



**REQUEST FOR QUALIFICATIONS FOR
ARCHITECTURAL/ENGINEERING
SERVICES**

RESPONSES ARE DUE: February 16, 2021 AT 2 PM

**Midlothian Independent School District
100 Walter Stephenson Road
Midlothian, TX 76065**

Midlothian Independent School District

Request for Qualifications Architectural Services January 28, 2021

General Request for Qualifications (RFQ):

The Midlothian Independent School District is seeking an Architect to provide design and/or construction administration services on its project for remaining 2016 Bond program projects and future district projects.

General Qualifications

The Architect should have expertise and extensive experience in developing plans for Texas School Districts or other public facilities with similar regulatory and legal requirements. Additionally, the Architect should have experience and knowledge of local construction practices, procedures, regulations, soil and environmental conditions.

The RFQ questionnaire contained within will seek the following:

- ❖ Name of architect and firm
- ❖ Business address
- ❖ Contact individual, telephone and e-mail address
- ❖ Type of organization (i.e. partnership, corporation, etc.)
- ❖ General statement of qualifications
- ❖ History of firm and principals including
- ❖ Years in business—if less than five years, previous experience of principals is critical
- ❖ Years in business under present name
- ❖ The former names, if any, your organization has operated under
- ❖ Experience of business principals
- ❖ Key personnel proposed to be assigned to project
- ❖ Registrations, licenses, and certifications
- ❖ General experience and experience related to school district planning and construction - include a list and brief description of all major projects performed in the last five years

- ❖ Experience related to design of Texas school buildings.
- ❖ List and explain claims and litigation involving the firm in the last 5 years including arbitration proceedings, including:
 - Whether your organization has ever failed to complete any work awarded to it
 - If there are any judgments, claims, arbitration proceedings, or suits outstanding against your organization or its officers?
 - If your organization has filed any lawsuits or requested arbitration with regard to projects within the last 5 years
- ❖ Provide statement regarding the ability of the firm to provide the following:
 - Insurance certificates
 - Audited financial statements
- ❖ Conflict of Interest Form CIQ promulgated by the Texas Ethics Commission
- ❖ Felony Conviction Notification, included as Attachment
- ❖ Any additional forms/statements contained within
- ❖ Provide business references
- ❖ List any professional services provided by your organization (architectural planning, design, construction administration, engineering, mechanical engineering, electrical engineering, structural engineering, interior design, civil engineering, etc.)

Interested firms are encouraged to submit their qualifications as soon as possible but in no case later than the due date.

Qualification Based Selection Process:

Professional services will be procured in accordance with Chapter 2254 of the Government Code, Title 10, Subchapter A, Professional Services. Selection of the most highly qualified Respondent will be made on the basis of demonstrated competence and qualifications as determined by the Board of Trustees of the Midlothian Independent School District based upon the Qualifications submitted in response to this RFQ.

SCOPE OF SERVICES:

The Architect will be expected to recommend additional elements to be addressed in the designated project plan(s).

In General

The selected firm(s) will generally perform the following functions:

1. Meet with district staff and other stakeholders involved in the project
2. Lead programming of building functions and planned occupancy

3. Conduct design studies and develop construction document packages
4. Conduct site and building planning
5. Assist in the resolution of issues
6. Manage construction project phases and communication
7. Provide ongoing cost estimating
8. Additional needs presented by the Director of Architecture and Facilities and/or the District

A more detailed scope of work will be provided to the awarded vendor(s) upon assignment of project.

SELECTION PROCESS:

Firms are requested to submit the RFQ packet outlining their background and experience in campus planning and building design. Interviews may be requested during the selection process.

CRITERIA SCORING:

Submissions will be evaluated using the following criteria:

Evaluation Criteria	Weight
K-12 Experience	45
Firm's Reputation and Quality of Services	20
Project Approach	15
Proposed Team Structure and Experience	20
Total	100

SCHEDULE:

All questions must be received in writing via email to the Purchasing Agent shana_volentine@misd.gs with the **SUBJECT LINE: RFQ 2021-014 Question** no later than February 9, 2021 @ 4pm. No addenda will be issued later than February 11, 2021, except an addendum withdrawing the qualification or postponing the opening. It is the responsibility of each qualifier to determine if addenda were issued and, if so, to obtain such addenda for attachment to the qualification.

Requests for Qualifications are due no later than February 16, 2021 at 2:00 p.m.

