



Town of Bennett

355 FOURTH STREET
BENNETT, COLORADO
80102-7806
(303) 644-3249
(303) 644-4125 – FAX

REQUEST FOR PROPOSALS COVER SHEET

Date: Thursday, August 04, 2016
Proposal Number: RFP 16-008
Proposal / Bid Title: **Town of Bennett
Bennett Regional Park & Open Space (BRPOS) - Pavilion**
Proposals Will Be Received Until: Thursday, August 18, 2016, 4:00 p.m., Local Time
Bennett Public Works, 365 Palmer Avenue, Bennett, CO 80102
Goods or Services to Be Delivered to or Performed At: **Town of Bennett, Colorado**
For Additional Information Please Contact: Daymon Johnson, Public Works Director
(303) 644-3249
djohnson@bennett.co.us

Documents Included in This Package: Request for Proposals Cover Sheet
Invitation to Bid
General Terms and Conditions
Special Terms and Conditions
Proposal Content
Pricing Form
Submission Form
Substitute Form W-9
Sample Construction Contract
Construction Plans
Project Manual

If any of the documents listed above are missing from this package, they may be picked up at Bennett Public Works, 365 Palmer Avenue, Bennett, Colorado 80102. If you require additional information, call Daymon Johnson at (303) 644-3249.

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the contractor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her offer, (3) the offer is being submitted on behalf of the contractor in accordance with any terms and conditions set forth in this document, and (4) the contractor will accept any awards made to it as a result of the offer submitted herein for a minimum of ninety (90) calendar days following the date of submission.

PRINT OR TYPE YOUR INFORMATION

Name of Company: _____ Fax: _____
Address: _____ City/State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone: _____
Authorized Representative's Signature: _____ Phone: _____
Printed Name: _____ Title: _____ Date: _____
Email Address: _____



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REQUEST FOR PROPOSALS INVITATION TO BID

The Town of Bennett, Colorado, hereby gives notice that original sealed Bids will be received for the "Bennett Regional Park & Open Space (BRPOS) - Pavilion" project. The project generally consists of a 34 ft. x 34' Skylark Pavilion and access improvements, adjacent to the former Antelope Hills Golf Course Clubhouse parking lot. The project also involves work related to trail construction, including topsoil stockpiling and replacement, minor grading and shaping, drainage culverts, erosion control, and reseeding of all disturbed areas. See Pricing Form for Contract Items and approximate quantities. No phone, fax or email bids will be accepted.

BID OPENING: Bids will be received until 4:00 P.M., local time, on Thursday, August 18, 2016, at the Town of Bennett Public Works Department, 365 Palmer Avenue, Bennett, Colorado 80102 and shortly thereafter the bids will be opened publicly and read aloud. Bids shall be addressed to Daymon Johnson, Public Works Director, Town of Bennett, Colorado, and shall be labeled "Bennett Regional Park & Open Space - Pavilion".

BIDDING DOCUMENTS: The Bidding Documents are on file for inspection at Public Works, Town of Bennett, 365 Palmer Avenue, Bennett, Colorado 80102. Adobe PDF copies may be obtained via direct download from the Town of Bennett web site, RFP section <https://www.colorado.gov/pacific/townofbennett/rfp/rfprfqi> , and may be reproduced and distributed freely.

MANDATORY PRE-BID MEETING: A mandatory Pre-Bid Meeting will be held at 10:00 am on Thursday, August 11, 2016 at the Town of Bennett Town Hall, 355 4th Street, Bennett, Colorado 80102. **Bids will be returned un-opened if an authorized representative of the company is not present and signed in at the Pre-Bid Meeting.**

BID SECURITY: Bid Security in the amount of not less than 5% of the Bid shall accompany each Bid in accordance with the Instruction to Bidders.

CONTRACT SECURITY: The Bidder to whom a Contract is awarded shall be required to furnish both a Performance Bond and Payment Bond acceptable to OWNER for 100% of the Contract Price for each of the above Bonds, in accordance with the requirements of the Contract Documents.

