

**Request for Proposals
Architectural/Engineering Services
Garrett County Career Technology
Training Center
RFP #08-0909**

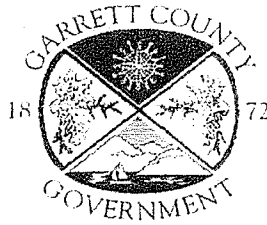


**Due Date: September 9, 2008
2:00 P.M. (Local Time)**

**GARRETT COUNTY
PURCHASING DEPARTMENT**

316 East Alder Street
Oakland, Maryland 21550

(301) 334-5003
Fax- (301) 334-5021
E-Mail purchasing@garrettcounty.org



Brian E. Bowers, CPPB
Purchasing Agent

Charles W. Junkins, Jr.
Buyer

Susan M. Wolf
Purchasing Assistant

**REQUEST FOR PROPOSALS
ARCHITECTURAL/ENGINEERING SERVICES
GARRETT COUNTY CAREER TECHNOLOGY TRAINING CENTER**

The Board of County Commissioners of Garrett County, Maryland will accept sealed proposals from qualified firms for architectural/engineering (A/E) services to design and prepare plans and specifications for the renovation of a building at the Central Garrett Industrial Park in Accident, Maryland. The A/E services required are from the study and preliminary design phase through the construction phase including, but not limited to, civil, architectural, mechanical, plumbing, fire protection and electrical. The project will consist of the re-design, remodel and construction of up to approximately 21,000 square feet of an existing manufacturing/office building to house the Garrett County Career Technology Training Center (CTTC). The CTTC will provide classroom training and laboratory/workshop facilities offering technical and vocation trade curriculum to secondary, post secondary and adult students in Garrett County and the surrounding region.

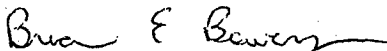
A Pre-Proposal Conference will be held at 10:00 A.M. on Wednesday, August 20, 2008 in the Commissioners Public Meeting Room located at 203 South Fourth Street, Room 209 in Oakland, Maryland.

Proposal documents may be obtained in person from the Garrett County Purchasing Department, 316 East Alder Street, Oakland, Maryland 21550. A copy of the proposal documents can also be downloaded from the Purchasing Department's web site at www.garrettcounty.org/Purchasing/CurrentBids.aspx. Inquiries may be made by calling (301) 334-5003.

Sealed proposals must be submitted to the Garrett County Purchasing Department, 316 East Alder Street, Oakland, Maryland 21550 on or before Tuesday, September 9, 2008 at 2:00 P.M. (local time). An original and five (5) copies of the proposal should be submitted enclosed in a sealed envelope and should be clearly marked, "Request for Proposals-A/E Services-Garrett County Career Technology Training Center" on the outside of the envelope. Any proposals received after the time due will not be considered and shall be retained as documentation for the proposal file.

The Board of County Commissioners of Garrett County, Maryland reserves the right to accept or reject any or all proposals, to cancel this request and to waive technicalities in any part thereof deemed to be in the best interest of Garrett County.

By Order of the Board



Brian E. Bowers, CPPB
Purchasing Agent
Garrett County Purchasing Department

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Request for Proposals
Architectural/Engineering Services
Garrett County Career Technology Training Center RFP #08-0909

1. Introduction:

- 1.1** In seeking professional services to design and construct the Garrett County Career Technology Training Center (CTTC), the Board of County Commissioners of Garrett County, Maryland is requesting statements of qualifications from architectural and engineering firms (herein after referred to as A/E) with prior experience in projects that are similar scope.
- 1.2** A Pre-Proposal Conference will be held at 10:00 A.M. on Wednesday, August 20, 2008 in the Commissioners Public Meeting Room located at 203 South Fourth Street, Room 209 in Oakland, Maryland. A site visit to the CTTC location will follow the pre-proposal conference. Attendance at the Pre-Proposal Conference and site visit is not mandatory, this will be the A/E's opportunity to raise questions and/or concerns regarding the project.
- 1.3** The response to this solicitation should emphasize the specific type of experience, identify the composition of the A/E team, including all necessary sub-consultants, and including biographies of all key personnel who will be assigned to the project. The County is also interested in references for past projects. The selected A/E team will be under contract to complete this project from the preliminary design phase through the construction phase for the project.
- 1.4** All proposals must be sealed and clearly marked, "Request for Proposals-A/E Services-Garrett County Career Technology Training Center" on the outside of the envelope and be submitted to the Garrett County Purchasing Department, 316 East Alder Street, Oakland, Maryland 21550 on or before Tuesday, September 9, 2008 at 2:00 P.M. (local time).
- 1.5** Time is of the essence and any proposal or addenda pertaining thereto received after the announced time and date for submittal, whether by mail or otherwise, will not be considered and shall be retained as documentation for the proposal file. Each A/E firm is responsible for ensuring that its proposal is stamped by Purchasing Department personnel before the deadline indicated.