AWARD:

If made, the award will be made to the most highly qualified, as determined by MISD and its sole discretion, one or more responders that meet the overall criteria and specifications of this project. MISD may award a contract, based on initial submittals received, without discussion of such responses. MISD reserves the right to award multiple contracts under this solicitation.

Any portion of this RFQ and all portions of the firm's response may be incorporated into the final contractual agreement. Before effective, all negotiated agreement must ultimately be reduced to writing and signed by both the District and the awarded Firm.

MISD intends to form a pool of architects and/or engineering teams to assist with Bond projects and future district projects. MISD will have the sole authority to appoint the firms within the pool it deems in the best interest of the District. A separate agreement will be negotiated by project with the selected firm. Prior to a separate agreement, a re-evaluation of the proposed team will occur.

Bidders/Proposers may download current Bids & Qualification and addenda documents from the MISD's Purchasing website:

<https://www.misd.gs/departments/finance/purchasing/bids-rfps-csps-rfqs>

Any contract resulting from this RFQ is non-exclusive and shall be awarded with the understanding that this contract is for the sole convenience of MISD. Nothing in this Contract may be construed to imply that Vendor has the exclusive right to provide products and/or services to MISD. During the Term of this Contract, MISD reserves the right to use all available resources to procure other products and/or services as needed and doing so will not violate any right of Vendor. MISD is free to have multiple contracts for the awarded products and/or services and may initiate other procurement solicitation or procurement activity with other suppliers at any time, at MISD's sole discretion.

SUBMITTAL:

Submit 1 hard copies and 1 digital copy (Flash Drive) of the RFQ to the following:

Midlothian Independent School District
Attn: Shana Volentine, Purchasing Agent
Finance Office
100 Walter Stephenson Rd
Midlothian, Texas 76065



REQUEST FOR QUALIFICATION STATEMENT – ARCHITECTURAL SERVICES
RFQ 2021-014

1. GENERAL INFORMATION

Date _____

Firm Name _____

Address _____

City _____ State _____ Zip _____

Contact Person(s) – limited to two persons per firm/application

Contact No. 1

Name _____

Title _____

Telephone _____ Fax _____

Internet/E-mail address _____

Contact No. 2:

Name _____

Title _____

Telephone _____ Fax _____

Internet/E-mail address _____

Type of organization:

_____ Sole proprietorship (individual)

_____ Partnership

_____ Professional corporation

_____ Corporation

_____ Joint venture

_____ Other _____

2. QUALIFICATION STATEMENT

In a 100 word or less statement, please describe what makes your firm uniquely qualified to perform

Architectural Services, including any superior qualities:

3. FIRM BACKGROUND AND STAFF

Year present firm established _____

Name of parent company, if any _____

Address _____

List principals of firm _____

Former company name(s), if any, and year(s) established:

Name _____ Year _____

Name _____ Year _____

Name _____ Year _____

Number of employees in firm locally: _____

Total of employees in firm (all office locations): _____

Who will be your designated representative* assigned to Midlothian ISD? _____

Who is the senior member* of the firm assigned to Midlothian ISD? _____

Number of persons with firm: _____

Architects _____ Engineers _____ Draftsmen _____ Administrators _____

**Please provide a resume' for each person listed*

4. PROFESSIONAL SERVICES (DISCIPLINES) PROVIDED BY FIRM

Please check all services applicable to your firm:

- | | | |
|--|---|--|
| <input type="checkbox"/> Architectural/Planning | <input type="checkbox"/> Acoustical engineering | <input type="checkbox"/> Civil engineering |
| <input type="checkbox"/> Construction administration | <input type="checkbox"/> Design | <input type="checkbox"/> District facility master planning |
| <input type="checkbox"/> Electrical engineering | <input type="checkbox"/> Engineering | <input type="checkbox"/> Mechanical engineering |
| <input type="checkbox"/> Structural engineering | <input type="checkbox"/> Other | <input type="checkbox"/> |

Other _____

Who would your firm propose as a consultant for the following areas and how long have you worked with these consultants? **Please provide a resume' for each person listed*

- A. Structural: _____
B. Mechanical: _____
C. Landscaping: _____
D. Acoustical: _____
E. Civil: _____

Summarize services provided to the owner as part of the basic services:

Does your firm include complete educational specifications/program designs as part of your basic services to the district in complete bound document form?

_____Yes _____No

Describe the manner in which the firm will work with the district, or its designee, to define the education specification/program and to create the design.

Other advantages offered by the firm that would be of benefit to Midlothian ISD.

