

REQUEST FOR PROPOSAL



DECOMMISSION BRICK STORE
LAND TREATMENT SYSTEM

October 12,
2021

Newton County Water & Sewerage Authority

www.ncwsa.us

TABLE OF CONTENTS

- ADVERTISEMENT 1**
 - Summary:..... 1
 - Funding: 1
 - Solicitation:..... 1
 - Selection: 1
 - Obtaining Documents:..... 2
 - Pre-Submittal Meeting:..... 2
 - Open Records:..... 2
 - Permits, Lands, Easements, and Rights-of-Way:..... 2

- SECTION 1: GENERAL INFORMATION 3**
 - Project Overview 3
 - Project Scope of Services..... 3
 - Responsibilities of NCWSA..... 3
 - Responsibilities of the Contractor 3

- SECTION 2: PROCUREMENT PROCESS 4**
 - Acknowledgement of RFP 4
 - Communications 4
 - Clarifications and Addenda 4
 - Schedule 4

- SECTION 3: SUBMITTAL REQUIREMENTS 5**
 - Submittal Date 5
 - Format..... 5
 - Content..... 5
 - Qualifications 5
 - Experience 6
 - Project Approach..... 6
 - Cost Proposal 6
 - Licensure & Insurance 7

- SECTION 4: EVALUATION AND SELECTION 7**
 - Evaluation Factors..... 7
 - Selection Process..... 7

- SECTION 5: APPENDICES 8**
 - Forms & Affidavits..... 8
 - APPENDIX A – Project Description and Scope of Services..... 9
 - APPENDIX B – Proposed Agreement 11
 - APPENDIX C – General Conditions 12
 - APPENDIX D – Proposed Contracting Documents..... 13
 - APPENDIX E – Required Forms and Affidavits..... 14
 - RFP Registration Form 15
 - Acknowledgment of Receipt of Addenda 16

Project Reference Questionnaire.....17
Cost Proposal..... 18
Bid Bond..... 19
Contractor’s Affidavit of Employment Eligibility21
Sub-Contractor’s Affidavit of Employment Eligibility22
SAVE Affidavit.....23
Sample W-924

Request for Proposal

DECOMMISSION BRICK STORE LAND TREATMENT SYSTEM

ADVERTISEMENT

Summary: Newton County Water & Sewerage Authority (NCWSA), also known as the Authority or Owner, is requesting Competitive Proposals for decommissioning an existing wastewater facility (Project). The Project is envisioned to generally consist of, but not limited to, grading, equipment salvage, demolition, and stabilization. The project will require design and construction of approximately $\pm 1,500$ feet of 8-inch gravity sewer.

The Project is located at 202 SR 11, Covington, GA 30014, just north of the State Routes 11 and 12 intersection.

Funding: The Owner will fund the work from existing revenues. The Owner does not anticipate to utilize any bonds, SRF loans, or grants.

The Project does not require special bidding requirements, i.e., American Iron and Steel Special Conditions or SRF bidding requirements.

Solicitation: The legal authority for this solicitation is defined under Georgia Law (O.C.G.A. 36-91-2). This Request for Proposals (RFP) invites Competitive Proposals from qualified firms according to the requirements set forth in this RFP, including the format and content guidelines specified. This RFP requires a Bid Bond to be included with the response.

Selection: Proposals will be reviewed and evaluated by the NCWSA selection team. The selection team will rank the Responses in the order of most advantageous to NCWSA based on the evaluation factors set forth in the RFP. The evaluation factors shall be the basis on which the award recommendation and decision are made. The Owner reserves the right to ask for additional information and/or clarification from or about any or all of the submitting firms.

Upon completion of the evaluation process, the selection team's recommendation of the most advantageous Proposal will be presented to the Authority Board at their monthly meeting. The Owner will notify all Proposers of the rankings and issue a Notice of Award to the selected Proposer no later than 3 business days following the Owner's regularly scheduled Board meeting.

The Owner is not responsible for any costs incurred by the Proposers prior to signing a contract.

The Owner shall have the authority to reject all proposals or any proposal that is nonresponsive or not responsible and to waive technicalities and informalities. This RFP is subject to revision after the date of issuance by written addenda. Any such addenda will be distributed directly to acknowledged Proposers via email, with confirmation requested.