- 1.6 Nothing herein is intended to exclude any responsible A/E firm or in any way restrain or restrict competition. On the contrary, all responsible A/E firms are encouraged to submit proposals. The Board of County Commissioners of Garrett County, Maryland reserves the right to accept any or all proposals and to waive technicalities in any part thereof deemed to be in the best interest of Garrett County.
- 1.7 Any proposal submitted MUST be signed by an individual authorized to bind the A/E firm. All proposals submitted without such signature will be deemed non-responsive, and may not be considered.
- 1.8 Responses should be prepared simply and economically, providing a straightforward and concise description of the A/E firm's capabilities to satisfy the requirements of this request. Emphasis should be placed on completeness of services offered and clarity of content. Attention is drawn to the limitation of pages as noted in Section 5.
- 1.9 If you are a registered firm and desire not to respond to this proposal, please forward your acknowledgment of NO PROPOSAL SUBMITTED to the above address. Failure to comply may be cause for the removal of your firm's name from the vendor list for this service.

2. Project Information:

2.1 Introduction

2.1.1 The Board of County Commissioners of Garrett County, Maryland will accept sealed proposals for architectural and engineering design services for the remodeling and renovation of an existing manufacturing/office building located at 116 Industrial Drive in the Central Garrett Industrial Park, Accident, Maryland. The selected firm will provide all phases of architectural and engineering services including but not limited to civil, architectural, mechanical, fire protection, plumbing and electrical for a complete project through design, construction and final acceptance. Daily on site inspection will not be required but contract administration including cost estimates, submittal review, answering RFIs and all other normal architectural and engineering service shall be included as requested below.

2.2 Background Information

2.2.1 The building located at 116 Industrial Drive in Accident, Maryland is the former Phenix Technologies headquarters office and manufacturing building. It was built in the 1970's, and has had

several additions constructed in the 1980's-90's. The total area of the existing structure is approximately 27,000 square feet, comprised of approximately 6,000 square feet office and the balance (21,000 square feet) manufacturing/shop area. A tenant occupies approximately 6,000 square feet of shop space which is not included in the renovations program, so the shop space to be renovated/remodeled is approximately 15,000 square feet, and office space to be remodeled is approximately 6,000 square feet.

2.2.2 The overall project is to create space to support the delivery of career technology and trades training curriculum in compliance with the Maryland Higher Education Commission (MHEC) including subjects such as:

Welding

Machine shop

CNC machining

Automotive technician

Heating/Ventilation/Air Conditioning,

Electrical, Plumbing, Carpentry, Masonry, Painting,

Computer Aided Design (CAD)/Computer Aided Manufacturing (CAM), and pre-nursing/nursing programs.

A flexible space design is desired as the newly designed space needs to accommodate a variety of subjects at any given time, and will need to be easily configured/reconfigured as the course offerings change and additional courses are offered.

2.3 Building Requirements

2.3.1 The building renovation shall be in accordance with the 2006 International Building Code (IBC), Maryland Higher Education Commission (MHEC) requirements and all applicable local, state, federal ADA and fire marshal regulations. The successful A/E shall assist the County in obtaining all required agency reviews and permits.

2.3.2 This will be a Garrett County project and administered through the Economic Development Department.

2.3.3 The successful A/E shall meet with the Garrett County Board of Education, Economic Development Department and Garrett College to ascertain the programming requirements of the CTTC.

2.3.4 Garrett County seeks full design of the space with phasing of the actual construction. Phasing to be dependent on course need, basic

infrastructure improvements and available funding. It is anticipated that the bid documents will include several bid alternates.

- 2.3.5 The design is not required to be LEED. However, energy efficiency and adherence to LEED standards is strongly encouraged.

2.4 Project Funding

- 2.4.1 The CTTC project is being funded by the County and the State (Maryland Department of Business and Economic Development) for full design and phased construction. The CTTC has a total initial project budget of \$1.5 million, including A/E services.

