](mailto:jallen@romega.us). All questions and answers will be posted on the website. It is the responsibility of interested parties to visit the site regularly to insure receipt of any new information that may be provided.

If you have further questions, please do not hesitate to call my office at 706-236-4410.

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Johnna M. Allen  
Purchasing Director

## INSTRUCTIONS FOR BIDDERS

I. Bids must be received by **June 15, 2018 at 10:00 a.m.**

II. Bids must be delivered to:

City of Rome – Purchasing Department  
Attention: Johnna M. Allen  
601 Broad Street  
P.O. Box 1433  
Rome, Georgia 30162

III. Proposals must be sealed and marked:

**“021-18 RTBC Indoor Tennis Facility - Architect/Engineer Services.”**

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

Bidder shall submit all required forms and information simultaneously with sealed proposals, 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 **June 15, 2018 @ 10:00 a.m.**

V. Payment:

When contracts are awarded, payment by the City of Rome will be the normal 30-day cycle. However, the City does make every effort to honor all discounts.

## REQUIREMENTS FOR BIDDERS

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

Notice is hereby given that the City of Rome will receive sealed bids from interested parties until **June 15, 2018 at 10:00 a.m.** at its offices located at 601 Broad Street, Rome, Georgia 30162-1433.

Any proposals received thereafter will not be considered.

Proposals 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 consider as non-responsive, any proposal 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.

Proposals 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 proposal submitted will assume all specifications will be met. Please note on the bid form all exceptions.



**REQUEST FOR PROPOSALS (No. 021-18)**

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**ROME TENNIS CENTER AT BERRY COLLEGE - INDOOR TENNIS FACILITY  
ARCHITECT/ENGINEER SERVICES**

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**May 15, 2018**

The City of Rome, Georgia ("City", "Owner") is requesting proposals from qualified design firms to provide design services for an Indoor Tennis Facility ("Project") to be located at the Rome Tennis Center at Berry College. The project involves development of a building to cover six courts with related support space and infrastructure.

Proposals shall be received until 10:00AM on Friday, June 15, 2018 in the Sam King Room of City Hall, 601 Broad Street, Rome, Georgia 30161, at which time and place all Proposals will be publicly opened and acknowledged.

Information related to this Request for Proposal can be obtained on the City of Rome website at <https://www.romefloyd.com/rfps> or by contacting the City of Rome Purchasing Department at 706-236-4410, Ms. Johnna Allen, ([jallen@romega.us](mailto:jallen@romega.us)). The City of Rome reserves the right to accept, reject, waive technicalities, and/or negotiate any or all proposals as determined by them to be in the City's best interest.

CITY OF ROME, GEORGIA

By: Ms. Johnna M. Allen  
Purchasing Director

## INSTRUCTIONS TO BIDDERS

### ROME TENNIS CENTER AT BERRY COLLEGE - INDOOR TENNIS FACILITY ARCHITECT/ENGINEER SERVICES REQUEST FOR PROPOSALS (No. 021-18)

#### **Section 1 - Background**

The City of Rome has previously developed the Tennis Center of Rome at Berry College campus utilizing Special Purpose Local Option Sales Tax (SPLOST) funding. The City now intends to utilize additional funding to develop a building to cover six courts with related support space and infrastructure. The on-campus location of the proposed Indoor Tennis Facility will be confirmed during the design phase. Refer to Exhibit C - Project Site Aerial.

#### **Section 2 - Scope of Services**

2.1 Project Scope: The proposed Project includes a building to cover six tennis courts, spectator seating and circulation space, potentially constructing additional tennis courts (depending on site selection and budget), required site development and utilities to complete the project.

2.2 Scope of Professional Design Services: The successful firm will work with City representatives, City Commission, and project Steering Committee to design the Project to meet the Owner's program, quality, cost, and schedule requirements. Refer to attached Exhibits A, B, and D for additional information about scope of services and project delivery schedule.

The City intends to contract with a single, prime design firm for all architecture, engineering and design services required to deliver a complete functioning project at turn-over to the Owner. The prime design firm will be expected to include all consultants in their proposal necessary to design all aspects of the project. In general, the scope of services includes: site selection and site master planning, program verification and conceptual design, color renderings to convey the design for Owner approval, preliminary design and cost estimate, final design and cost estimate, FF&E and technology design. The design firm will provide assistance to the Owner in developing the scope of services for geotechnical/soils testing, construction/laboratory testing, and other vendors that will be directly under contract with the City. Refer to Exhibit B – Scope of Services.

2.3 Project Delivery Process: The City intends to solicit competitive bids from general contractors and to award the Project to the lowest-cost, qualified, responsible bidder that is within the Owner's budget to complete the scope of work.

2.4 Responsibilities of the City of Rome: The City will provide existing conditions drawings of the Tennis Center campus and utilities in CAD format. The Owner will retain the services of other consultants and vendors, which may include Program Manager, geotechnical consultant, construction testing firm, environmental consultants, and/or others as the Owner may deem necessary.