Published by authority of the Town of Bennett, Colorado.

Approved:

Lynette White
Town Clerk



Town of Bennett

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REQUEST FOR PROPOSALS GENERAL TERMS AND CONDITIONS

I APPLICABILITY

The Town of Bennett (“Town”) desires to solicit proposals from interested firms or persons to provide Trail Construction and all related construction work and services. This document sets forth general information and requirements for persons and firms (“Contractors”) interested in submitting “Proposals” in response to this Request for Proposals (“Solicitation”).

II CONTENTS OF PROPOSAL

A GENERAL CONDITIONS. Contractors are required to submit their Proposals in accordance with the following express conditions:

- 1 Contractors shall make all investigations necessary to thoroughly inform themselves regarding the conditions of the Bennett Regional Park & Open Space Trail Construction project. No plea of ignorance by the Contractor of conditions that exist or that may hereafter exist as a result of failure to fulfill the requirements of the contract documents will be accepted as the basis for varying the requirements of the Town, or the compensation to the Contractor.
- 2 Contractors are advised that all Town contracts are subject to all legal requirements contained in the Town’s Purchasing Policies, and State & Federal statutes. When conflicts between the Solicitation and these legal documents occur, the highest authority will prevail.
- 3 All Proposals and other materials submitted in response to this Solicitation shall become the property of the Town upon receipt, and will not be returned to the Contractor. Selection or rejection will not affect this right. Information that is considered proprietary should be clearly marked as such and will be handled in accordance with applicable Federal and State laws. Neither cost information nor any response in total will be considered proprietary, and Contractors should assume that all portions of their response other than proprietary information will be public records.
- 4 The provisions herein are solely for the fiscal responsibility of the Town and confer no rights, duties or entitlements to Contractors.
- 5 This Solicitation is not an offer to contract.

B CLARIFICATION AND MODIFICATIONS IN TERMS AND CONDITIONS

- 1 Where there appear to be variances or conflicts between the General Terms and Conditions, the Special Terms and Conditions, and the Technical Specifications outlined in this Solicitation, the Technical Specifications then the Special Terms and Conditions will prevail.

- 2 If any Contractor contemplating submitting a Proposal under this Solicitation is in doubt as to the true meaning of the Specifications, the Contractor must submit a **written request** for clarification to the Town, c/o Public Works, located at 365 Palmer Avenue, Bennett, CO 80102. Alternatively, the Town will accept the written requests submitted via email to Daymon Johnson, Public Works Director, djohnson@bennett.co.us The Contractor submitting the request shall be responsible for ensuring that the request is received by the Town at least three (3) calendar days prior to the scheduled deadline for submission of Proposals.

Any official interpretation of this Solicitation must be made by an agent of the Town who is authorized to act on behalf of the Town. The Town shall not be responsible for interpretations offered by employees of the Town who are not agents of the Town. Daymon Johnson is the exclusive Agent of the Town for this Project.

The Town shall issue a written Addendum if substantial changes which impact the technical submission of Proposals are required. A copy of such Addenda will be mailed, emailed or distributed via the Town web site to each Contractor receiving the Solicitation. The Contractor shall certify its acknowledgment of the Addendum by signing the Addendum and returning it with its Proposal. In the event of conflict with the original Contract Documents, Addenda shall govern all other Contract Documents to the extent specified. Subsequent Addenda shall govern over prior Addenda only to the extent specified.

