

# **Lee County 911**

Request for Proposal

***Upgrading From Emergency Callworks Phone System***

Lee County, Georgia

09/19/2024

## Introduction

Lee County 911 requests vendors submit proposals for an **UPGRADE and HARDWARE REFRESH** to our current Emergency Callworks Phone System. These proposals shall provide all the material requested herein, including detailed cost proposals for the necessary hardware, software, and services. A vendor's failure to follow any of the provided instructions may result in the rejection of the vendor's proposal. The county will also consider comparable systems with comparable features.

Lee County 911 reserves the right to overlook any errors or omissions on the part of the vendor during the R.F.P. process.

Lee County 911 is seeking to upgrade its existing Emergency Callworks phone system. Lee County 911 is currently running Emergency Callworks Version 6.1.0 on Windows 7. Lee County is seeking an upgrade to the latest Emergency Callworks version to include Next Generation capability with text to 911. In addition, Lee County 911 would like the selected vendor to provide and maintain the software and hardware under the vendor's standard maintenance and service agreement.

## Contact

All communications regarding this R.F.P. should be directed to:

Nikkie Celinski  
Director, Lee County 911  
nikkie.celinski@lee.ga.us  
229-759-6000

## Bid Submissions

Lee County Board of Commissioners  
Attn: Kaitlyn Good, County Clerk  
Upgrade from Emergency Callworks Phone System Bid  
102 Starksville Avenue North  
Leesburg, GA 31763

There will be a pre-bid meeting on **Wednesday, October 16, 2024 at 10:30am** in the Opal Cannon Auditorium of the T. Page Tharp Building located at 102 Starksville Avenue North Leesburg, Georgia 31763. All bidders must attend the pre-bid meeting to submit a bid. Further details on the project will be provided at the pre-bid meeting. This will ensure that all bidders are informed with the same information. Any prospective bidder who fails to attend a mandatory pre-bid meeting will be excluded from consideration.

The sealed package must be delivered to Kaitlyn Good, Lee County Clerk, at the Lee County Commissioners Office, 102 Starksville Avenue North, Leesburg, GA 31763, on or before 10:00am, Eastern Standard Time, **Wednesday, October 30, 2024**. All sealed bids will be opened on **Wednesday, October 30, 2024 at 10:05am** in the Opal Cannon Auditorium of the T. Page Tharp Building located at 102 Starksville Avenue North Leesburg, Georgia 31763. The public is invited to attend this bid opening. No bids shall be withdrawn for a period of 60 days after the bid opening.

Bidders are required to examine the location, all maps, plans, drawings, specifications and data mentioned in the specifications, contracts, or proposals on file with Lee County at 102 Starksville Avenue North Leesburg, Georgia, or at such other location or locations established by Lee County from time to time with

respect to such proposed project. No plea of ignorance of conditions that exist or that may exist after the date of these instructions, or of any conditions or difficulties that may be encountered in the execution of the work under any contract issued hereunder, resulting from the bidder's failure to make the necessary examinations and investigations, shall be accepted as an excuse for any failure or omission on the part of the successful bidder to fulfill in every detail all requirements of any contract issued hereunder. Nor will such reasons be accepted as a basis for any claims whatsoever for extra compensation, change orders, or an extension of time to complete the required work under the contract issued hereunder.

Any bid submitted unsealed, unsigned, fax transmissions, email transmissions, or received subsequent to the aforementioned date and time, will be disqualified. Contractors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. The submittal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the contractor. Failure to comply with the written requirements for this project may result in disqualification of the submittal by the Lee County Board of Commissioners.

The Board of Commissioners reserves the right to accept or reject any or all bids received and/or disregard informalities or irregularities in the Bids received. **There will be no addendums to the contract once the contract has been accepted and signed, unless initiated by the County.** The Lee County Board of Commissioners is an Equal Opportunity Employer.

In the event that any corrections or amendments to this Invitation to Bid are deemed necessary or appropriate, such corrections or amendments shall be issued by the Lee County Board of Commissioners in written addenda issued prior to the due date for proposals. Potential Bidders should not rely on any representations, statements or explanations other than those made in this document or in any addenda to this document. Where there appears to be a conflict between this Invitation to Bid and any addenda issued, the last addenda issued will prevail. Addenda will be published on the Lee County Board of Commissioners' website at [www.lee.ga.us](http://www.lee.ga.us). Potential Bidders are encouraged to check such website regularly for immediate access to issued addenda.