3. Scope of Services:

3.1 Basic Services:

- 3.1.1 A/E shall perform any and all professional services including basic architecture; interior design; planning; structural, mechanical, civil, plumbing, fire protection and electrical services; and any surveying or related service incidental thereto. A/E represents that all tasks will be performed in accordance with generally acceptable professional standards and further represents that the advice and consultation provided shall be within its authority and capacity as a professional. A/E will comply with all regulations, laws, ordinances and requirements of all governmental agencies impacting the project.

3.2 Study and Preliminary Design Phase:

After authorization to proceed, responsibilities of the A/E shall include:

- 3.2.1 Consult with the County and other agencies identified in Section 2.3.3 to determine its requirements and review available data and information.
- 3.2.2 Further define the scope of the project after consultation with the County and other agencies identified in Section 2.3.3.
- 3.2.3 Have all necessary research and field survey work performed when requested.

- 3.2.4 Present ranked design concept alternatives with cost comparisons (including operation and maintenance factors) and recommendations for County review. Based on the County's selection, A/E will proceed to preliminary design.
- 3.2.4 Based on the information contained in the preliminary design documents, submit an opinion of probable project cost including, but not limited to, construction costs and contingencies
- 3.2.5 Furnish preliminary design documents, A/E's opinion of probable project cost to the County and present and review them with the County.
- 3.2.6 Furnish all such documents, plans and design data as may be required; assist in the preparation of all required documents so that the County may obtain approvals of all governmental agencies and authorities that have jurisdiction over design criteria and environmental impacts applicable to the project; and assist in obtaining such approvals by participating in submissions to and negotiations with appropriate officials and authorities, including administrative hearings and meetings as are reasonably required to obtain such approval. This also includes preparing, applying and obtaining all necessary permits. Permit fees are the responsibility of the County.
- 3.2.7 Design shall include evaluation of existing utilities, including, but not limited to, water, storm and sanitary sewers, electrical, telephone and communications and the preparation of connection plans associated with these utilities as described above.
- 3.2.8 Design shall comply with or exceed the requirements of all applicable building codes, including wind, snow load and ADA as described above.

3.3 Final Design Phase:

After the County and all governmental agencies and authorities that have jurisdiction over the design criteria and environmental impacts applicable to the project have accepted the preliminary design, the A/E firm shall be responsible for the following tasks:

- 3.3.1 Prepare the final project plans and specifications and contract documents (in cooperation with the Purchasing Department and regulatory agencies), which shall include bid forms, instructions to bidders, contract form, bonding and insurance requirements and

where applicable, federal compliance requirements, and assist in the preparation of other related documents. The bid documents shall be assembled in accordance with GASB 34 requirements, which require the County to identify types of assets involved in a project and assign a depreciable life to these assets. Please refer to the Attachments Section for types of assets applicable to the GASB 34 requirements.

- 3.3.2 Furnish all documents, applications, plans, and design documents as may be required for and assist in the preparation of the required documents so that the County may obtain approval (i.e. permit) of all such governmental agencies and authorities having jurisdiction over design criteria and applicable to the project; and assist in obtaining such approvals by participating in submissions to and negotiations with appropriate officials and authorities, including administrative hearings involving the project. The A/E firm will attend as many hearings and meetings as are necessary to obtain such approval (i.e. permit).
- 3.3.3 Prepare engineer's estimate of the construction cost of the project. The estimate shall be broken down by specification category
- 3.3.4 Furnish a minimum of twenty (25) copies of all final documents, drawings specifications and bid packages to the Purchasing Department.

3.4 Bidding Phase:

Under this phase, the A/E firm shall be responsible for the following tasks:

- 3.4.1 Assist in obtaining bids. Send sets of plans and specifications at no additional charge to a minimum of 5 plan rooms as specified by the County.
- 3.4.2 Consult and advise the County as to the acceptability of the prime contractor, subcontractors and other persons and organizations proposed to complete elements of the work.
- 3.4.3 Consult and advise the County as to the acceptability of substitute materials and equipment proposed by a contractor. Attend pre-bid and pre-construction conferences. Prepare any needed bid clarifications and/or addenda. Prepare meeting minutes from the pre-bid meeting. Purchasing Department will assist in the distribution of any addenda or meeting minutes.

- 3.4.4 Assist the County in evaluating bids and in assembling and awarding contracts.
- 3.4.5 Prepare all documents necessary for the County and contractor(s) to enter into a contract for the construction of the project and forward all such documents to the Purchasing Department for execution by the County and successful contractor.