C PRICES CONTAINED IN PROPOSAL – DISCOUNTS, TAXES, COLLUSION

- 1 Contractors may offer a cash discount for prompt payment. Discounts will be considered in determining the lowest net cost for the evaluation of Proposals; discounts for periods of less than twenty days, however, will not be considered in making the award. Contractors are encouraged to provide their prompt payment terms in the space provided on the Solicitation's Specification and Pricing Form. If no prompt payment discount is being offered, the Contractor shall enter a zero (0) for the percentage discount to indicate net thirty days. If the Contractor does not enter a percentage discount, it is hereby understood and agreed that the payment terms shall be net thirty days, effective on the date that the Town receives an accurate invoice or accepts the products, whichever is the later date. Payment is deemed to be made on the date of the mailing of the check.
- 2 Contractors shall not include federal, state, or local excise or sales taxes in prices offered, as the Town is exempt from payment of such taxes. Town tax identification numbers will be made available to the selected contractor.
- 3 The Contractor, by affixing its signature to this Solicitation, certifies that its Proposal is made without previous understanding, agreement, or connection either with any persons, firms or corporations making a Proposal for the same items, or with the Town. The Contractor also certifies that its Proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To insure integrity of the Town's public procurement process, all Contractors are hereby placed on notice that any and all Contractors who falsify the certifications required in conjunction with this section will be prosecuted to the fullest extent of the law.

III PREPARATION AND SUBMISSION OF PROPOSAL

A PREPARATION

- 1 The Proposal must be typed. All corrections made by the Contractor must be initialed in **blue ink** by the authorized agent of the Contractor.

- 2 Proposals must contain, **in blue ink**, a manual signature of an authorized agent of the Contractor in the space provided on the Solicitation cover page. **The original cover page of this Solicitation must be included in all Proposals. If the Contractor's authorized agent fails to sign and return the original cover page of the Solicitation, its Proposal may be invalid and may not be considered.**
- 3 Unit prices shall be provided by the Contractor on the Solicitation's Specification and Pricing Form when required in conjunction with the prescribed method of award and **shall be for the unit of measure requested**. Prices that are not in accordance with the measurements and descriptions requested shall be considered non-responsive and shall not be considered. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall prevail.
- 4 The accuracy of the Proposal is the sole responsibility of the Contractor. No changes in the Proposal shall be allowed after the date and time that the Offers are due. Changes made to the Proposal prior to the date and time that the Offers are due shall be made in accordance with Provision IV(A) of this document.

B SUBMISSION

- 1 The Proposal shall be sealed in an envelope with the Contractor's name and the solicitation number on the outside. The Town's Pricing form, which is attached to this Solicitation, must be used when the Contractor is submitting its Proposal. The Contractor shall not alter this form (e.g. add or modify categories for posting prices offered) unless expressly permitted in the addendum duly issued by the Town. No other form shall be accepted.
- 2 Proposals submitted via facsimile machines will not be accepted.
- 3 Contractors which qualify their Proposals by requiring alternate contractual terms and conditions as a stipulation for contract award must include such alternate terms and conditions in their Proposals. The Town reserves the right to declare Contractors' Proposals as non-responsive if any of these alternate terms and conditions are in conflict with the Town's terms and conditions, or if they are not in the best interests of the Town.

An ORIGINAL and THREE (3) copies of each Proposal must be received before the due date and time as specified in this Proposal. Failure to submit the required number of copies may deem the Contractor non-responsive. The Contractor is responsible for addressing the envelope as indicated below. Address the envelope as follows:

Town of Bennett Public Works
365 Palmer Avenue
Bennett, CO 80102

ATTN: Daymon Johnson
Public Works Director
RFP: 16-008

- C LATE PROPOSALS. Proposals received after August 18, 2016, 4:00 p.m., shall be considered non-responsive and will be returned unopened to the Contractor.

IV MODIFICATION OR WITHDRAWAL OF PROPOSALS

- A **MODIFICATIONS TO PROPOSALS.** Proposals may only be modified in the form of a written notice on company letterhead and must be received prior to August 18, 2016, 4:00 p.m. Each permissible modification submitted to the Town must have the Contractor's name and return

address and the applicable Solicitation number and title clearly marked on the face of the envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the Town will be considered the valid modification.