All expenses involved with the preparation and submission of the Invitation to Bid to the Lee County Board of Commissioners, or any work performed in connection therewith is the responsibility of the Bidder(s). Submission of any proposal indicates acceptance of the conditions contained in this document unless clearly and specifically noted otherwise in the proposal.

The Lee County Board of Commissioners operates with a five (5) member County Commission. It is anticipated that Bidder(s) may need to make one or more appearances at County Commission meetings to answer questions or present results. The documentation provided herein is intended to provide a common methodology of development and basic technical skills for proposal purposes.

The Requirements of the O.C.G.A. Code Sections 50-24-6 relating to the Drug-Free Workplace Act must be complied with in all respects. The successful bidder will also be required to furnish to the Lee County Board of Commissioners a certificate of insurance showing workers' compensation, personal injury, and property damage in an amount deemed acceptable by the Lee County Board of Commissioners and proof of all applicable licenses in the state of Georgia. The firms bidding shall provide an E-Verify affidavit, SAVE affidavit, and a W-9, which is enclosed with the bid proposal. Failure to provide E-Verify and SAVE documentation could make the bid subject to rejection. O.C.G.A. & 13-10-990 G.A. Sect. & Immigration Compliance Act of 2006 shall also apply.

Lee County, in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, handicap/disable in consideration of an award.

## Document Requirements

- Completed Bid Pricing that addresses all elements of the Scope of Work
- Evidence of Insurance – Worker's Compensation & Liability
  - Proof of workers' compensation insurance if required by Georgia law
  - Proof of general liability insurance in the amount of at least \$500,000.00 naming the Lee County Board of Commissioners as an additional insured
  - Proof of automobile liability insurance in the amount of at least \$500,000.00 naming the Lee County Board of Commissioners as an additional insured
- Completed Debarment and Judgement (attached)
- Completed Contractor Affidavit (attached)
- Completed Sub-Contractor Affidavit, if applicable (attached)
- Completed Save Affidavit (attached)
- Completed Non-Collusion Certification (attached)
- Completed Drug-Free Workplace Certification (attached)
- W-9 Form (attached)
- Signed Addendum (if any)

**All the above documents MUST be completed and returned as part of the Proposal Contract documentation for Bid Opening. Failure to comply will be grounds for dismissal of bid. If any of the aforementioned documents are missing or incomplete, the bid document will be dismissed and the bidder will be excluded from consideration.**

## Profile

Lee County 911 is a consolidated 911 Center providing dispatch services to Lee County, Georgia. The county has a population of approximately 33,000. Lee County 911 consists of 15 employees who are anticipated to use the new system as follows:

Dispatch Console Positions	4
Remote Laptop Positions (as optional pricing)	4

Lee County 911 is currently running Emergency Callworks version 6.1.0 on Windows 7 software. We are seeking proposals to upgrade that system with a hardware refresh and the latest version of Vesta. Lee County will consider comparable systems as long as requirements are relatively the same. However, it is believed an upgrade and refresh to the current system will be most cost-efficient for the county.

## Current System

At present, Lee County 911 is using Emergency Callworks. This system has been in place since 2018. The current system needs an upgrade and a hardware refresh due to being on the Windows 7 Operating

System and preparing for Next Generation 911. Currently, Lee County 911 has Central Square as the CAD, and the phone system would need to interface. The upgraded system must be N.E.N.A. i3 Compliant.

## Scope of Services

The intention of these specifications is that the selected vendor furnishes Lee County 911 with an upgrade and hardware refresh to the current Emergency Callworks system that will enable the effective and efficient operation of Lee County 911. See the minimum requirements page for further information.