### **Section 3 - Utilities, Regulatory Coordination and Permitting**

The successful design firm will be responsible for engineering design for all utility connections and relocations to serve the Project, with the exception of primary electrical service to a transformer provided by Georgia Power. The successful design firm shall coordinate all necessary pre-construction approvals for the Project, including but not limited to, building and site development permits required by City, County, and State agencies.

### **Section 4 - Project Schedule**

The design services included in the Proposal shall include activities from the time of contract award through completion of construction, including assistance to the City in obtaining and reviewing the general contractor's final 'close-out' submittals (including but not limited to attic stock, as-built documents, operations manuals, and warranties). The design firm and its consultants shall provide a warranty inspection at approximately eleven months after substantial completion of construction, including preparation of a warranty "punch list" provided to the City and contractor. Refer to Exhibit D - Project Schedule.

### **Section 5 - Qualifications Submittal Requirements**

Each proposing firm must submit four (4) hard copies and one storage drive with a single PDF file of the qualifications package in a sealed package labeled "Qualifications Submittal - Rome Tennis Center Indoor Tennis Facility", addressed to Ms. Johnna Allen, Purchasing Director, City of Rome, 601 Broad Street, Rome, Georgia 30161 by the date and time first listed in this Request For Proposal. This qualifications package shall include the following elements and completed forms:

5.1 Cover Letter: On company letterhead, state your firm's interest in the project with a brief statement about why your firm is uniquely qualified for this project. Provide the company's legal name, address, name of primary contact person and contact information, and website. The letter shall contain the following statement: "This Proposal shall be valid for sixty (60) calendar days after the date for receipt and opening of Proposals."

5.2 Company Information: Provide information about your firm's history, state of incorporation, number of years in business, number of employees, number of registered design professionals, form of ownership (i.e. sole proprietorship, partnership, corporation, LLC, etc.) If your firm has multiple offices, define the primary office that will perform services for this project and the number of persons staffing that office. Certify that the proposing firm, or its officers or any predecessor companies, are not under any part of the Bankruptcy Act nor ever filed under the Bankruptcy Act within the previous seven years. List any litigation your firm has been involved with for the past five (5) years including any claims against your firm or against Owners where your firm is named; list any active or pending litigation and explain. Provide the name of your insurance carrier and list the standard policy coverages your firm currently carries.

5.3 References: Provide current contact information for three references from similar current or past projects. Please be sure the contact information is up to date, as the City intends to contact each of your firm's references.

5.4 Firm Experience: Include case studies for up to six (6) similar projects completed or currently in design. For each project, provide summary information on size, cost, scope of work, date of completion, plans and/or photographs, and owner contact information.

5.5 Project Team: Provide an organization chart showing the prime firm's key personnel and supporting consultants. Provide resumes of each key team member, including primary consultants, highlighting similar project experience.

5.6 Approach: Briefly describe your approach to delivery of professional design services that will ensure maintaining the project schedule, designing a project within the Owner's budget, and developing consensus with the project Steering Committee to meet the City's goals for this Project.

5.7 Additional Information: Please provide any other information, unique firm attributes or approaches, comments, or clarifications that you think would be of interest to the City of Rome in consideration of your firm.

5.8 Supporting Documents: (Note: blank copies are provided as attachments to this RFP):

- Bidder's Declaration
- Certificate of Non-Discrimination
- Non-Collusion Affidavit
- State of Georgia Prompt Pay Act Affidavit
- Drug Free Workplace Certificate
- E-Verify Compliance Affidavit
- SAVE Compliance Affidavit
- Form W-9 Taxpayer Certification

*The entire Qualifications Submittal shall not exceed 40 pages, including exhibits, certifications, affidavits, and other supporting information. All pages count regardless of content. Emphasis should be on completeness, relevance, and clarity of content. It is essential that proposing firms follow the order of documents outlined above.*

## **Section 6 - Cost Proposal**

Each proposing firm must submit one (1) hard copy of the fee proposal on the form provided, signed by an officer of the company with authority to commit the firm to a contract with the City of Rome, in a separate sealed package clearly marked "Cost Proposal – Rome Tennis Center Indoor Tennis Facility" addressed to Ms. Johnna Allen, Purchasing Director, City of Rome, 601 Broad Street, Rome, Georgia 30161 by the date and time first listed in this Request for Proposal.

## **Section 7 - Insurance**

The successful firm shall not commence work under this contract until all insurance described below has been obtained and certificates of such insurance has been furnished to and approved by the City of Rome. All certificates of insurance shall contain a provision that coverage under the policies will not be cancelled or allowed to expire until at least 30 days prior written notice has been given to the City of Rome.