B WITHDRAWAL OF PROPOSALS

- 1 Proposals may be withdrawn prior to August 18, 2016, 4:00 p.m. Such requests must be made in writing on company letterhead.
- 2 Proposals may not be withdrawn after August 18, 2016, 4:00 p.m., for a period of ninety (90) calendar days. If a Proposal is withdrawn by the Contractor during this ninety-day period, the Town may, at its option, suspend the Contractor from the Bidder list and may not accept any Proposal from the Contractor for a six-month period following the withdrawal.

V REJECTION OF PROPOSALS

A REJECTION OF PROPOSALS. The Town may, at its sole and absolute discretion:

- 1 Accept or Reject any and all, or parts of any or all, Proposals submitted by prospective Contractors;
- 2 Re-advertise this Solicitation;
- 3 Postpone or cancel the process;
- 4 Waive any irregularities in the Proposals received in conjunction with this Solicitation; and/or
- 5 Determine the criteria and process whereby Proposals are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by the Town.

B REJECTION OF A PARTICULAR PROPOSAL. Examples of the reasons for which the Town may reject a Proposal, include, but are not limited to the following:

- 1 The Contractor mis-states or conceals any material fact in its Proposal;
- 2 The Contractor's Proposal does not strictly conform to the law or the requirements of the Solicitation;
- 3 The Proposal expressly requires or implies a conditional award that conflicts with the method of award stipulated in the Solicitation's Special Terms and Conditions;
- 4 The Proposal does not include documents, including, but not limited to, certificates, licenses, and/or samples, which are required for submission with the Proposal in conjunction with the Solicitation's Special Terms and Conditions and/or Technical Specifications; or
- 5 The Proposal has not been executed by the Contractor through an authorized signature on the Specification's Cover Sheet.

C ELIMINATION FROM CONSIDERATION

- 1 A Proposal may not be accepted from, nor any contract be awarded to, any person or firm which is in arrears to the Town upon any debt or contract or which is a defaulter as surety or otherwise upon any obligation to the Town.

- 2 A Proposal may not be accepted from, nor any contract awarded to, any person or firm which has failed to perform faithfully any previous contract with the Town, state or federal government, for a minimum period of three (3) years after this previous contract was terminated for cause.

VI AWARD OF SOLICITATION

The Town shall award the Solicitation to the successful Contractor through the issuance of a Notice of Award. The General Terms and Conditions, the Special Terms and Conditions, any Technical Specifications, the Proposal, and the Purchase Order or Notice of Award are collectively an integral part of any agreement between the Town and the successful Contractor. Accordingly, these documents shall be incorporated into a separate Contract for services. No services shall be provided until the Contract for services has been signed by the Town and no products shall be provided until the Purchase Order has been signed by the Contractor.

VII CONTRACT FOR SERVICES

The successful Contractor will be required to sign a Construction Contract substantially similar to the contract form included as a part of this Solicitation package. The Town reserves the right to add or delete provisions to the form prior to contract execution. Contractors are required to provide any and all comments, concerns, suggested edits, and clarifying questions pertaining to the provided sample Construction Contract. The intent of this section is to expedite the negotiation time between Contractor selection and final contracting. Any objections to the legal terms and conditions of the sample contract submitted after the submission of the proposal will not be considered by the Town and may result in the rejection of the proposal. Contractors are advised to seek legal counsel prior to preparing comments pursuant to this section. The Town shall assume that the sample Construction Contract has been thoroughly reviewed and discussed with legal counsel prior to the submission of this comments list. Comments submitted in this section do not count toward the prescribed page limits.

VIII INSURANCE AND BONDING REQUIREMENTS UPON AWARD OF CONTRACT

The successful Contractor will be required to procure and maintain policies of insurance in the minimum coverages set forth in the sample Construction Contract.