Please note the following:

- Lee County 911 is open to new technology and would like to obtain as much information about the software/hardware requirements and recommendations for the new system from the respective vendors
- The system must be scalable and must be able to integrate with the existing and future options Lee County 911 may implement
- The system shall allow Lee County 911 to communicate efficiently
- The system must be 5G capable
- The selected vendor needs to provide all services including, but not limited to, installation, implementation, training, monitoring, technical support, and ongoing maintenance for Lee County 911 to enter into and maintain full use of the system
- Acquisition and implementation of the upgrade is a project that will impact Lee County 911 for years to come. Key goals for the project are to:
  - Upgrade the current system currently being used to meet the needs of Lee County 911
  - Deliver a fully functional upgrade to the current system
  - Achieve sufficient knowledge transfer through training to allow staff to be capable of and confident using the system with the upgrade in place
  - Provide a technologically sound platform for expanding information services into the future
  - Establish a long-term maintenance and support contract

### **Additional Project Objectives:**

- Leverage new technologies to anticipate the future needs of Lee County 911
- Successfully implement the upgrade with minimal disruption to users and operations

## Service Requirements

### Project Management

The vendor must provide a dedicated project manager as part of the project. This person will be responsible for interacting directly with their counterpart at Lee County 911 for the project's duration.

### System Configuration and Setup

The vendor must provide detailed system configuration and setup services to Lee County 911 as part of this project. These services are necessary to ensure that the upgrade is configured to match the processes and workflow of Lee County 911 to reduce the learning curve and improve the rate of adoption by the users.

### Training

The vendor must provide custom training on the upgrade to all users. This training may be a mix of train-the-trainer and end-user training, as agreed upon by the vendor and Lee County 911. Lee County 911 will

provide the training facilities, workstations, network, etc., which are required for the training. The vendor will provide training that is specific to both the products on which the users are trained and the processes and workflows with which the users are already familiar.

### Technical Requirements

The Emergency Callworks Upgrade shall be designed to enhance the dispatchers' ability to communicate effectively with callers and field personnel, perform resource management tasks, and minimize the effort and concentration required for efficient use and control of the system. In part, this shall be accomplished by using high-quality 27" LCD monitors, which should be included in the bid.

### Cost Requirements

A Cost Requirement Questionnaire is included and will be completed by the vendor. Failure to answer all of the requirements in accordance with the provided instructions may result in the rejection of the vendor's proposal.

## Content

The vendor must provide its proposal in accordance with the structure and content specified in the following sections:

### Cover Page

This must include the vendor's legal name and contact information, as well as the name of the R.F.P., federal Tax Identification, DUNS Number (if applicable), and the vendor's contact person for the proposal, the date the proposal is due, and the total cost of the project.

### Transmittal Letter

This must be provided on the vendor's letterhead and must include the following:

- A list of all addenda to the R.F.P., including the vendor's statement that any responses required by those appendices have been made within the proposal
- A list of any sub-contractors who will be used for the project
- A statement that the proposal will be valid for 6 months from the due date

### Table of Contents

This must include a paginated list of the information provided within the proposal.

### Qualifications

This must include a minimum of the following information:

- Company Overview – Current context, history, the year the company was established, type of ownership of the company and parent company (if applicable), philosophy/approach to doing business, sectors in which the vendor does business, financial status, and company health, current number of agencies under maintenance and support, number of agencies which are no longer customers, and certificate of liability
- Benefits - Describe how working with the vendor would be to Lee County 911's particular benefit

## Experience and References

The vendor needs to summarize its experience in implementing a system of this nature and relate its relevance to the proposed project in terms of the technical scope, tasks involved, deliverable products, etc.

Provide a minimum of three (3) references of a similar size and scope to Lee County 911. Each reference must include the following information:

- Agency name and address
- Contact person with email and telephone number
- The date agency became a client
- Products purchased
- Work performed

The vendor must ensure that all information for the references is current and that the contact person is willing to provide a reference. References are likely to be checked by phone and will require a minimum of 10 to 15 minutes of the contact person's time.

If the vendor proposes to use subcontractors, a minimum of two (2) references need to be provided for each subcontractor. All subcontractor forms attached to this document shall be filled out and included in the final package. All subcontractors will be subject to the approval of Lee County 911. The selected vendor shall itself be solely responsible for the performance of all work set forth in any contract resulting from the R.F.P. and for compliance with the price and other terms provided in the contract.