Obtaining Documents: The RFP shall be found on NCWSA's Procurement webpage located at <https://ncwsa.us/departments/purchasing>. After review of the RFP, interested firms may register to receive the project documents by completing and emailing the registration form included in the Appendices. Project documents may be downloaded after payment of a non-refundable \$100.00 fee to offset reproduction, administrative, and technology costs via check only. Please see Section 2: Acknowledgement of RFP, Communications for Owner's point of contact.

Pre-Submittal Meeting: An optional pre-submittal meeting will be held onsite at 202 SR 11, Covington, GA 30014. Time and date are provided herein. A project overview will be presented with questions and answer session to provide additional context.

Proposal Security: This procurement contains a pricing element; therefore, a 5% bond or cashier's check is a condition of this RFP. Later, the successful Proposer shall also obtain and present performance and payment bonds covering construction services before Notice to Proceed for construction is issued. All bonds must be with a surety licensed to do business in Georgia and listed on the Treasury Department's most current list (Circular 570 as amended). The Surety must have a minimum "A" rating of performance and a financial strength of at least 5 times the contract price as listed in the most current publication of Best's Key Rating Guide for Property Casualty."

Open Records: All materials submitted in connection with this RFP will be public documents and subject to O.C.G.A. 50-18-71 (Georgia Open Records Act) and the open records policies of the NCWSA. Proprietary information or trade secrets must be noted as such. Please veil personal information on driver's licenses, passports, including birth dates and license number.

Permits, Lands, Easements, and Rights-of-Way: The Owner has obtained the Land Disturbance Permit from Newton County. The selected Proposer is responsible for preparing, submitting, and obtaining in coordination with the Owner, any other necessary permits for construction of the Project.

The Work described herein shall be conducted on the property or easements of NCWSA, or public rights-of-way along the County roadways adjacent to the site.

SECTION 1: GENERAL INFORMATION

Project Overview

NCWSA desires to decommission an existing land application facility near Social Circle, Georgia. The EPD approved decommissioning concept is shown in the Appendices.

Project criteria including drawings, studies, and reports will be provided as part of the Appendices (after registration) along with other relevant documents.

The Project will be awarded as a Contract, in the form contained herein, should the procurement reach the Board action stage. The Owner's proposed agreement for Construction Services is included within this RFP for the Proposer to review and provide comment, as necessary, with its response.

Project Scope of Services

The Scope of Services for the Project is outlined in the Appendices.

Responsibilities of NCWSA

NCWSA, through our assigned project manager and assistants, will administer the services and work closely with the selected Contractor to fulfill our responsibilities in a timely manner. Our commitments include:

- Outlining project requirements.
- Furnishing existing studies, drawings, utility locates, plans, specifications, shop drawings, data, and other information that will assist the Contractor in the Project.
- Reviewing work products, deliverable, and responses timely to the Contractor.
- Paying for land disturbance permit fees.
- Furnishing water or sewer for Contractor's construction activities.
- Funding the Project and rendering timely compensation.

Responsibilities of the Contractor

Major responsibilities shall include, but are not limited to, the following:

- Provide timely permitting, designs, and construction services.
- Obtain all construction permits, inspections, and code compliance inspections applicable to the Project.
- Execute the final design scope in accordance with the Contract Documents.
- Construct work to applicable local, state, and federal requirements.
- Keep the Owner's premises free from waste and material accumulation caused by the Project.
- Maintain safe, clean, workable conditions for Contractor's team
- Locate, excavate, and protect all buried utilities and facilities within the confines of the Project.

SECTION 2: PROCUREMENT PROCESS

Acknowledgement of RFP

Interested Proposers shall acknowledge with registration form after receipt of the RFP. Identify and provide full contact information for the firm's primary point of contact for any future documents, notices, and associated addenda.

Only those firms registering with NCWSA will receive subsequent addenda.

The Owner will not be responsible for, nor pay, any cost associated with the preparation, submittal, presentation, or evaluation of Responses.