Describe technology expertise and experience your firm offers _____

5. PROFESSIONAL LIABILITY INSURANCE

Describe limits per project _____

Describe limits in aggregate _____

Describe deductible _____

Have you had any claims asserted against you within the last five years? _____

If yes, provide details of each claim. _____

6. EXPERIENCE PROFILE

List the total number of projects for the last five years, including renovations and additions:

	Project Type	New Construction	Renovation/Addition
A.	Elementary Schools		
B.	Middle Schools		
C.	9 th or 10 th Grade Schools		
D.	High Schools		
E.	Administrative Facilities		
F.	Athletic facilities/gyms/field houses		
G.	Auditoriums		
H.	Stadiums		
I.	Transportation / Nutrition Service Centers		
H.	Specialized educational facilities (list any type of educational facility not listed above)		

State number of firm's school projects and school construction dollars for each of the following years:

2015 _____ \$ _____ 2017 _____ \$ _____

2016 _____ \$ _____ 2018 _____ \$ _____

7. SPECIALIZED SERVICES/SUPPLEMENTAL SERVICES

Check the services your firm provides and whether included in the basic services or available for an additional fee.

	Basic	Additional
Americans with Disabilities Act audit/review ADA	_____	_____
Facility plans	_____	_____
Acoustical evaluation	_____	_____

	Basic	Additional
Energy audits	_____	_____
Environmental/hazardous materials inspections	_____	_____
Life safety system	_____	_____
Communications systems design	_____	_____
Site planning/site selections	_____	_____
Landscape design	_____	_____
Interior design	_____	_____
Technology infrastructure design	_____	_____
Bond issue assistance/planning & coordination	_____	_____
District-wide facilities condition assessment	_____	_____
Feasibility studies	_____	_____
Other _____	_____	_____
_____	_____	_____

8. PROJECT REFERENCES

Please list five completed education-related projects that would be representative of your firm's work and services provided within the last three years.

Total number of school district clients in the past three years _____

A. Project _____

District _____

Contact person/title _____

Phone number _____

Scope of Project _____

B. Project _____

District _____

Contact person/title _____

Phone number _____

Scope of Project _____

C. Project _____

District _____

Contact person/title _____
Phone number _____
Scope of Project _____

D. Project _____
District _____
Contact person/title _____
Phone number _____
Scope of Project _____

E. Project _____
District _____
Contact person/title _____
Phone number _____
Scope of Project _____

9. CURRENT CLIENTS

Please list three of your current school district clients whose projects reflect the scope of your present workload.

A. Projects _____

District _____
Contact person/title _____
Phone number _____
Project description _____

B. Projects _____

District _____

Contact person/title _____

Phone number _____

Project description _____

C. Projects _____

District _____

Contact person/title _____

Phone number _____

Project description _____

10. CAD/REVIT CAPABILITIES

Would 100% of construction documents be on CAD and/or REVIT? _____

If not, what percent of work would be on CAD and/or REVIT? _____

Describe percentage of work _____

At the conclusion of the project, would your firm transmit to the district drawings, specifications, CAD/REVIT software, etc., for the district's use?

_____Yes

_____No

Would your firm grant to the district the license to reproduce any and all documents, including drawings, specifications, CAD/REVIT software, etc., for purposes of future maintenance of the building, future alterations to the building, or future additions to the building by another architect, assuming the architect for the addition/renovations would be liable for the addition/renovation?

_____Yes

_____No

Please attach any additional information and/or brochures that would provide additional information about your firm in relation to this request.

TERMS AND CONDITIONS CERTIFICATION

Issuance of this RFQ does not commit the District to award any Architect or pay any costs incurred in the preparation of a response to this request. Until a contract resulting from this process is executed, no employee, agent or representative of any professional services provider shall make available or discuss its proposal with the media in any form, electronic or printed, an elected or appointed official or officer of the District, or any employee, agent or other representative of the District, unless specifically allowed to do so by the MISD Finance Department.

The District may ask respondents to send a representative for an oral interview prior to a formal selection. The District will not be liable for any costs incurred by the proposer in connection with such an interview.

The District reserves the right to waive any formality related hereto.

By submitting a response to this RFQ, each respondent agrees to waive any and all claims it has or may have against the school district and its trustees, employees and officers, including, but not limited to, those arising out of or in connection with the administration, evaluation, or recommendation of any response or proposal; waiver of any requirements under this RFQ, or the Contract Documents; acceptance or rejection of any response or proposal; and award of a contract.