## Software Overview

This must include a brief overview of the software solution, including how all of the products and modules work together, as well as the newer features offered in the upgrade.

## Implementation

This must include an overview of the general implementation process and a timeline that shows the major milestones of the project from contract signing all the way through system acceptance. In addition, this section should include a description of how enhancements to the software solution are provided.

## Training

This must include both an overview of the general approach to training and a sample training plan.

## Support and Maintenance

This must include a complete description of the maintenance and support services that are offered by the vendor as part of this proposal.

## Pricing

This must include detailed pricing for the software, hardware, and services included in this proposal. In addition, 24x7x365 maintenance costs must be included for five (5) years. The first-year cost must be indicated separately. Also, include a description of the costs associated with new releases (i.e. what does it cost to move from Version X to Version X.1?). If the vendor offers "free upgrades for life", describe the terms and conditions of that offer. There shall be no price increases from the bid amount unless agreed to by Lee County and any attempt to increase prices will be deemed a breach by the successful bidder and

Lee County may enforce the original contract/bid price or cancel the bid and re-bid the project with the prior bidder in breach being excluded from consideration.

### Issues and Assumptions

Describe any issues or assumptions that could impact the successful outcome of the project.

### Forms

Provide completed all forms requested herein.

## Evaluations

Lee County 911 reserves the right to select the proposal which best meets its needs, regardless of the cost of that proposal relative to other proposals received.

The evaluation process will begin after the proposals are due and are anticipated to take several weeks. During this review process, the evaluators may request additional clarifying information from the vendor. Evaluation criteria include the following:

- Completeness – Did the vendor provide everything which was requested and in the proper format?
- Functionality – Does the proposed solution include the functionality which is essential to Lee County 911?
- Cost – Does the proposed solution provide the needed functionality at a reasonable cost to Lee County 911?
- Maintenance and Support – Thoroughness of support program, reputation of company with customer's responsiveness, thoroughness of testing, and availability and overall cost of support and upgrades.
- References and Experience– Quality of overall system, experience with implementation, experience with existing Lee County 911 systems, the degree to which projects went over budget/schedule, company references.

As part of the evaluation process, the evaluators may request site visits and demonstrations or oral presentations (in person or via teleconference) on the part of the vendor.



### Evaluation Scoring Rubric

Firm		Comply	Exception	Does not Comply	Optional Feature	Comments
<b>Desired Features</b>	Description					(Use as much space as necessary and/or provide attachments.)
<b>Solution(s) Proposed</b>						
<b>1. Call Handling Equipment Configuration Pricing Options</b>						
1.1	Customer Owned					
1.2	Vendor Owned					
1.3	Combination					
1.4	Cloud					
<b>2. IP-based and i3 Compliant</b>						
2.1	Call processing Legacy Calls					
2.2	Call processing i3 Calls					
2.3	Transfer between PSAPs, including ANI/ALI/LDB (Location Database) or L.I.S. (Location Information Server) information for all calls for all Core Service Providers.					
<b>3. Resiliency</b>						
3.1	Enhanced disaster recovery through a versatile and fault-tolerant, IP-based platform that can alternate call routing during disaster situations or periods of high call volume.					
3.2	Laptop operations for PSAP Evacuations – Remote/relocated operations					
3.3	Roaming profiles					
3.4	Policy and skills-based routing schemes					
3.5	Fully redundant, no hardware or software dependencies between Host sites					
<b>4. System and Telecommunicator Station Equipment</b>						
4.1	Identify hardware necessary					
4.2	Vendor provided hardware in quote					
4.3	Customer hardware requirements					
4.5	CAD-ready integration for Central Square CAD					
4.6	Customizable user interface (G.U.I.)					
4.7	Centralized management and Fault notification					
4.8	High-quality audio					
4.9	9-1-1 automatic call distribution					
4.1	Integrates with radio console system for single headset receive and transmit audio					