3.5 Construction Phase:

Under this phase, the A/E firm shall be responsible for the following tasks:

- 3.5.1 Furnish the County and the successful contractor(s) with an additional set of construction plans and specifications.
- 3.5.2 Consult with and advise the County and act as its representative normally expected of professional A/E firms. The A/E firm will issue the County's instructions to the contractor(s). The A/E firm will have the authority to act on the behalf of the County to the extent authorized by the County. Daily on site inspection will not be required for this project.
- 3.5.3 Make periodic visits to the site as necessary, or as defined for the project (minimum of once a month). The purpose of the visit is to observe, as an experienced design professional, the progress and quality of the executed work and to determine, in general, if the work is proceeding in accordance with the final plans, specifications, and the contract documents. The A/E firm will verify that the completed project conforms to the final plans, specifications, and to the contract documents. During such visits and on the basis of its on-site observations, the A/E firm shall keep the County informed in writing on the progress of work and shall endeavor to guard the County against defects and deficiencies in the work of the contractor(s); shall notify the County of any observed defects or deficiencies in the work of the contractor(s); and shall disapprove or reject work as failing to conform to the requirements of the final plans, specifications, or contract documents.
- 3.5.4 Take appropriate prompt action to review and respond to requests for information and review and approve submittals, shop drawings and samples, the results of tests and inspections and other data which contractor(s) is required to submit, for conformance with the design concept of the project and compliance with the information given in the final plans, specifications, and the contract documents;

determine the acceptability of substitute materials and equipment proposed by contractor; and receive and review maintenance and operating instructions, schedules, guarantees, bonds, and certificates of inspection, which are to be assembled by the contractor in accordance with the final plans, specifications, and contract documents.

- 3.5.5** Issue instructions to the contractor and prepare and review all change orders as required. The A/E may require special inspection testing of the work and shall act as interpreter of the requirements of the final plans, specifications, and the contract documents and judge the performance there under of the contractor.
- 3.5.6** Based on the A/E firm's on-site observations as an experienced and qualified design professional and on its review of the contractors applications for payment and the accompanying data and schedules, shall advise the County as to the amount owing to contractor(s) and indicate whether it approves such amount per month; such approvals for payment will be indicative to the County based on such observation and review, that the work has progressed to the point indicated and that, to the best of knowledge, information and belief, the quality of the work is in accordance with the final plans, specifications, and the contract documents.
- 3.5.7** Conduct (at a minimum) monthly inspections to determine if the project is progressing according to schedule and conduct a final inspection to determine if the project has been completed in accordance with the final plans, specifications and contract documents. If each contractor has fulfilled all of his/her obligations, the A/E firm shall indicate to the County and other applicable governmental agencies, in writing, that final payment should be made to that contractor(s).
- 3.5.8** Conduct pre-construction meeting and monthly progress meetings. Provide minutes for these meetings.
- 3.5.9** Prepare a set of reproducible mylar records, prints of drawings showing those changes made during the construction process, based on the marked-up prints, drawings, and other data furnished by contractor(s) to the A/E firm and which the A/E firm considers significant.

Tentative Project Schedule

	<u>Duration</u>
Preliminary Design Phase	60 days
Final Design Phase	45 days
Bidding Phase	45 Days
Construction Completion	To Be Determined

4. County's Responsibilities:

- 4.1 Provide the A/E firm with all information in the possession of the County which relates to the requirements for this project or which is relevant to this project.
- 4.2 Assist the A/E firm in obtaining permission to enter upon public and private property as required for the A/E firm to perform its services. The County will acquire the necessary easements and/or property if necessary.
- 4.3 Examine all studies, test results, reports, sketches, drawings, specifications, proposals and other documents presented by the A/E firm.
- 4.4 Pay all advertising costs necessary to obtain bids from contractors. Pay all permit fees.
- 4.5 Designate a person(s) to act as the County representative(s) with respect to the work to be performed for this project. Such person(s) shall have the authority to transmit instructions, receive information, interpret and define policies and decisions with respect to materials, equipment, elements, and systems pertinent to A/E firm's services.

5. RFP Process:

- 5.1 A/E firms are to submit written proposals that present the firm's qualifications and understanding of the work to be performed. A cost proposal is also requested at the time of submission but should be sealed in a **separate** envelope and clearly labeled "Cost Proposal". The cost proposal should be broken down into the following phases: study and preliminary design, final design, bidding and construction. The cost proposal should also include the number of man-hours included in the cost for each phase along with the hourly rates for each classification of employee to be used on this project. Firm shall also indicate if reimbursable expenses are included in the cost.