The successful Contractor shall be required to furnish a Performance Bond, Payment Bond, and Warranty Bond in an amount determined by the Town, but in any event at least equal to the contract price, as security for the faithful performance and payment of all Contractor's obligations. The bonds will be required to remain in effect at least until one year after the date of final payment. All bonds shall comply with the requirements set forth in the sample Construction Contract.



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REQUEST FOR PROPOSALS SPECIAL TERMS AND CONDITIONS

SCHEDULE OF ACTIVITIES: The following activities and dates are just a tentative outline of the process to be used to solicit Contractor responses and to evaluate each Proposal.

August 4, 2016	Issue Request for Proposal
August 11, 2016, 10:00 AM, Local Time	Mandatory Pre-Proposal Conference
August 12, 2016	Question Submittal Deadline
August 15, 2016	Final Addendum Issue Date
August 18, 2016, 4:00 PM, Local Time	Proposal Submittal Deadline
August 18, 2016, 4:00 PM, Local Time	Proposal Opening
August 19, 2016	Contract Award Notification
August 22, 2016	Contract Execution & Notice to Proceed
October 1, 2016	Project Substantial Completion
October 15, 2016	Project Final Completion

COMPETENCY OF CONTRACTORS - MINIMUM YEARS OF EXPERIENCE AND OPERATIONAL FACILITIES REQUIRED: Pre-award inspection of the Contractor's facility may be made prior to award of contract. Responses will only be considered from Contractors which have been engaged in the business of performing work and services as described in this Solicitation for a minimum period of five (5) years prior to the date of this Solicitation. The Contractor must be able to produce evidence that they have an established satisfactory record of performance for a reasonable period of time and have sufficient financial support, equipment and organization to ensure that they can satisfactorily execute the services if awarded a contract. The term 'equipment and organization' as used herein shall be construed to mean a fully equipped and well established company in line with the best business practices in the industry and as determined by the proper authorities of the Town. The Town reserves the right, before awarding the contract, to require a Contractor to submit such evidence of its qualifications as it may deem necessary, and may consider any evidence available to it (including, but not limited to, the financial, technical and other qualifications and abilities of the Contractor, including past performance and experience with the Town) in making the award in the best interests of the Town.

QUALIFICATIONS OF CONTRACTOR: The Town may make such investigations as deemed necessary to determine the ability of the Contractor to perform work, and the Contractor shall furnish all information and data for this purpose as the Town requests. Such information includes but not limited to: current licensing information, audited financial statements, history of the firm on assessments of liquidated damages, contracts cancelled prior to completion and/or lawsuits and/or pending lawsuits against the firm and/or its principals. The Town reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Contractor fails to satisfy the Town that such Contractor is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

NON-APPROPRIATION: Pursuant to C.R.S. § 29-1-110, as amended, financial obligations of the Town after the current fiscal year are contingent upon funds for the purpose being appropriated, budgeted and otherwise available. Any contract entered with respect to this project will provide that it is

automatically terminated on January 1st of the first fiscal year for which funds are not appropriated. The Town shall give the Contractor written notice of such non-appropriation.

MATERIAL PRICED INCORRECTLY: As part of any award resulting from this process, Contractor(s) will discount all transactions as agreed. In the event the Town discovers, through its contract monitoring process or formal audit process, that material was priced incorrectly, Contractor(s) agree to promptly refund all overpayments and to pay all reasonable audit expenses incurred as a result of the non-compliance.

METHOD OF AWARD - SINGLE PRODUCT: Award of this contract will be made to the best responsive, responsible Contractor, whose Proposal will be most advantageous to the Town, subject to the Town’s right to reject all Proposals. In addition to the Proposal fee amount, additional factors will be considered as an integral part of the bid evaluation process. The Proposal will be evaluated, and the Contract Award will be made, according to the following scoring system:

ITEM	DESCRIPTION	POINTS
1	Proposal Price	30
2	Company Experience - <i>PTOS*</i> , plus work in existing residential neighborhoods	10
3	Assigned Staff Experience - <i>PTOS*</i> , work in existing residential neighborhoods	10
4	Previous Town of Bennett Project Experience - Company and/or Assigned Staff	5
5	Project Approach & Planning - for work in established residential neighborhood	20
6	Project Timeline - ability to meet the outlined Town schedule	15
7	Company References - comparable customers and work/projects preferred	10
	* <i>PTOS - Parks, Trails & Open Space</i>	
	Total	100

EQUAL OPPORTUNITY: The Town of Bennett intends and expects that the contracting processes of the Town and its Vendors provide equal opportunity without regard to gender, race, ethnicity, religion, age or disability and that its Vendors make available equal opportunities to the extent third parties are engaged to provide goods and services to the Town as subcontractors, vendors, or otherwise. Accordingly, the Vendor shall not discriminate on any of the foregoing grounds in the performance of the contract, and shall make available equal opportunities to the extent third parties are engaged to provide goods and services in connection with performance of the contract. **Joint ventures are encouraged.** The Vendor shall disseminate information regarding all subcontracting opportunities under this contract in a manner reasonably calculated to reach all qualified potential subcontractors who may be interested. The Vendor shall maintain records demonstrating its compliance with this article and shall make such records available to the Town upon the Town’s request.

ADDENDUMS: Contractor is responsible for obtaining and acknowledging all subsequent addendums. Failure to submit subsequent addendum(s) shall deem the Contractor non-responsive.

COSTS INCURRED BY PROPOSER: Costs for developing a response to the Proposal, interviews, and contract negotiations are entirely the obligation of the Contractor and shall not be charged in any manner to the Town.



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REQUEST FOR PROPOSALS PROPOSAL CONTENT

REQUEST FOR CLARIFICATIONS. The Town reserves the right to require clarification or further information with respect to any Proposal received, and to determine the final terms of any contract for services.

I SCOPE OF WORK

The Town of Bennett, Colorado is seeking a Contractor to lead the construction of a pavilion and access improvements laid out in accordance with information shown on the accompanying construction plan set for this Project. The Town desires to secure the services of a qualified firm to deliver the construction and all related construction work for this Project.

The pavilion construction includes erecting a 34 ft. x 34ft SP 34A Skylark pavilion, a concrete pad below the pavilion, and the contractor is required to provide structural engineering of the four piers that support the structure with stamped structural engineering plans. The project also involves work related to the trail construction, including topsoil stockpiling and replacement, minor grading and shaping, drainage culverts, erosion control, and reseeding of all disturbed areas.

The project is at the Bennett Regional Park & Open Space (BRPOS), the former Antelope Hills Golf Course, located within the Antelope Hills residential subdivision. The residential subdivision is made up of large, estate-sized, lots developed within the last 20 years, but with very well-established homes, landscaping, views, and personal site amenities.

The proposing firm's related experience working on similar scale projects will be a major factor in reviewing proposals.

II PROPOSAL CONTENT

- The proposal must include a completed Pricing Form, as included with this RFP package.
- Firms must have the demonstrated (by Project experience and references) and stated capability to provide complete and comprehensive construction services for the Project.
- Interested firms should provide at least the following information:
 - Contact information – Including location, names of the principals, officers and directors of the firm.

- Brief statement of the firm's history, background, branch offices, staff size and makeup, main customer or client types or industry segment(s), project types, and any special emphasis or expertise.
- A statement of the availability, interest and commitment of the firm to undertake the project.
- Project Team staff resumes, including relevant related project experience.
- List of members of the project team, detailing their roles in the project, organizational chart, specific roles and responsibility commitments, and general percent of time allocation for individuals working on this project.
- Description of your approach to providing the proposed work and services, to give the Town the opportunity to understand your process. The approach in existing residential neighborhood areas will be critical to the Town's evaluation of the Proposal, and the Project's ultimate success.
- A summary of similar recent firm Project experience, within the last five years' time.