<b>5. Automatic Abandoned Callback</b>				
5.1	Returns an abandoned 9-1-1 voice call			
5.2	Provide the caller with an option of routing into the 9-1-1 dispatch center to speak to a live call taker or opt out.			
5.3	Reporting/tracking that abandoned calls are no longer in need of assistance.			
<b>6. Identify call origins</b>				
6.1	Identify origination of all calls to include dropped, abandoned, or misrouted calls.			
<b>7. TEXT to 9-1-1</b>				
7.1	SMS and M.M.S. messaging and text integration and initiation			
7.2	CAD integration to store messages and information in an Incident			
<b>8. 9-1-1 PSAP/Caller Initiated Sessions</b>				
8.1	PSAP or caller-initiated sessions to send video and photographs to the PSAP in a controlled, permission-based procedure			
8.2	Allow/control callers to send streaming video, photographs, and media to the PSAP			
8.3	Allow immediate content Sharing with First Responders			
8.4	Store allowed content safely in cloud evidence storage			
<b>9. Language Interpretation and Transcription</b>				
9.1	Identify and transcribe English to foreign languages and vice versa during text sessions			
9.2	Identify and transcribe foreign languages to English during audio sessions			
<b>10. Real-time Transcription</b>				
10.1	Providing real-time voice audio and transcription into a searchable text transcript.			
10.2	Verify caller information, monitor calls in real-time, and store transcripts for post-call analysis.			
10.3	Ability to completely integrate into CAD Notes for First Responders			
<b>11. RapidSOS</b>				
11.1	Integrated feature that provides full portal access to the call taker within the G.U.I.			

<b>12. Rave/Smart911</b>					
12.1	Integrated feature that provides full portal access to the call taker within the G.U.I.				
<b>13. Map Application</b>					
13.1	Integrated to Call Handling solution				
13.2	Customer G.I.S. perform data updates				
13.3	Other				
<b>14. CPE</b>					
14.1	Multi-Node - Redundancy				
14.2	Customer Owned				
14.3	Vendor Owned				
14.4	Combined Ownership - On-site Customer, Off-site Vendor				
14.5	Cloud-based call handling solution				
14.6	Vendor recommendation of preferred best practice solutions/configurations of above and Lake County environment (if more than one solution is offered)				
<b>15. Recording</b>					
15.1	Provide per-position recording interfaces as per N.E.N.A. 04-002 for analog recording systems of the PSAP's choice.				
15.2	IP Recording Solution Interface				
15.3	Multiple Trunk type recording interface				
15.4	SIP/i3 Recording Interfaces				
<b>16. Remote Call taking Options</b>					
16.1	Disaster Recovery				
16.2	Relocation/Back-up				
16.3	Remote Work Extended				
16.4	Monitoring/Reporting				
<b>17. Cybersecurity</b>					
17.1	VPN Access				
17.2	Managed Network Based Security				
17.3	Firewall				
17.4	Malware scanning				
17.5	Cybersecurity and T.D.O.S. prevention				
17.6	Network Operations Center / Security Operations Center (NOC/SOC)				
17.7	Encryption, Authentication, and Authorization Controls				
17.8	Antivirus				
17.9	Securing Data at Rest				
17.10	Securing Data in Transit				

17.11	Network Monitoring is designed to detect unusual or unauthorized activities and conditions at ingress and egress communication points					
17.12	Network Logging					
17.13	Maintenance Access methodology					
<b>18. Reporting</b>						
18.1	Full feature, Position, Calltaker, Trunking Reporting					
18.2	Create actionable reports to include calls, positions, trunking, C.C.S. measurements per PSAP, System performance analytics, etc. per PSAP					
18.3	MIS platform that includes all N.E.N.A. reports as well as ad-hoc reporting					
18.4	Fault identification, reporting, and notification to Vendor support, as well as Customer Awareness					
<b>19. Advanced Reporting</b>						
19.1	PSAP tools needed to get the most out of management information systems					
19.2	Web-based reporting to generate a wide range of comprehensive statistical reports critical to PSAP operations					
19.3	Reports to identify the strengths, weaknesses, and operational efficiencies of agencies					
19.4	Easy-to-read reports generated in response to standard or customer queries provide a quick snapshot with a single click					
19.5	PSAP supervisors use as a visual data analysis tool to monitor call, position, and queue activity					
<b>20. Interactive Dashboard Reports</b>						
20.1	Real-time Individual PSAP Status Reporting					
<b>21. Video Dashboard</b>						
21.1	Provides a quick view of the operations floor performance through a visual representation of statistics to optimize ring group activity					
21.2	Project Caller Received Video for Situational Awareness					
<b>22. Artificial intelligence (A.I.)</b>						
22.1	Data analytics					