- 5.2 The A/E firm is required to address each evaluation criteria in the order listed and to be specific in presenting its qualifications. The A/E firm's proposal should provide all the information that it considers pertinent to its qualifications for the project and which responds to the Scope of Services and Evaluation Criteria described herein. **To assist in the evaluation process, each A/E firm should limit its response to 30 typed pages.**

Tentative Schedule for Selection of the A/E Firm

RFP Issued	August 7, 2008
Pre-Proposal Conference and Site Visit	August 20, 2008; 10:00 a.m.
Question Deadline	August 28, 2008; 2:00 p.m.
Deadline for Submission of RFP	September 9, 2008; 2:00 p.m.
Establish Short List	September 29, 2008
Interview (if required) Short Listed Firms By	October 10, 2008
Award By	October 21 2008

6. Submittal Format:

- 6.1 The information to be submitted shall be prepared in accordance with, and in the order of, the format guidelines below:
- 6.2 **The maximum number of pages for your response is 30 typed pages. One (1) original and five (5) copies of this requested information should be submitted to the address listed within this RFP. Supplemental information may be submitted but must be submitted separately from the specific response required below and elsewhere in the RFP. Complete Federal Standard Form 254 and 255 or 330 should be considered as supplemental information and not considered as part of the thirty (30) typed page maximum referenced above.**
- 6.2.1 A discussion of the various tasks in narrative format needed to complete the project as described in the Scope of Services Section. This section should be used by the firm to demonstrate to the County that it has a complete understanding of the project and has the ability to successfully complete the project by performing the tasks indicated.

- 6.2.2** Federal Standard Form 254 or 330 listing ONLY those projects similar to that proposed herein.
- 6.2.3** Federal Standard Form 255 or 330 containing the resumes of ONLY the staff to be assigned to this project on a day-to-day basis. Their project responsibilities shall be clearly identified.
- 6.2.4** A detailed project schedule incorporating the tasks requested in 6.2.1. The schedule should show the number of days needed to complete each phase of the project. The A/E firm should include a statement concerning the current total workload of the firm.
- 6.2.5** As a supplement to the above forms, expand on previous projects where expertise on projects of similar scope meeting the requirements of this solicitation have been demonstrated

Include:

- A.** Description and location of the projects, including a detailed description of your firm's responsibilities
- B.** Starting and completion date
- C.** Original cost estimate and final cost of services provided
- D.** Name/Phone Number of contact person for each project. The Selection Committee may check references regarding A/E firm's ability to meet schedule and deadline commitments as outlined below.
- E.** Identification of the lead firms on the project
- F.** Other firms on the project and its responsibilities
- G.** Names of architects and engineers assigned to the projects
- H.** Brief synopsis of these projects in 8 1/2" x 11" format, narrative form

- 6.2.6 An organization chart of the project team.
- 6.2.7 Resources of the A/E firm and office(s) where work will be performed.
- 6.2.8 A separate cost proposal as outlined in Section 5.1. The Cost Proposal Form is included in the Attachments Section.
- 6.2.9 Submit the following additional data:
 - A. A statement concerning whether lawsuits have been filed against the A/E firm, its principals or any joint venture partner for misfeasance or malfeasance or professional services and, if so, a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status. The statement shall address all present and prior business relationships of the principals or firms concerned.
 - B. Detailed disclosure of any financial or direct business relationship with any construction firms or material supply firms.

7. Evaluation Criteria:

These criteria are to be utilized by the Selection Committee in the evaluation of qualifications for development of the short list of those A/E firms to be considered for interviews and/or potential negotiations. Varying weights to illustrate their importance have been assigned to the criteria listed below in the form of points. The evaluation criteria are as follows:

- 7.1 The depth and variety of staff disciplines assigned to the A/E team on a day-to-day basis, including sub-consultants and their qualifications and experience with projects of a similar nature that meet the requirements of this solicitation. (15 points)
- 7.2 Demonstration of the A/E firms understanding of the complete project by providing a clear and concise narrative description of tasks needed to accomplish the project as described in the Scope of Services. (30 points)
- 7.3 The A/E firm's current total workload and capacity to accomplish the proposed work within the schedule indicated by the County for each phase of the project. (10 points)
- 7.4 Demonstration of the A/E firm's ability and past experience in performing A/E services on projects of a similar nature that meet the requirements of

the solicitation. This includes timely completion of past projects within budgetary constraints. LEED and other energy conservation efforts will be evaluated in this section (40 points)

- 7.5 The responsiveness of the firm to the submittal format instructions provided in Section 6. This includes submission of the following: correct number of copies of the proposal; Signature Sheet; acknowledgement of addendums as applicable; and a separate cost proposal. (5 points)

