



PROFESSIONAL SERVICES, APPRAISAL SERVICES

RFP 2016-241

**Matt Dobecka, CPPO, CPPB, CPCP
Jack Hatchell Administration Building
2300 Bloomdale Road, Ste. 3160
McKinney, TX 75071**

**(P) 972-548-4103 (F) 972-548-4694
mdobecka@collincountytexas.gov**

Collin County exclusively uses IonWave Technologies, Inc. ([Collin County eBid](#)) for the notification and dissemination of all solicitations. The receipt of solicitations through any other means may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid/proposal non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other means.

LEGAL NOTICE

By order of the Commissioners' Court of Collin County, Texas, proposals will be received by the Purchasing Agent, 2300 Bloomdale Rd., Suite 3160, McKinney, TX 75071 until **2:00 P.M., Thursday, June 30, 2016**, for **PROFESSIONAL SERVICES, APPRAISAL SERVICES, (RFP 2016-241)**. Proposers should use unit pricing. Funds for payment have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. Prospective offerors may obtain detailed specifications and other documents at the Office of the Purchasing Agent or by going to <http://collincountytx.ionwave.net>. Proposals will be opened by the Purchasing Agent in the Purchasing Conference Room, Collin County Administration Building, 2300 Bloomdale Road, Ste 3160, McKinney TX, 75071 on **Thursday, June 30, 2016 at 2:00 P.M.** The Commissioners' Court reserves the right to reject any and all proposals.

ATTENTION: CLASSIFIEDS

**BILL TO: ACCOUNT NO 06100315-000
COMMISSIONERS' COURT**

NOTICE TO PUBLISHERS: Please publish in your issue on **Thursday, June 16, 2016 and Thursday, June 23, 2016**. A copy of this notice and the publisher's affidavit must accompany the invoice when presented for payment.

NEWSPAPER:	<u>Plano Star Courier</u>
DATE:	<u>June 14, 2016</u>
FAX:	<u>972- 529-1684</u>

Collin County, Texas

Bid Information

Bid Owner Matt Dobecka, CPPO, CPPB,
CPCP Functional Analyst
Email mdobecka@co.collin.tx.us
Phone 1 (972) 548-4103
Fax 1 (972) 548-4694

Bid Number 2016-241
Title Professional Services, Appraisal
Services

Bid Type RFP
Issue Date 06/14/2016
Close Date 6/30/2016 02:00:00 PM (CT)

Contact Information

Address 2300 Bloomdale Rd.
Ste. 3160
McKinney, TX 75071

Contact Matt Dobecka, CPPO, CPPB, CPCP
Functional Analyst

Department Purchasing
Building Admin. Building
Floor/Room Ste.3160
Telephone 1 (972) 548-4103
Fax 1 (972) 548-4694
Email mdobecka@co.collin.tx.us

Ship to Information

Address 4690 Community Ave.
Ste. 200
McKinney, TX 75071

Contact
Department Engineering
Building JJAEP
Floor/Room Ste. 200
Telephone
Fax
Email

Supplier Information

Company Name _____
Contact Name _____
Address _____

Telephone _____
Fax _____
Email _____

Supplier Notes

The undersigned hereby certifies the foregoing proposal submitted by the company listed below hereinafter called "offeror" is the duly authorized agent of said company and the person signing said proposal has been duly authorized to execute same. Offeror affirms that they are duly authorized to execute this contract; this company; corporation, firm, partnership or individual has not prepared this proposal in collusion with any other offeror or other person or persons engaged in the same line of business; and that the contents of this proposal as to prices, terms and conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Signature _____ Date ____ / ____ / ____

Bid Notes

Bid Activities

Date	Name	Description
6/24/2016 05:00:00 PM (CT)	Intent to Propose	Do you intend to submit a proposal?
6/24/2016 05:00:00 PM (CT)	Questions and Answers Deadline	

Bid Messages

Bid Attachments

The following attachments are associated with this opportunity and will need to be retrieved separately