By my signature below, I warrant that I am authorized to sign on behalf of my organization, and that I have read, understand, and agree with all the terms of this Request for Qualifications. The information contained herein is true and accurate to the best of my knowledge. I agree to allow Midlothian ISD to check references given and the information regarding the size and scope of each project is accurate. Further, the signature below certifies that this Qualification Statement has been completed with no consultation, collaboration or conversation with other firms competing on the same project.

Name of Proposer

Date

Signature

Firm

ATTACHMENT A
FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION
PLEASE COMPLETE THE INFORMATION BELOW

I, undersigned agent for the firm named below, certify that the information concerning notification of felony conviction has been reviewed by me and the following information furnished is true to the best of my knowledge.

VENDOR'S NAME: _____

AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED):

A. My firm is publicly-held corporation, therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

B. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature of Company Official: _____

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction(s): _____

Signature of Company Official: _____

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.



CERTIFICATIONS REQUIRED AS OF SEPTEMBER 1, 2017

**CERTIFICATION & VERIFICATION REGARDING TERRORIST
ORGANIZATIONS & BOYCOTTING OF ISRAEL
[Govt Code 808 (HB89) and Govt Code 2252 (SB252)]**

Vendor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State.

 Initials of Authorized Representative of Vendor

Vendor further certifies and verifies that neither Vendor, nor any affiliate, subsidiary, or parent company of Vendor, if any (the "Vendor Companies"), boycotts Israel, and Vendor agrees that Vendor and Vendor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory.

 Initials of Authorized Representative of Vendor

Vendor's Name/Company Name: _____

Address, City, State, and Zip Code: _____

Phone Number: _____ Fax Number: _____

Printed Name and Title of Authorized Representative: _____

Email Address: _____

Signature of Authorized Representative: _____

Date: _____ Federal Tax ID # _____

MISD PURCHASING OFFICE (INTERNAL REVIEW): SB 2252 Certification

Comptroller List was reviewed and The Vendor (IS) (IS NOT) on the lists (Circle one).

Verified by: _____

Felony Conviction Notice

Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code #44.034. Following is an example of a felony conviction notice:

FELONY CONVICTION NOTICE

Senate Bill 1, passed by the State of Texas Legislators, Section 44.034, Notification of Criminal History, Subsection (a) states, "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or owner or operator of the business entity has been convicted of a felony." The notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b) states, "A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

This notice is not required of a publicly held corporation.

I, the undersigned agent for the firm named below certify that the information concerning notification of felony conviction has been reviewed by me and the following furnished information is true to the best of my knowledge.

Vendor's Name: _____

Authorized Company Official's Name: (please print)

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

B. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature of Company Official: _____

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a

felony: Name of Felon(s): _____

Details of Conviction: _____

Signature of Company Official: _____

THIS COMPLETED FORM MUST BE RETURNED WITH PROPOSAL

CERTIFICATE OF INTERESTED PARTIES**FORM 1295**

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party.

☐**6 AFFIDAVIT**

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day
of _____, 20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY



STATEMENT OF NON-COLLUSION AND NON-DISCRIMINATION

My signature certifies that the accompanying Proposal:

1. Is not the result of, or affected by, an unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under current local, state, and/or federal ordinances, statutes, regulations and/or policies. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.
2. During the performance of any contract awarded, the Seller will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupation qualification reasonably necessary to the normal operations of the Seller, The Seller agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
3. The Seller, in all solicitations or advertisements for employees placed by or on behalf of the Seller, will state that such Seller is an equal opportunity employer.
4. Notices, advertisements and solicitations placed in accordance with Federal Law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
5. The Seller shall include the provisions of the foregoing paragraphs 2, 3 and 4 in every subcontract or purchase order over \$10,000.00 so that the provisions will be binding upon each subcontractor or vendor.

I hereby certify that I am authorized to sign as a Representative for the Seller:

NAME OF SELLER:

ADDRESS:

CITY & STATE:

NAME: (Print)

Signature:

TITLE: _____ DATE: _____

TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: _____

DEBARMENT OR SUSPENSION CERTIFICATION FORM

Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

By submitting this offer and signing this certificate, this Proposer:

- (1) Certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Firm's Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Authorized Company Official's Name: _____
(*Typed or printed*)

Title of Authorized Representative: _____
(*Typed or printed*)

Signature of Authorized Company Official: _____

Date Signed: _____

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.