8. Selection Procedure:

- 8.1 Each member of the Selection Committee will read, review and evaluate each proposal based on the evaluation criteria listed above. Each committee member will develop an overall ranking of each A/E firm based on the evaluation. Once each member of the Selection Committee has rated each proposal, a composite rating (i.e. short list) is developed which indicates the committee's collective ranking of the highest rated proposals in a descending order. Based on this collective ranking, the Selection Committee will open and evaluate the cost proposals prior to individual discussions with the ranked A/E firms. The Selection Committee may interview the short listed A/E firms deemed fully qualified, responsible, and suitable as presented within the submitted proposal.
- 8.2 If interviews are to be held, A/E firms are encouraged to elaborate on its qualifications and past performance or staff expertise as it relates to the proposed project. Proprietary information from competing A/E firms shall not be disclosed to the public or to competitors.
- 8.3 Negotiations shall then be conducted, beginning with the A/E firm ranked first. If a contract satisfactory and advantageous to the County can be negotiated at a price considered fair and reasonable, recommendation for award shall be made for that firm. Otherwise, negotiations with the A/E firm ranked first shall be formally terminated and negotiations conducted with the next ranked firm, and so on until such a contract can be negotiated at a fair and reasonable price.
- 8.4 The Selection Committee will make a recommendation for contract award to the Purchasing Agent. The Purchasing Agent will review the recommendation of the Selection Committee and present it to the Board of County Commissioners during their weekly Public Session for their final approval.

9. References:

- 9.1 All A/E firms shall include a list of a minimum of five (5) references that could attest to the firm's quality of work, timeliness, diligence, and ability to meet budget constraints. Include names, contact persons, and phone numbers of all references.
- 9.2 References may or may not be reviewed or contacted at the discretion of the Selection Committee. Typically, only references of the top ranked short-listed A/E firms are contacted. The Selection Committee reserves the right to contact references other than, and/or in addition to, those furnished by an A/E firm.

10. Basis for Award:

- 10.1 Information and/or factors gathered during interviews, negotiations and any reference checks, in addition to the evaluation criteria stated in this RFP, shall be considered in the final award decision.

11. Indemnification:

- 11.1 The A/E firm shall indemnify and hold harmless the Board of County Commissioners of Garrett County, Maryland, hereinwith the County, and its elected and appointed officials, agents and employees from and against any and all liabilities, judgments, settlements, losses, costs or charges, including attorney fees, as a result of any negligent acts, errors or omissions by the A/E firm, its subconsultants or agents, in the performance of these professional services. The County may require that the firm produce evidence of settlement of any such action prior to issuance of final payment.

12. Insurance:

- 12.1 The successful A/E firm will be required to provide a copy of its applicable Certificates of Insurance in the amounts outlined in the Insurance Table. The Insurance Table and insurance information are included in the Attachments Section. These certificates should be mailed to:

Ms. DaVina Griffith, Risk Manager
Risk Management Division
Garrett County Office of Human Resources
203 South Fourth Street, Room 206
Oakland, MD 21550

13. Worker's Compensation:

13.1 The A/E firm shall take out and maintain during the life of any contract adequate Workmen's Compensation Insurance for all his/her employees employed at the site of the project, and in case any work is sublet, the A/E firm shall require the subconsultant similarly to provide Workmen's Compensation Insurance by the latter's employees, unless such employees are covered by the protection afforded by the A/E firm.

13.2 The A/E firm shall at all times indemnify and hold harmless the County of and from all claims for Workmen's Compensation which may be made by any of the employees of the A/E firm or by any of the employees of any subconsultant to whom the A/E firm may have let the performance of any part of the work embraced by any contract. The A/E firm will appear for and defend the County against any and all such claims.

14. Compensation to the A/E Firm:

14.1 The A/E firm will in no way be compensated for the preparation of this submittal.

15. Proposals Binding 90 Days:

15.1 Unless otherwise specified all proposals submitted shall be binding for ninety (90) calendar days following the date due, unless the A/E firm, upon written request from the County, agrees to an extension.

16. Form W-9 Required for Taxpayer Identification Number and Certification:

16.1 After authorization to proceed or contract awarded, the successful Firm shall be required to provide a completed copy of Form W-9 Request for Taxpayer Identification and Certification. This form shall be mailed to:

Ms. Jenny Harsh, Accountant
Garrett County Finance Office
203 South Fourth Street
Courthouse, Room 206
Oakland, MD 21550

16.2 This form shall be received by the County prior to the County executing contract documents. A copy of the W-9 Form and General Instructions are included in the Attachments Section for your use.

16.3 A W-9 Form shall be required for the following:

Rentals or lease of office space

Machine rentals

Medical or health care services

Professional Services

- Attorneys
- Accountants
- Engineers
- Auditors
- Etc

17. Local Preference:

17.1 Please be advised that the Local Preference Program established by Resolution 2006-11 does not apply to an Request for Proposals.

18. No Contact Policy:

18.1 Prior to contract award, any contact initiated by an engineering firm with a County representative(s), other than the Purchasing Department concerning this RFP is prohibited. Any such unauthorized contact may be cause for disqualification of the respondent engineering firm from this procurement opportunity.

19. Further Information:

19.1 Questions regarding this RFP should be asked at the Pre-Proposal Conference. If you are unable to attend the Pre-Proposal Conference, you may fax questions to Brian Bowers, Purchasing Agent of the Garrett County Purchasing Department, at (301) 334-5021. The Purchasing Department will formally respond to questions via Addendums to the RFP. Please be advised that questions will be entertained until 2:00 P.M. on Thursday, August 28, 2008. Questions asked after this time will not be formally answered.

**Request for Proposals
Architectural/Engineering Services
Garrett County Career Technology Training Center RFP #08-0909**

Signature Sheet

My signature certifies that the proposal as submitted complies with all Terms and Conditions set forth in this RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

My signature also certifies that this A/E firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest to the County, and that there are no principals, officers, agents, employees, or representatives of this A/E firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the County, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the County.

I hereby certify that I am authorized to sign as a Representative for the A/E firm:

Name of Firm or Individual: _____

Address: _____

Fed ID No. _____

Signature: _____ Title: _____

Name (type/print): _____

Telephone: _____ Fax Number: _____

Date: _____

To receive consideration for award, this signature sheet must be returned to the Garrett County Purchasing Department as it shall be a part of your response. The A/E firm acknowledges receipt of Addendum(s), if any, by initialing the following:

Addendum #1 _____

Addendum #3 _____

Addendum #2 _____

Addendum #4 _____

ATTACHMENTS

ATTACHMENT 1

Insurance: Liability insurance on all major divisions of coverage for each and every Contractor at his/her own expense will be required for the length of the Contract. The Contractor acknowledges that failure to obtain such insurance on behalf of the **Board of County Commissioners of Garrett County, Maryland** constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the County. The Contractor is required to provide the County with a Certificate of Insurance with an Additional Insured Endorsement naming: **The Board of County Commissioners of Garrett County, Maryland** as ***Additional Insured and Certificate Holder*** prior to the commencement of any work or use of County facilities. Additionally insured does not apply to Professional Liability or Workers Compensation/Employers Liability. The failure to object to the contents of the Certificate of Insurance or the absence of same shall not be deemed a waiver of any and all rights held by the County.

Each Contractor agrees to assist in every manner possible in the reporting and investigating of any accident, and upon request, agrees to cooperate with all interested insurance carriers in the handling of any claims by securing and giving evidence and obtaining the attendance of witnesses as required for any claim or suit.

In the event the Contractor utilizes a Subcontractor for any portion of the services outlined within the scope of its activities, the Subcontractor will be required to provide insurance to the Contractor of the same type or types and to the same extent of coverage as that provided by the Contractor. The Contractor agrees to obtain certificates from the Subcontractor evidencing such coverage and produce evidence upon County's request. All insurance required of the Subcontractor shall name the **Board of County Commissioners of Garrett County, Maryland** as an ***Additional Insured*** for all those activities performed within its contracted activities for the contract as executed.

A Certificate of insurance will be required of a Vendor for the term of the Contract. The Vendor shall provide the Certificate of Insurance to the County within ten (10) calendar days after receiving a request for it. Failure to provide an acceptable Certificate of Insurance within the time frame stated above will cause to terminate the Contract(s).

Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage with out thirty (30) days prior written notice to the **Board of County Commissioners of Garrett County, Maryland**. Contractor's certificates including additional insured endorsement shall be furnished for two (2) years following the completion of the project. If a policy does expire during the life of the Contract, a renewal certificate must be sent to the County fifteen (15) days prior to the expiration date. Failure to maintain or renew coverage or to provide evidence of renewal may be treated as a material breach of contract.