22.2	Delivery to the call-takers					
22.3	Automation of some of the 'next best' actions					
22.4	Additional offerings of A.I. tools					
<b>23. Operating Systems</b>						
23.1	Maintenance of up-to-date support of major technology vendor solutions, including operating systems and databases.					
23.2	Win Svr 2012					
23.3	SQL 2012					
23.4	SQL 2014					
23.5	Win 10					
23.6	MS Edge					
23.7	Win Svr 2016					
23.8	MS SQL 2016					
23.9	Win Svr 2019					
23.10	MS SQL 2019					
23.11	Others (Identify)					
<b>24. System Maintenance</b>						
24.1	Preventative maintenance					
24.2	Service Level Response Times (List Levels and time)					
24.3	Level -					
24.4	Level -					
24.5	Level -					
24.6	On-site maintenance					
24.7	Technicians on staff for support (Provide quantity)					
24.8	First-Year Implementation Cost					
24.9	Include Cost for an additional 5 Years					
24.1	Software, Operating Systems, Security, etc. for Servers and Workstations					
24.11	Year 2					
24.12	Year 3					
24.13	Year 4					
24.14	Year 5					
24.15	Year 6					
24.16	CPE refresh/maintenance allows for upgrades and maintenance to occur without interruption.					
<b>25. System Monitoring and Response</b>						
25.1	Notification Method(s)					
25.2	Customer Notification Methods(s)					

25.3	Web/Display of System Health					
25.4	Other(s)					
<b>26. System Upgrades</b>						
26.1	Number Included over the course of 5 years of maintenance and what year.					
<b>27. System Training – Include Method(s) of each training, location, length, and costs</b>						
27.1	Initial					
27.2	Administrative					
27.3	User					
27.4	Technical					
27.5	Provide for 25% growth of Calltaker, System, Line, and Trunk Capacity					
<b>28. System Growth</b>						
28.1	Allow for a minimum of 5 Years for Operation					
28.2	Upgrades included in proposal					
28.3	Provide for 25% growth of Calltaker, System, Line, and Trunk Capacity					
<b>29. Acceptance Test Plan</b>						
29.1	Define and provide					
<b>30. Field Replaceable Spare Equipment</b>						
30.1	Type and Quantity provided					
30.2	Type and quantity recommended, not provided					
30.3	Others (Identify)					
30.4	Others (Identify)					
<b>31. Please include any other and/or additional features, options, capabilities not requested in the R.F.P. that you feel may be beneficial:</b>						
31.1	Others (Identify)					
31.2	Others (Identify)					
31.3	Others (Identify)					
31.4	Others (Identify)					
31.5	Others (Identify)					
31.6	Others (Identify)					
31.7	Others (Identify)					
31.8	Others (Identify)					
31.9	Others (Identify)					
<b>32. Reference for Agencies using the proposed solution (Minimum 3) Provide the Point of Contacts Agency, email, and phone number</b>						
32.1						
32.2						
32.3						
32.4	If selected, could a site visit/observation be arranged? Identify site.					

## Debarment and Judgment Affidavit

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from bidding or working on contracts issued by any government agency;
- b. Have not within the five (5) year period preceding the submission of this proposal:
  - Been convicted of or had a civil judgment rendered against them for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, State, or Local government transaction or contract; ii. Been convicted of or had a civil judgment rendered against them for violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (b), subparagraphs (i) and (ii) of this Certification;
- d. Have not within the five (5) year period preceding the submission of this proposal had one or more Federal, State, or Local government transactions terminated for cause or default.

Name:	Title:
Authorized Signature:	Date:

**SAVE AFFIDAVIT REQUIRED FOR LOCAL GOVERNMENT THAT MUST BE EXECUTED  
BY ANYONE ENTERING INTO A CONTRACT WITH A LOCAL GOVERNMENT**

STATE OF GEORGIA  
LEE COUNTY

By executing this affidavit under oath, as an applicant for a Lee, County Georgia contract as referenced in O.C.G.A. § 50-36-1 and the August 1, 2010, "Report of the Attorney General on Public Benefits", I am stating the following with respect to my ability to enter into a contract with Lee County: *[Name of natural person applying on behalf of individual, business, corporation, partnership or other private entity]*

1) \_\_\_\_\_ I am a United States citizen

**OR**

2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.\*

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.