Communications

The Owner's Contact will act as the sole point of contact for this RFP and will administer this procurement. All communications should be submitted by email, and reference this RFP:

Owner Contact:

Mrs. Lindsey Chambers
11325 Brown Bridge Road
Covington, GA 30016
Phone: (770) 385-3923
Email: lc@ncwsa.us

Please note any verbal communications with the Owner's Contact or other individuals are not binding. Except for the Owner's Contact or specified delegates, no contact with staff, Board Members, or any public official concerning the Project during the procurement process is allowed. Violation of this provision may result in disqualification.

The Owner's Contact may designate alternate contacts to address specific inquiries.

Clarifications and Addenda

Proposers shall review the requirements of this RFP. Requests for Information shall clearly indicate the section or statement in the RFP which requires clarification. Proposers shall email questions to the Owner's Contact.

Addenda must be acknowledged and returned on the Acknowledgement Form contained in this RFP.

Schedule

The planned procurement schedule is as follows:

Issue RFP:	October 12, 2021
Pre-submittal Meeting:	October 25, 2021; 2:00 PM
Last Day for RFIs:	November 1, 2021; 4:00 PM
Last Day for Addendums:	November 5, 2021; 4:00 PM
Submit Proposals:	November 12, 2021; 4:00 PM
Award:	November 17, 2021

SECTION 3: SUBMITTAL REQUIREMENTS

Submittal Date

Publish and submit one bound copy of the Response addressed to the Owner Contact by the “Submit Proposals” local time and date. Include a USB memory stick containing the identical digitally published version. Provide the submittal in a 3-ring binder with clearly labeled tabs and appendices. Proposals received after this deadline will not be given consideration. Proposals shall be valid for a period of sixty days.

Each Proposer assumes full responsibility for timely submittal of its Proposal at the required location.

An authorized officer of the firm must sign on behalf of the firm. Said agent shall furnish and sign all forms, affidavits, or letters requiring signature.

If Proposals are mailed, please include a sealed envelope marked as follows within the enveloped used to mail said Proposal. Each Proposal must have the following plainly marked on the outside:

- Decommission Brick Store LAS
- Proposer’s Name
- Proposer’s Address

Format

Provide your letter of interest, qualifications, experience, and project approach for this opportunity. Limit proposal to 5 pages including cover letter.

Table of contents, section dividers, resumes, project descriptions, and appendices do not count toward the twenty-page limit. Locate all other items in the appendices. Limit the total page count to twenty pages or less, 8.5- x 11-inch equivalent, minimum 11-point font. Large figures such as 11- x 17-inch will count as one page.

Content

Provide a one page (maximum) letter of interest describing how the Authority will benefit with your firm as its Contractor on this decommissioning project. Include the following information: Firm name(s) and address, understanding of work to be performed, primary contact assigned to this Project.

Use the 5 pages to demonstrate how your team, qualifications, and proven delivery approach, exceeds our needs.

Qualifications

Proposers should demonstrate a minimum of five years of construction experience and direct self-performance of linear, storage, and other water infrastructure projects for municipal, public, or private agencies. Experience may be from other firms.

Experience

Describe the experience of the firm with respect to the components and construction tasks described in the Scope of Services. Submit descriptions of reference projects to demonstrate relevant experience.

Relative Projects – Site Development Construction: Within the past five years, the Proposer should have successfully completed at least five similar or comparable projects for commercial, institutional, or municipal owners in the Southeastern United States. Said construction projects may include clearing and grading, site utilities, storm drainage or sewer facilities, demolition and disposal, site restoration.

For each relevant project provide the following information:

- Project name and project manager.
- Project contact information, including title, phone, and email address.
- Description of the project and relevance to this RFP.

Project Contacts provided in Relevant Projects will be contacted to verify Proposer's project experience and performance. The Owner shall utilize Project Reference Questionnaire to assess experience is provided in the Appendix. We reserve the right to contact any and all references including, but not limited to, those listed by the Proposer, or additional references discovered during the selection process.

Project Descriptions may be located in the Appendix.

Current Workload: List all major projects the proposing firm is and / or will be involved in. Provide information on current and future Projects to which your firm is committed, including the estimated cost of these Projects.

Project Approach

Demonstrate your firm's understanding and approach including:

- Confirming project requirements and the firm's responsibilities.
- Determining the sequence and durations of required activities.
- Identifying and resolving constructability issues during the life of the Project.
- Ensuring health and safety of project team.
- Assuring quality throughout the life of the Project.
- Managing changes to the project.

Cost Proposal

A Cost Proposal form is provided in the Appendices for the requested services.

Please provide the completed Cost Proposal within the Appendices, labeled Cost Proposal and secured in the Firm's Proposal. Please include the Bid Security with said Cost Proposal.

Cost Proposals shall remain valid for sixty days from date of submission. The Owner retains the right to review and negotiate costs with the selected Proposer(s).

Licensure & Insurance

Proposers must provide current forms of licensure. Include the following items in the Appendices:

- Business License
- State of Georgia Utility Contractor's License
- Certificate(s) of Insurance

The Owner's proposed insurance requirements are included in the proposed Agreement in the Appendices.

SECTION 4: EVALUATION AND SELECTION

Evaluation Factors

The Owner's selection committee will evaluate and rank Proposals which best satisfy the Project requirements. The selection committee will apply the evaluation factors described below.

Evaluation Criteria	Value
Letter, Qualifications, & Experience	35
Cost Proposal	50
Project Schedule	10
Completion & Submission of Required Forms	5

Selection Process

The Owner will make an award to the responsible and responsive firm whose Proposal is determined to be the most advantageous to the Authority.

After evaluation and recommendations for selection, the Owner will notify Proposers. NCWSA may schedule interviews with one or more Proposers. If the Owner determines the top-ranked Proposer's proposed final terms are not advantageous to the Owner, the Owner may choose to either select or negotiate with the next-highest ranked Proposer.

SECTION 5: APPENDICES

Forms & Affidavits

Provide / return the following items in Appendix E, including:

- Acknowledgement of Receipt of Addenda
- Relevant Project Descriptions
- Cost Proposal
- Proposal Security (Bond)
- Firm's comments, if any, on the proposed agreement.
- Business License
- Georgia Utility Contractor's License
- Contractor's Affidavit (E-Verify)
- Sub-Contractor's Affidavit
- SAVE Affidavit
- W-9

APPENDIX A – Project Description and Scope of Services

Project Description

NCWSA wishes to decommission an existing wastewater land treatment site, diverting wastewater flow to a recently installed gravity sewer.

The primary components of this decommissioning project are projected to include:

- Soil capped ponds and lagoons
- Salvaged equipment and appurtenances
- Demolished, removed and abandoned facilities
- Continued, uninterrupted sanitary sewer service within the area
- Design and construct a short gravity sewer from the site to State Route 11.

Proposer's Scope of Services

The Proposer will implement the Project. This Scope of Services is intended to provide a general summary of the tasks expected of the Proposer for the Project. A final, detailed Scope of Services will be further developed and refined by the selected Proposer and included in the Agreement to be executed between the Owner and the Proposer.

I. Lagoon (Pond) Wastewater Treatment Facilities

- A. Discharge remaining wastewater liquid to sanitary sewer
- B. Demolish headworks
- C. Mix and bury sludge with lime and suitable backfill
- D. Remove synthetic pond liners
- E. Grade area for positive drainage away from lagoons

II. Mechanical Wastewater Treatment Facilities

- A. Mix and bury sludge
- B. Disconnect all electrical power
- C. Salvage salvageable equipment and appurtenances
- D. Demolish structures
- E. Stabilize all disturbed areas
- F. Design and construct $\pm 1,500$ feet of sanitary sewer from intercept manhole to SR 11 right-of-way. Design documents shall be designed and sealed by Georgia Professional Engineer.

III. Land Application Systems – LAS Permitted Facilities

- A. Abandon existing system
- B. Remove all visibly exposed above ground piping, risers, and sprinklers
- C. Remove / abandon all buried distribution piping and valves
- D. Remove signage
- E. Salvage equipment and appurtenances as cost effective
- F. Seal groundwater monitoring wells
- G. Stabilize all disturbed areas

APPENDIX B – Proposed Agreement

Note: Terms in the proposed agreement are subject to negotiation. The attached agreement does not necessarily contain all required state and federal provisions and said provisions may be added as necessary during subsequent negotiations.

APPENDIX C – General Conditions

APPENDIX D – Proposed Contracting Documents

Note: Documents to be provided to Registered Proposers or Vendors.

APPENDIX E – Required Forms and Affidavits

RFP Registration Form

Date: _____

Name of Firm: _____

Primary Point of Contact (One Person Only): _____

Phone Number: _____

Email: _____

Please mail \$100 non-refundable check made to Newton County Water & Sewerage Authority.
Attention: Lindsey Chambers, NCWSA, Engineering Department, 11325 Brown Bridge Road,
Covington, GA 30016. Please email photo of check to lc@ncwsa.us so that we may release
Documents right away. Documents will be uploaded to secure server with an invitation for download
to the primary point of contact.

Date Sent: _____

Acknowledgment of Receipt of Addenda

Acknowledgements:

Please fill out and sign below to indicate Addenda received to the RFP.

Received Addendum No. _____ Dated: _____

Received Addendum No. _____ Dated: _____

Received Addendum No. _____ Dated: _____

Received Addendum No. _____ Dated: _____

Received Addendum No. _____ Dated: _____

This, the _____ day of _____, 2021

Company name: _____

Printed Name

Signature

Title

(Corporate Seal)

Project Reference Questionnaire

How did Contractor perform during this project?

Were project goals and expectations met?

Was Project financially successful?

Did Contractor perform the work in accordance with applicable OSHA standards?

Did Contractor enter mediation, arbitration, or legal action, against your organization? If yes, please explain.

Did your organization enter mediation, arbitration, or legal action, against Contractor? If yes, please explain.

Were there any bond or warranty claims on this project?

Describe any additional information that would be useful to an Owner.

Cost Proposal

The undersigned Proposer, having examined the Contract Documents, the Site(s) of the proposed Work, and being familiar with the conditions surrounding the construction of the proposed Project, including the availability of materials and labor, hereby proposes to construct the Project in accordance with the Contract Documents.

The Proposer proposes and agrees, if this Proposal is accepted, to contract with the Newton County Water and Sewerage Authority in the form of Contract Agreement specified, to furnish all necessary products, machinery, tools, apparatus, means of transportation, incidentals, and labor necessary to complete the construction of the Work in full and complete accordance with the reasonably intended requirements of the Contract Documents to the full satisfaction of the Newton County Water and Sewerage Authority with a definite understanding that no money will be allowed for extra work except as set forth in the Contract Documents.

In case of discrepancies between written amounts and figures, written amounts shall take precedence over figures, and the sum of all Bid extensions plus lump sum items shall take precedence over the Base Bid Total.

The undersigned further agrees that if the successful Proposer withdraws from the competition after opening of the Proposal, or if Proposer refuses to execute and deliver the Contract and Bid Security required within 15 consecutive calendar days after Notice of Award, the Owner may proceed to enforce the provisions of the Proposal and Bid Security. Otherwise, the Bid Security accompanying this proposal shall be returned to the undersigned.

This RFP requires Proposal Security to be included with the response. a bond or cashier's check in the amount of 5% of the Cost Proposal is acceptable.

Attached hereto is Bid Security for the sum of _____ Dollars

(\$ _____) in the form of Bid Bond / Cashier's Check (circle one) according to the conditions of the RFP.

Total Bid: \$ _____ Dollars

In Words: _____

By: _____
Signature

Firm or Company: _____
Name of Organization

Date: _____

Bid Bond

STATE OF GEORGIA
COUNTY OF NEWTON

KNOW ALL MEN BY THESE PRESENTS, that we, _____, as

Principal, and _____, as Surety, are held and firmly bound unto the Newton County Water & Sewerage Authority, in the sum of Five Percent (5%) of Principal's Bid lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, personal representatives, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted to the Newton County Water & Sewerage Authority's project entitled **Decommission Brick Store Land Treatment System**.

NOW THEREFORE, the conditions of this obligation are such that if the Bid be accepted, the Principal shall, within fifteen days after receipt of conformed Contract Documents, execute a Contract in accordance with the Bid upon the terms, conditions and prices set forth therein, and in the form and manner required by the Contract Documents and execute sufficient and satisfactory separate Performance and Payment Bonds payable to the Owner, each in an amount of 100 percent of the total Contract Price, in form satisfactory to the Owner, then this obligation shall be void; otherwise, it shall be and remain in full force and effect in law; and the Surety shall, upon failure of the Principal to comply with any or all of the foregoing requirements within the time specified above, immediately pay to the aforesaid Owner, upon demand, the amount hereof in good and lawful money of the United States of America, not as a penalty, but as liquidated damages.

This bond is given pursuant to and in accordance with the provisions of O.C.G.A. Section 36-91-1, et. seq. and all the provisions of the law referring to this character of bond as set forth in said Sections or as may be hereinafter enacted and these are hereby made a part hereof to the same extent as if set out herein in full.

IN WITNESS WHEREOF, the said Principal has hereunder affixed its signature and seal and said Surety has hereunto caused to be affixed its corporate signature and seal, by its duly authorized officers, on this ___ day of _____, 20__.

CONTRACTOR - PRINCIPAL: _____

By: _____
(Signature on File)

Address: _____

Phone: _____

Attest: _____
(Signature on File)

Title: _____

(SEAL)

Note: Attest for a corporation must be by the corporate secretary; for a partnership by another partner; for an individual by a notary.

SURETY: _____

By: _____

(Signature on File)

Title: _____

Phone: _____

Attest: _____

(Signature on File)

Title: _____

(SEAL)

Note: Surety companies executing bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the Project is located.

Resident agent in state in which Work is to be performed:

Name: _____

Address: _____

Phone: _____

Contractor's Affidavit of Employment Eligibility

STATE OF GEORGIA, NEWTON COUNTY

By executing this affidavit, the undersigned Design-Builder verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of **Newton County Water and Sewerage Authority** has registered with, is authorized to use and uses the Federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned Contractor will continue to use the Federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any Subcontractor(s) in connection with the physical performance of services pursuant to this contract with the **Newton County Water and Sewerage Authority**, Contractor will secure from such Subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the **Newton County Water and Sewerage Authority** at the time the Subcontractor(s) is retained to perform such service. Contractor hereby attests that its Federal work authorization user identification number and date of authorization are as follows:

E-Verify Company ID Number

Date of Authorization

Name of Contractor

Name of Project

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

Executed on the _____ day of _____, 2021, in _____ (City),

(State).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 2021

Notary Public

My Commission Expires: _____

Sub-Contractor's Affidavit of Employment Eligibility

STATE OF GEORGIA, NEWTON COUNTY

By executing this affidavit, the undersigned sub-contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm, or corporation which is engage in the physical performance of services under a contract for _____ (name of subcontractor with whom such sub-contractor has privity of contract) and

_____ (name of contractor) on behalf of Newton County Water and Sewerage Authority has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-contractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-contractor will contract for the physical performance of services in satisfaction of such contract only with sub-contractors who present an affidavit to the sub-contractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-contractor shall submit, at the

time of such contract, this affidavit to _____ (name of sub-contractor with whom such sub-contractor has privity of contract). Additionally, the undersigned sub-contractor will

forward notice of the receipt of any affidavit from a sub-contractor to _____ (name of sub-contractor with whom such subcontractor has privity of contract). Sub-contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

E-Verify Company ID Number

Date of Authorization

Name of Contractor

Name of Project

I (We) hereby declare under penalty of disqualification that the foregoing is true and correct.

Executed on the _____ day of _____, 2021, in _____ (City),
_____ (State).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and sworn before me on this the _____ day of _____, 2021.

Notary Public

My Commission Expires: _____

SAVE Affidavit

STATE OF GEORGIA, NEWTON COUNTY

By executing this affidavit under oath, as an applicant for a public benefit, as referenced in O.C.G.A. §50-36-1, administered by the Georgia Department of Community Affairs, the undersigned applicant verifies one of the following with respect to my ability to enter a contract with the Newton County Water and Sewerage Authority:

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

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

The secure and verifiable document provided with this affidavit can best be classified as:

_____.

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

Executed this the _____ day of _____, 2021 in _____(City),
_____ (State).

Signature of Applicant

Printed Name of Applicant

Subscribed and sworn before me on this the _____ day of _____, 2021.

Notary Public

My Commission Expires:_____

Sample W-9

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	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"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>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.</small> <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.	Requestor'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 <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> 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-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.