Vendor and Contractor Certificate of Insurance will be sent to:

Ms. DaVina Griffith, Risk Manager

Garrett County General Services Risk Management Division

313 East Alder Street, Room 105

Oakland, Maryland 21550

**Insurance Requirements for
Board of County Commissioners of Garrett County, Maryland**

General Liability Insurance: Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations and, if necessary, **Commercial Umbrella Insurance** .

Minimum Limits

\$1,000,000	Each Occurrence
\$1,000,000	Products & Completed Operations
\$1,000,000	Personal Injury and Advertising Injury
\$2,000,000	Annual Aggregate
\$1,000,000	Fire Damage
\$5,000	Medical Expense Each Person
\$100,000	Medical Expense Each Occurrence

Automobile Liability Insurance: Coverage sufficient to cover owned, hired and non-owned coverage, including bodily injury, per person and occurrence and property damage per occurrence.*

Minimum Limits

\$1,000,000 Combined Single Limit

**Required for all contracts EXCEPT architectural design, review and/or engineering services and planning, research and/or policy projects.*

Statutory Workers Compensation and Employer's Liability Insurance: Workers Compensation Coverage shall meet statutory limits as required by the State of Maryland or other applicable laws and Employers' Liability Insurance as follows.*

Minimum Limits

\$500,000	Each accident for bodily injury by accident
\$500,000	Policy limit for bodily injury by disease and
\$500,000	Each employee for bodily injury by disease

**Workers' Compensation and Employer's Liability Insurance is required for all contracts who has employees or subcontractors.*

Professional Liability Insurance: Coverage for errors, omissions, and negligent acts per claim and aggregate, with one year discovery period.*

Minimum Limits

\$1,000,000	Each Occurrence
\$5,000	Deductible

**Required for all Professional Service Contracts ONLY including but not limited to architectural design, review and/or engineering services.*

Pollution Liability Insurance: Coverage for bodily injury, property damage, defense, and cleanup as a result of pollution conditions.*

Minimum Limits

\$1,000,000	Each Occurrence
\$1,000,000	Aggregate

**Required for contracts with remedial hazardous material operations.*

Builders Risk Insurance: Coverage equal to the full value of project*

**Required for all property construction projects*

**Cost Proposal Page
Request for Proposals
Architectural/Engineering Services
Garrett County Career Technology Training Center
RFP #08-0909**

Study and Preliminary Design Phase: \$ _____

Number of man-hours included in the cost for this phase: _____

Final Design Phase: \$ _____

Number of man-hours included in the cost for this phase: _____

Bidding Phase: \$ _____

Number of man-hours included in the cost for this phase: _____

Construction Phase: \$ _____

Number of man-hours included in the cost for this phase: _____

Attach the cost breakdown for each phase showing the number of hours per discipline and associated cost.

Types of Assets – GASB 34 Requirements

- 1) Land
- 2) Land Improvements
 - Parking Lots
 - Yard Lighting
 - Fencing
 - Septic Systems
 - Parking Barriers
 - Landscaping
 - Retaining Walls
 - Flagpoles
- 3) Buildings & Building Improvements
 - HVAC Systems
 - Roofing
 - Carpet
 - Electrical
 - Plumbing
- 4) Machinery & Equipment
 - Communications Equipment
 - Medical/Police/Fire Special Equipment
 - Custodial Equipment
 - Grounds Equipment
 - Outdoor Equipment
- 5) Furniture & Other Equipment
 - Office Furniture & Equipment
 - Computer Equipment
 - Telephone Equipment
- 6) Rolling Stock
 - Vehicles
 - Mobile Equipment
- 7) Easements and Right of Ways
- 8) Infrastructure
 - Streets/Roads/Highways/Alleys
 - Sidewalks
 - Curbs
 - Culverts
 - Traffic Lights/Signals
 - Street Signage
 - Street Lighting
 - Bridges
 - Guard Rails
 - Sanitary Sewer/Storm Sewer/Water
 - Distribution Piping
 - Drainage Ditches/Systems
 - Irrigation Systems
 - Fire Hydrants
 - Gas/Electric Distribution Systems
 - Fiber Optic Cabling Systems

**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, if different from above

Check appropriate box: Individual/Sole proprietor Corporation Partnership
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ Exempt payee
 Other (see instructions) ▶

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 Line 1 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.

Social security number

or

Employer identification number

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

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- 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:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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 28% 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.

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" line.

Limited liability company (LLC). Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business 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" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

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, 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 chart below 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 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
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

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

²However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, 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 www.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 items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

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

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

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

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments 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.

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.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

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 personal 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.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

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 ³
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
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. 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

¹List 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.

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

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

⁴List 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. 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.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax 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. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.