This \_\_\_\_ day of \_\_\_\_\_, 2024

Signature of Applicant: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Alien Registration number for non-citizens: \* \_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 2024

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

**\*Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien," legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:



Form <b>W-9</b> (Rev. December 2011) Department of the Treasury Internal Revenue Service	<h3 style="margin:0;">Request for Taxpayer Identification Number and Certification</h3>	<b>Give Form to the requester. Do not send to the IRS.</b>
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: <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"/> Exempt payee  <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)		

<b>Part I Taxpayer Identification Number (TIN)</b>															
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.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><th colspan="2" style="font-size: small;">Social security number</th></tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Social security number													
Social security number															
<b>Note.</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><th colspan="2" style="font-size: small;">Employer identification number</th></tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Employer identification number													
Employer identification number															

<b>Part II Certification</b>	
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).	
<b>Certification instructions.</b> 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.	
<b>Sign Here</b>	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.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

### Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

### Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

### Specific Instructions

#### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

**Disregarded entity.** Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

**Note.** Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

**Other entities.** Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

**Exempt Payee**

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
  2. The United States or any of its agencies or instrumentalities,
  3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
  4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
  5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
  7. A foreign central bank of issue,
  8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
  9. A futures commission merchant registered with the Commodity Futures Trading Commission,
  10. A real estate investment trust,
  11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
  12. A common trust fund operated by a bank under section 584(a),
  13. A financial institution,
  14. A middleman known in the investment community as a nominee or custodian, or
  15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7 <sup>2</sup>

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

**Part II. Certification**

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

**Signature requirements.** Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

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

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

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

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

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records from Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor <sup>4</sup>
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

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

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

**\*Note.** Grantor also must provide a Form W-9 to trustee of trust.

**Privacy Act Notice**

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Lee County has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
E-Verify No.

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Legal Address

\_\_\_\_\_  
Zip Code

Contract Amount: \$ \_\_\_\_\_

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

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

Executed on \_\_\_\_\_ day of \_\_\_\_\_, 2024 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 \_\_\_\_\_, 2024

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

My Commission Expires:  
\_\_\_\_\_

**Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor 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 under a contract with Lee County on behalf of \_\_\_\_\_ 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 subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and a date of authorization are as follows:

\_\_\_\_\_  
E-Verify No.

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Subcontractor

\_\_\_\_\_  
Legal Address

\_\_\_\_\_  
Zip Code

Contract Amount: \$ \_\_\_\_\_

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.  
Executed on \_\_\_\_\_ day of \_\_\_\_\_, 2024 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 \_\_\_\_\_, 2024

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

My Commission Expires:  
\_\_\_\_\_

**Lee County, Georgia**

**Drug Free Workplace Certification**

The undersigned certifies that the provisions of Code Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated (O.C.G.A) relating to the Drug Free Workplace Act have been complied with in full. The undersigned further certifies that:

- 1.) A drug free workplace will be provided for the contractors employees during the performance of the contract, and
  
- 2.) Each contractor who hires a subcontractor to work in a drug free workplace shall secure from that contractor the following written certification:

As part of the subcontracting agreement with \_\_\_\_\_, this company certifies to the contractor that a drug free workplace will be provided for the subcontractors employees during the performance of this contract pursuant to paragraph (7) of subsection (b) of Code Section 50-24-3.

Also, the undersigned further certifies that he will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

Authorized Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Date: \_\_\_\_\_

**Lee County, Georgia**

**Non-Collusion Certification**

The undersigned bidder certifies that I have not directly or indirectly entered into any agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bidding in connection with this submitted bid.

Authorized Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Date: \_\_\_\_\_

Instructions: This Affidavit should be executed by the individual, if individually bid; by all partners, if it is a bid of a partnership; by the officers or the agents or other persons who may have acted for or represent a corporation in the bidding of the contract, if the bidder is a corporation.