- 1) The successful firm shall procure and maintain Workmen's Compensation Insurance for all employees to be engaged in work on the project under this contract, which shall satisfy statutory limits of liability.
- 2) The successful firm shall procure and shall maintain during the life of the contract Comprehensive General Liability insurance in the amounts listed below:
  - a. \$1,000,000 Bodily Injury, including death, each occurrence.
  - b. \$250,000 Property Damage, each occurrence.
  - c. \$2,000,000 Property Damage, in the aggregate.

The insurance shall include coverage of the following hazards: Products/Completed Operations, Independent Contractors, and Contractual Liability.

- 3) The successful firm shall procure and shall maintain during the life of the contract, Comprehensive Automobile Liability insurance in amounts not less than the following:
  - a. \$1,000,000 Bodily Injury or death to any one person.
  - b. \$1,000,000 Bodily Injury, each occurrence.
  - c. \$250,000 Property Damage, each occurrence.
- 4) The successful firm shall procure and maintain for the duration of the contract, Professional Liability insurance in the amounts of \$2,000,000 per claim and \$2,000,000 aggregate.

## **Section 8 - Questions and Interpretations**

8.1 Interpretations: No interpretation of meaning concerning this Request for Proposal, nor further information about the Project, will be made verbally to any proposing firm. All inquiries shall be directed to Ms. Johnna Allen, Purchasing Director, City of Rome, 601 Broad Street, Rome, Georgia 30161 by May 31, 2018 via email ([jjallen@rome.ga.us](mailto:jjallen@rome.ga.us)).

8.2 Addenda: Responses to inquiries, or any supplemental instructions, will be provided in an Addendum and posted on the City of Rome Georgia website [www.romefloyd.com](http://www.romefloyd.com). It is the responsibility of all interested parties to visit the stated website frequently during the open proposal period to insure receipt of any new information or Addenda that may be posted. Questions received after the date listed above will not be answered.

## **Section 9 – Owner-Architect Agreement**

The City will provide its form of agreement to short listed firms for review. The firms will be required to provide specific changes to contract language that they would require in order to execute it. Firms must include specific proposed language revisions with references to sections in the contract. Vague responses such as “need to discuss” or “wish to clarify” will not be considered.

## **Section 10 - Proposal Evaluation Process**

10.1 Evaluation Team: Proposals will be evaluated by a committee comprised of the Project Steering Committee, City Purchasing Director, and other City officials. The evaluation process will be conducted in two phases. The first phase will focus on evaluation of the Qualifications Submittal and Cost Proposal to produce a short list for further evaluation. The second phase will consist of interviews by the evaluation team with the firms with the highest ratings from the first phase and whose proposals are viable for further consideration.

10.2 Submittal Evaluation: The first phase will include the evaluation of the qualifications, information from references, and other information provided by the proposing firm in response to Section 5 of this Request for Proposal. Non-responsive or incomplete proposals will be rejected for further consideration. In the second phase of evaluation, short listed firms will be invited to interview with the evaluation team and further present their experience and capabilities. The evaluation team will rank the proposals based on the following:

10% factor: Stability of the firm, including history, resources, litigation history, and other evidence of stability.

50% factor: Suitability of the firm to complete this Project successfully, including firm and personnel experience, information from references, unique qualifications, and approach to providing services.

10% factor: Cost proposal.

30% factor: Assessment by the evaluation team, following interviews, of the proposing firm’s capabilities, fit and expertise for this Project.

## **List of Exhibits**

Exhibit A – Initial Information

Exhibit B – Scope of Services

Exhibit C – Project Site Aerial

Exhibit D – Project Schedule

Exhibit E – Cost Proposal Form

**BIDDERS DECLARATION**

The bidder understands, agrees and warrants:

- The bidder has carefully read and fully understands the full scope of the specifications.
- The bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
- 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 **June 15, 2018 @ 10:00 a.m.** 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.

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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.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <hr/> <p><b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Individual/sole proprietor or single-member LLC</td> <td><input type="checkbox"/> C Corporation</td> <td><input type="checkbox"/> S Corporation</td> <td><input type="checkbox"/> Partnership</td> <td><input type="checkbox"/> Trust/estate</td> </tr> <tr> <td colspan="5"><input type="checkbox"/> Limited liability company. Enter the tax classification (C= C corporation, S= S corporation, P= partnership) ▶ _____</td> </tr> <tr> <td colspan="5"><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.</td> </tr> <tr> <td colspan="5"><input type="checkbox"/> Other (see instructions) ▶ _____</td> </tr> </table> <p><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></p> <hr/> <p><b>5</b> Address (number, street, and apt. or suite no.) _____                  Requester's name and address (optional) _____</p> <hr/> <p><b>6</b> City, state, and ZIP code _____</p> <hr/> <p><b>7</b> List account number(s) here (optional) _____</p>	<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation	<input type="checkbox"/> S Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust/estate	<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) ▶ _____				
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<input type="checkbox"/> Other (see instructions) ▶ _____																					

### 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.

Social security number																				
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### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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### General Instructions

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/w9](http://www.irs.gov/w9).

#### 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**

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

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

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

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

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

My Commission Expires: