

Calhoun County Land Bank Authority

Request for Proposals: Roof Replacement and Repair

RFP NUMBER: #17-CCLBA-2015

DATE ISSUED: October 14, 2015

DATE DUE: October 28, 2015; 3:00 PM (LOCAL TIME)

RFP will be opened publicly at this time in the Purchasing Department,
315 W. Green Street, Marshall, MI

Para una versión en Español, por favor llamar a Krista Trout-Edwards – 269-781-0777

REQUEST FOR PROPOSALS: Roof Replacement and Repair

BACKGROUND

This Request for Proposals (“RFP”) is being issued by the Calhoun County Land Bank Authority (CCLBA) for roof replacement and repair services on three CCLBA owned properties. The CCLBA owned; all projects will be managed by the CCLBA.

The CCLBA invites the submission of proposals from licensed building contractors to provide quality roof replacement and repair to homes slated for sale by the CCLBA. Licensed companies with demonstrated experience and qualifications in this area and an interest in making their services available to the CCLBA are invited to respond to this RFP.

IMPORTANT DATES

RFP Issue Date: October 14, 2015

Pre-Bid Meeting (optional): Monday, October 19, 2015

Questions Due: October 21, 2015 at 5:00 pm

Answers Available: October 22, 2015 at 5:00 pm

Proposal Due Date: October 28, 2015 at 3:00 pm

Tentative Award Date: October 29, 2015

Project Completion: 81 Union N, Battle Creek – November 12, 2015
26 Fremont, Battle Creek – November 26, 2015
712 Superior N, Albion – December 10, 2015

SCOPE OF WORK

The CCLBA seeks sealed proposals from Respondents to provide construction labor and materials to replace and/or repair roofs to be in compliance with all applicable ordinances and codes of the City of Battle Creek and City of Albion, for properties identified in Appendix A.

The Contractor shall obtain and pay for all permits, and licenses required by any ordinance, code and regulation of the jurisdictions in which the work is to be done. For all permits and licenses or testing required by any ordinance, code or regulation of the State of Michigan or Local Inspection Divisions, required for the performance, completion and execution for the work and labor to be performed. All inspection and reports presented to Property & Project Coordinator prior to final payment for the project.

OTHER INFORMATION RELATED TO BID WORK:

1. All construction work shall be performed in accordance with State of Michigan, International Building Codes and the City of Battle Creek requirements.
2. All construction work shall be inspected and approved by City of Battle Creek and City of Albion (Cornerstone Inspection Services is the contracted building inspector for City of Albion) and CCLBA staff members.

3. Contract work will commence immediately upon contract signing in order to meet deadlines for project completion.
4. The Contractor shall be fully responsible for obtaining at the Contractor's cost, all necessary permits and licenses as required by City of Battle Creek and City of Albion (Cornerstone Inspection Services).
5. The awarded Contractor shall be responsible for completion of each item specified in this work write-up. Any changes shall be authorized only by the initiation and execution by the CCLBA and the Contractor of a formal CHANGE ORDER, which must receive written approval from the CCLBA prior to any work.
6. The Contractor shall verify, on the job site, all quantities, measurements or dimensions, conditions, plans and working drawings before submitting this bid. There will be no Change Orders to prices based on mistaken quantity count, measurements or dimensions.
7. The Contractor shall immediately notify (verbally and in writing) the Property & Project Coordinator of any discrepancies on the plans, working drawings, work write-up, and measurements or dimensions. The Contractor shall be held responsible for all such verifications.
8. The Contractor shall provide and install all necessary bracing to support and maintain the existing construction in a safe and undamaged condition throughout all phases of demolition, construction and/or reconstruction.
9. The Contractor shall take any and all precautions necessary to ensure that fixtures and materials, which are temporarily removed during any phase of construction, are protected from damage, vandalism and/or theft. Damage to property caused by the Contractor or his/her negligence shall be repaired or replaced by the Contractor at his/her own expense.
10. There have been no soil tests taken on this site pertaining to structural loads and, therefore, the CCLBA is not warranting, guaranteeing, or taking any responsibility regarding the bearing capacity of the soil and whether or not sufficient to support the structure or design.
11. Color(s), type, model, style, finish and manufacturer of all materials, and all other products used in the rehabilitation work shall be approved and/or selected by the CCLBA, and shall be standard in nature unless approved by the CCLBA.
12. The discarded roofing, debris, and other construction debris shall be removed from the work areas daily and disposed of properly. The property shall be left in a clean and safe condition at the completion of the job.
13. No work shall commence until a **NOTICE TO COMMENCE** is provided by the CCLBA to Contractor.
14. All work completed on job site is to be per manufacturer's specifications and Standard Trade Practice.
15. If plans are required for the project, the Contractor shall furnish all required plans, not furnished by the CCLBA, and all required engineering.
16. The selected Contractor will participate in a Pre-Construction Conference with the CCLBA, and will be expected to complete all work (lead related or basic rehabilitation) in the time frames agreed upon.
17. **Lead and Asbestos Statement**
 - a. If needed, all lead evaluations and associated reports performed, including inspection, risk assessments, hazard screens, and clearance exams, must comply with Part III Environmental Protection Agency 40 CFR Part 745 "Lead; Identification of Dangerous Levels of Lead; Final Rule", dated Friday, January 5, 2001 & Part XI

Environmental Protection Agency 40 CFR part 745 “Lead; Requirements for Lead-based Paint Activities in Target Housing and Child-occupied Facilities; Final Rule”, dated Thursday, August 29, 1996. The CCLBA reserves the right to reject any lead evaluation or report that does not appear to comply with Environmental Protection Agency 40 CFR Part 745 Regulations.

b. CCLBA will be responsible for lead and asbestos abatement assessments, clearances or other examinations, if necessary.

Pre-bid Meeting (Optional): Will be held **Monday, October 19, 2015** at the following times and locations:

- **81 Union N, Battle Creek – 9:00am**
- **26 Fremont, Battle Creek - 9:30am**
- **712 N Superior, Albion - 10:30am**

If you wish to attend the pre-bid meeting, please RSVP to landbank@calhouncountymi.gov. If there are no RSVPs, the meeting will be cancelled.

Written Reports: Contractor shall be responsible for preparing or causing to have prepared final compliance paperwork for payment and use by the CCLBA. *These reports shall include a full unconditional lien waiver from all major suppliers and subcontractors, sworn statement as well as confirmation that the local building permit has been finalized (e.g. closed out.)* Payment will not occur until staff receives all required documents, and final payment will not occur until confirmation of the finalized permit.

Interested Bidders: Interested bidders MUST REGISTER their company and intent to bid on this RFP at the Calhoun County website: <http://www.calhouncountymi.gov/vendors/registration>. A copy of the questions & answers associated with this RFP will be sent out per the Calhoun County’s online registration database. If you have any questions, you can contact Amy Rose Robinson at 269-781-0744.

The CCLBA reserves the right to increase or decrease the number of projects based on available funding, historic board approval, or other needs during the term of the contract; it is possible that due to timing or limited funding not all projects will be executed.

The CCLBA reserves the right to select the Contractor that best meets its goals and objectives, quality levels, as well as its educational and service level expectations. The CCLBA reserves the right, in its sole discretion, to reject any/or all proposals, to waive any irregularities and technical defects contained therein, to award the contract in its entirety, in part, or not at all and/or to determine which proposal is the lowest and/or best to enter into a Contract, as deemed to be in the best interest of the CCLBA. The CCLBA may also remove properties from the list when circumstances dictate it. The CCLBA may select more than one service provider from the proposals submitted to obtain the most qualified firm(s) or individual(s) for demolition services in order to ensure timely completion of the requested services.

THRESHOLD REQUIREMENTS/REQUIRED FOR SUBMITTAL

1. **Letter of Interest containing the following (see sample Appendix B):**
 - a. Name of lead firm and any subcontractors as well as relevant contact information (including email address).



- i. Names and contact information of all persons with an ownership interest in said organization.
 - b. Description of organization (e.g. Corporation, Limited Liability Company, or Joint Venture)
 - c. A summary of the qualifications of the Respondent and team
 - i. Years of experience in providing specified services
 - ii. Identification of MBE/WBE or Section 3 (see Appendix E) enterprise; if applicable, separately include supporting documentation.
 - d. Certification attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.
 2. **Submit one of the following:**
 - a. Certificate of Good Standing for Corporations Companies issued by the Michigan Secretary of State; or
 - b. Certificate of Existence for Limited Liability Companies issued by the Michigan Secretary of State; or
 - c. Certificate of Good Standing or Certificate of Existence for Joint Ventures; or
 - d. "Doing Business As" documentation and certificates for all other types of businesses.
 3. **Evidence of Insurance:** Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; and Automobile Liability with limits not less than \$1,000,000 per occurrence. The selected Contractor shall agree to indemnify and hold harmless the CCLBA, Michigan State Housing Development Authority, U.S. Department of Housing and Urban Development, and its officers, agents, and employees from any and all claims, causes, or actions, and damages of any kind, for injury to or death of any person and damages to property arising out of or in connection with the work done by the Contractor under this contract, and including acts or omissions of the CCLBA, MSHDA, HUD, or its officer, agents, or employees in connection with said contact.
 - a. **Additional Insured** – the CCLBA or the Treasurer, whichever appropriate, shall be added as an additional insured with the following language: "Additional Insured: CCLBA, all its elected and appointed officials, all its employees, agents and its volunteers, all its Boards, Commissions and/or authorities and Board members including employees, agents and volunteers thereof."
 4. **Pricing Proposal** (see Appendix A)
 5. **A copy of Respondent's "Department of Energy, Labor & Economic Growth's Residential Builders' And Maintenance & Alteration Contractors' Board Residential Builder License."**
 6. **A copy of documentation showing the employees working on these projects have received training in environmental concerns related to lead base paint**
 7. **Three References and project overview for similar agencies for which you have done similar work** (see Appendix C)
 8. **Non-Collusion Affidavit** (see Appendix D)
 9. **Experience providing required services and experience** (see Appendix F)

EVALUATION AND SCORING

In evaluating responses to this Request for Proposal, the review committee will take into consideration the experience, location of business, MBE/WBE/Section 3 status, and costs that are being proposed by the Respondent. Proposals should provide a straightforward, concise description of the proponent's capabilities to satisfy the requirements of the RFP. The following Evaluation Criteria will be considered in reviewing submittals (see Appendix E):

- Experience in providing the requested service
- Pricing (Appendix A)
- Qualifications
- Location of Business
- Section 3 Certification or MBE/WBE

OTHER ASPECTS TO CONSIDER

A. RFP Overview

It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, shall be capable of providing the specified services. The Respondent shall be financially solvent and its employees and or subcontractors shall be competent to perform the services required under this RFP.

Nothing in this RFP shall be construed to create any legal obligation on the part of the CCLBA or any Respondents. The CCLBA reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall the CCLBA be liable to Respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No Respondent shall be entitled to repayment from the CCLBA for any costs, expenses or fees related to this RFP or responding to it. All supporting documentation submitted in response to this bid will become the property of the CCLBA. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known; however, submissions are to be firm and cannot be withdrawn for a period of thirty (30) calendar days after opening.

The CCLBA has adopted [Purchasing Policies and Procedures for the Procurement Process](#) available online at www.calhouncountymi.gov or through the Calhoun County Purchasing Department at 315 W Green Street, Marshall, MI 49068, or via phone at 269-781-0981.

B. Terms of Contract

Any contract awarded pursuant to this RFP solicitation shall be effective until awarded projects are completed. All contracts made by the successful applicant with subcontractors shall be covered by the terms and conditions of the contract which will incorporate this RFP and any response by applicants. Applicants must submit a work plan/schedule demonstrating how they will meet the deadline to complete the work. The successful applicant shall contractually require their subcontractors to comply with these terms and conditions.

C. Economic Sanctions

The undersigned, acting either individually or as a duly authorized representative of the entity submitting the enclosed RFP/proposal hereby verifies that he/she/it is not an Iran linked business



which is defined as follows in the Iran Economic Sanctions Act, Public Act 517 of 2012, MCL 129.311, et.seq.: (i) A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran and/or (ii) A financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran.

D. All work shall confirm to the following Federal and State requirements where applicable:

- 24 CFR 570.061 – Equal Opportunity and Fair Housing
- 24 CFR 570.602 – Affirmative Marketing
- 24 CFR 570.604 – Environmental Review
- 24 CFR 570.605 – National Flood Insurance Program
- 24 CFR 570.606 – Displacement, Relocation and Acquisition
- 24 CFR 570.607 – Lead Based Paint
- 24 CFR 570.609 – Debarred, Ineligible or Suspended Contractors
- 24 CFR 570.611 – Conflict of Interest
- 24 CFR 85.36 – Procurement
- Executive Order 11246

RFP SUBMITTAL GUIDELINES

SELECTION PROCESS

The Selection Committee comprised of the CCLBA staff, and Calhoun County Purchasing Department staff will review qualifications in accordance with the objectives and policies. Submissions that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest overall price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in the RFP. In addition, proof of general liability, workers' compensation and automobile insurance must be submitted by the successful bidder prior to the finalization of the contract.

QUESTIONS

Written questions must be submitted via email to arobinson@calhouncountymi.gov by **5:00pm Wednesday, October 21, 2015**. Written answers will be provided to all potential applicants via email and posted on the Calhoun County website (www.calhouncountymi.org) by **5:00pm Thursday, October 22, 2015**.

SUBMITTAL DUE DATE

Responses to this RFP are due by **3:00pm (local time) on October 28, 2015**. The prevailing clock shall be www.time.gov. **Three (3) unbound hard copies** of the proposal response are required. Submission must be delivered in sealed envelope labeled on the exterior with the following: proposal number, proposal name, proposal due date and time, and your firm's name. Submissions are to be delivered to:

Calhoun County
Purchasing Department
ATTN: Leslie R. Obrig
315 W. Green St.
Marshall MI 49068

LATE PROPOSALS WILL NOT BE CONSIDERED



CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this RFP submittal to the CCLBA is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP in three (3) unbound copies

- RFP Submittal Requirements Checklist
- Letter of Interest (see sample Appendix B)
- Certification Form Note
- Certificate of Good Standing for Corporations, Certificate of Existence for LLCs, Certificate of Good Standing for Joint Ventures, or "Doing Business As" documentation and certificates for other types of businesses
- Evidence of Insurance
- Pricing Proposal (Appendix A)
- A copy of Respondent's "Department of Energy, Labor & Economic Growth's Residential Builders' And Maintenance & Alteration Contractors' Board Residential Builder License
- A copy of Respondent's lead certification training.
- Three References and accompanying project information (Please see and complete Appendix C)
- Non-Collusion Affidavit (Please complete Appendix D)
- W-9 (Please complete Appendix E)

Respondent name: _____

Company name: _____

Date submitted: _____



APPENDIX A – Pricing Proposal

81 Union St N, Battle Creek – Roof Repair

COST

Permit

1. Obtain all necessary permits and licenses as required by the County, City or local municipality governing body Building Inspections Division. Furnish copies of all final permits with final invoice (applicable Building permit), to the Property & Project Coordinator at CCLBA

\$ _____

Roof located on rear of main structure

1. Remove and dispose of shingles, drip-edge, flashings, fascia boards and any other attachment to original decking. Repair or replace any broken, rotten and/or deteriorated framing and sheathing, etc.

2. Install rolled roofing by CertainTeed, Owens Corning or approved equal. Contractor is responsible for verifying all measurements and quantities within this specification. Keep all warranty information for CCLBA and present with final paperwork. Color to match roof on main structure.

\$ _____

26 Fremont, Battle Creek – Roof Replacement

Permit

1. Obtain all necessary permits and licenses as required by the County, City or local municipality governing body Building Inspections Division. Furnish copies of all final permits with final invoice (applicable Building permit), to the Property & Project Coordinator at CCLBA

\$ _____

Option A – Replace entire roof

1. Remove and dispose of shingles, drip-edge, flashings and any other attachment to original decking. Repair or replace any broken, rotten and/or deteriorated framing and sheathing/decking for installation of architectural shingles.

2. Install ice and water shield to all eave edges (minimum 2' into heated areas) and valleys. Remaining underlayment shall be 15# felt or greater. Provide and install new drip edges to all eaves and rakes. New flashing are to be installed at all wall lines and any other areas that require this application, including lashing boots on all vent pipes.

3. Install lifetime warranty architectural shingles manufactures by CertainTeed, Owens Corning or approved equal. Contractor is responsible for verifying all measurements and quantities within this specification. Keep all warranty information for CCLBA and present with final paperwork. **Verify color and style with CCLBA.**

\$ _____

Option B – Replace damaged area on south east side of house only – above specification apply.

This project may have to be completed in two phases, based on cost.

\$ _____

712 Superior N, Albion – Roof Replacement

COST

Permit

1. Obtain all necessary permits and licenses as required by the County, City or local municipality governing body Building Inspections Division. Furnish copies of all final permits with final invoice (applicable Building), to the Property & Project Coordinator at CCLBA.

\$ _____

Replace entire roof

1. Remove and dispose of shingles, drip-edge, flashings and any other attachment to original decking. Repair or replace any broken, rotten and/or deteriorated framing and sheathing/decking for installation of architectural shingles
2. Install ice and water shield to all eave edges (minimum 2' into heated areas) and valleys. Remaining underlayment shall be 15# felt or greater. Provide and install new drip edges to all eaves and rakes. New flashing are to be installed at all wall lines and any other areas that require this application, including lashing boots on all vent pipes.
3. Install 30-year warranty architectural shingles manufactures by CertainTeed or approved equal. Contractor is responsible for verifying all measurements and quantities within this specification. Keep all warranty information for CCLBA and present with final paperwork. **Verify color and style with CCLBA.**

\$ _____

APPENDIX B – Sample Letter of Interest

Sample Letter of Interest:

January 1, 2015

Calhoun County Land Bank Authority
315 W Green St.
Marshall, MI 49068

RE: Letter of interest

Dear CCLBA,

We are interested in the RFP 06-CCLBA-2015 for plumbing services at 189 Every St., Albion.

Our company is located at:
ABC Plumbing
123 Main St., Battle Creek, MI 49014
Calhoun County

We are a limited liability corporation (LLC) or Michigan corporation established in 2006 and licensed plumbing firm since 2006 (9 years). If you are a partner organization name the parent company here. How many staff members and or crews of licensed staff working on the project may be stated here. The principal partners/owner of our company are Jo and Joe Smith. If you are a Section 3 certified business concern, small-, minority- or women-owned business enterprise state that here.

Our principal contacts for this RFP will be Jeff Smith and he has been authorization to sign on behalf of ABC Plumbing for details that pertain to this project. His contact information; email jeff.smith@abcplumbing.com or cell phone 269-555-5555.

Sincerely,

Jo Smith
Owner, ABC Plumbing

APPENDIX C

List of Three (3) References and Description of Services Provided

Reference 1

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Type of Project(s): _____

Reference 2

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Type of Project(s): _____

Reference 3

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Type of Project(s): _____

APPENDIX D

NON-COLLUSION AFFIDAVIT

The bidder, by its officers and authorized agents or representatives, present at the time of filing this bid, being duly sworn on their oaths, say that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder or with any public officer or representative of the Calhoun County Land Bank Authority, whereby such affidavit or affiant or either of them has paid or is to pay to such other bidder or public office anything of value whatsoever; or such affidavit or affiant or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the contract sought for the by the attached bid; that no inducement of any form or character other than that which appears on the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the bid or awarding of the contract; nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contract sought by this bid. The bidder is fully informed with respect to the preparation and contents of the attached bid proposal and of all pertinent circumstances respecting said proposal.

I hereby affirm by my signature affixed hereto that the above statements are true to the best of my knowledge, information and belief.

By: _____
Signature Date

Printed Name

Title

Company

This affidavit must be notarized to be complete. Notary certification below.

Subscribed and sworn to before me on _____, 2015 in _____ County, Michigan.



_____, Notary Public
Acting in _____ County, Michigan
My Commission Expires: _____, 20__



APPENDIX E – W-9

Form W-9 (Rev. January 2011) Department of the Treasury Internal Revenue Service	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/disregarded entity name, if different from above									
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <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) ▶									
	<input type="checkbox"/> 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 the "Name" line 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 <i>How to get a TIN</i> on page 3.										
Social security number <table border="1" style="width:100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>						Employer identification number <table border="1" style="width:100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				
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:										
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).										
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:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

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.



APPENDIX F

In evaluating responses to this Request for Proposal, CCLBA will take into consideration the experience, pricing, and scheduling that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

The point system is to evaluate the experience and capacity of the Respondent.

Experience in repairing and replacing roof

systems

Two (2) to four (4) years of experience	10 Points
Five (5) or more years of experience	20 Points

Pricing Proposal

Lowest bid amount	60 Points
Next lowest bid amount	50 Points
Each additional lowest bid amount will be reduced by 10 points	

Project Scheduling

Projects completed by December 10, 2015	5 Points
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