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REQUEST FOR PROPOSALS PRICING FORM

I PRICING - General Site Work

ITEM	QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1			Grading		
2			Topsoil Striping & Re-Spreading (4")		
3			12' ADS Culvert with F.E.S.		
4			Native Grass Seeding		
5			Erosion Control		
6			General Conditions & Staging		
			Total		

II PRICING - Pavilion Structure

ITEM	QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1			6" Depth Conc. Slab		
2			Concrete Piers		
3			Structural Engineering Plans		
4			34'x34' Skylark Shelter SP34A		
5			Crusher-Fines over Weed Fabric		
6			Coordination with other Contractors		
			Total		

Not to Exceed (NTE) Total:



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REQUEST FOR PROPOSALS SUBMISSION FORM

SUBMISSION: It is imperative, when submitting a bid/proposal, that you address the envelope as follows:

Town of Bennett
365 Palmer Avenue
Bennett, CO 80102

Attn: Daymon Johnson
Public Works Director
RFP: 16-002

Does your proposal comply with all the terms and conditions? If no, indicate exceptions YES / NO

Does your proposal meet or exceed all specifications? If no, indicate exceptions YES / NO

State percentage of prompt payment discount, if offered _____ %

State total bid price (include all items bid) _____

State total bid price with discount _____

The Town of Bennett must have on file a completed W-9 prior to doing business with Contractors. Please submit the attached form with your Proposal.



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REQUEST FOR PROPOSALS

SUBSTITUTE FORM W-9
REQUEST FOR TAXPAYER
IDENTIFICATION NUMBER AND CERTIFICATION
(A copy of the W-9 instructions is available upon request)

Vendor# _____

1 NAME OF FIRM:

NAME (Legal Name)

BUSINESS NAME (If different from above e.g. DBA)

2 ADDRESS WHERE NOTIFICATIONS, PURCHASE ORDERS ETC. SHOULD BE MAILED
(if different from above):

NAME (As it appears on invoice)

ADDRESS

CITY, STATE, ZIP

3. PAY TO OR REMITTANCE INFORMATION

(If more than one remit to address, please attach on additional page.)

STREET ADDRESS

CITY, STATE, ZIP

The Internal Revenue Service requires that you submit a Taxpayer Identification Number to comply with this regulation, please fill in the required information on this form, sign and return it to:

By fax (303) 644-4125
By mail Town of Bennett
ATTN: Rachel Summers
355 Fourth Street
Bennett, CO 80102

TAXPAYER IDENTIFICATION NUMBER (TIN)

Social Security Number _____ - ____ - ____
OR
Federal Identification Number _____ - _____

Name of Business Owner (please print) _____

Check Appropriate Box:

- Corporation Partnership Government
- Individual/Sole Prop Non-Profit Organization Other _____

(Must explain)

CERTIFICATION

Under penalties of perjury, I certify that:

- (1) The number shown on this form is my correct Tax Identification Number, and
- (2) I am not subject to backup withholding.
- (3) I am a US person (including a US resident alien)

Signature _____

Date _____

Print Name _____

Telephone Number () _____

NOTICE! CHECKS OR PURCHASE ORDERS WILL NOT BE ISSUED BY THE TOWN OF BENNETT UNTIL YOUR TAX PAYER ID NUMBER IS ON FILE IN THIS OFFICE!

FOR OFFICE USE ONLY:

Individual/Sole Proprietorships: For Corporation:

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Merchandise Only | <input type="checkbox"/> Services | <input type="checkbox"/> Attorney |
| <input type="checkbox"/> Employee expense reimbursement | <input type="checkbox"/> Contract Labor | <input type="checkbox"/> Non Attorney |
| <input type="checkbox"/> Garnishment / Child Support | <input type="checkbox"/> Other (Explain) | |
| <input type="checkbox"/> Damage awards & other reimb | <input type="checkbox"/> Sale of Land | |

Approved:

Town Administrator

Date