Line	Filename	Description
Header	LEGAL _NOTICE.doc	Legal Notice
Header	Bid Document.pdf	Bid Document - Complete only if submitting a manual response.
Header	General Instructions_Proposals.docx	General Instructions_Proposals
Header	Terms of Contract_Proposals.docx	Terms of Contract - Proposals
Header	Special Conditions and Scope of Services.doc	Special Conditions and Scope of Services
Header	Exhibit A - Outer Loop ROW.pdf	Outer Loop ROW
Header	Exhibit B - Frontier Parkway.pdf	Frontier Parkway
Header	Attachment A.docx	Attachment A
Header	Attachment B.docx	Attachment B
Header	Attachment C.docx	Attachment C
Header	COI Information.pdf	COI Information
Header	CIQ_113015.pdf	Conflict of Interest Questionnaire
Header	W9_2014.pdf	W-9

Bid Attributes

Please review the following and respond where necessary

#	Name	Note	Response
1	Exceptions	Do you take exceptions to the specifications. If so, by separate attachment, please state your exceptions. Valid Responses: [Please Select], Yes, No	_____ (Required)
2	Insurance	I understand that the insurance requirements of this solicitation are required and a certificate of insurance shall be submitted to the Purchasing department if I am awarded all or a portion of the resulting contract. Please initial.	_____ (Required)
3	Cooperative Contracts	As permitted under Title 8, Chapter 271, Subchapter F, Section 271.101 and 271.102 V.T.C.A. and Title 7, Chapter 791, Subchapter C, Section 791.025, V.T.C.A., other local governmental entities may wish to also participate under the same terms and conditions contained in this contract. Each entity wishing to participate must enter into an inter-local agreement with Collin County and have prior authorization from vendor. If such participation is authorized, all purchase orders will be issued directly from and shipped directly to the local governmental entity requiring supplies/services. Collin County shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by these entities. Each entity reserves the right to determine their participation in this contract. Would bidder be willing to allow other local governmental entities to participate in this contract, if awarded, under the same terms and conditions?	_____ (Required)

Valid Responses: [Please Select], Yes, No

- 4 Preferential Treatment The County of Collin, as a governmental agency of the State of Texas, may not award a contract to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Government Code, Title 10, V.T.C.A., Chapter 2252, Subchapter A). _____ (Required)
1. Is your principal place of business in the State of Texas?
2. If your principal place of business is not in Texas, in which State is your principal place of business?
3. If your principal place of business is not in Texas, does your state favor resident bidders (bidders in your state) by some dollar increment or percentage?
4. If your state favors resident bidders, state by what dollar amount or percentage.
- 5 Debarment Certification I certify that neither my company nor an owner or principal of my company has been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension," as described in the Federal Register and Rules and Regulations. _____ (Required)
- Please initial.
- 6 Immigration and Reform Act I declare and affirm that my company is in compliance with the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America. _____ (Required)
- I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable by Collin County.
- Please initial.
- 7 Disclosure of Certain Relationships Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor. _____ (Required)
- By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.
- Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.

Please initial.

8 Disclosure of Interested Parties

Section 2252.908 of the Texas Government Code requires _____ (Required)
a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section.

Section 2252.908 applies only to a contract entered into on or after January 1, 2016.

Please initial.

9 Notification Survey

In order to better serve our offerors, the Collin County Purchasing Department is conducting the following survey. _____ (Required)
We appreciate your time and effort expended to submit your bid. Should you have any questions or require more information please call (972) 548-4165.

How did you receive notice of this request?

Valid Responses: [Please Select], Plano Star Courier, Plan Room, Collin County eBid Notification, Collin County Website, Other

10 Proposer Acknowledgement

Proposer acknowledges, understands the specifications, _____ (Required)
any and all addenda, and agrees to the proposal terms and conditions and can provide the minimum requirements stated herein. Offeror acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Proposal submittal resulting from Proposer's failure to do so. Proposer acknowledges the prices submitted in this Proposal have been carefully reviewed and are submitted as correct and final. If Proposal is accepted, vendor further certifies and agrees to furnish any and all products/services upon which prices are extended at the price submitted, and upon conditions in the specifications of the Request for Proposal.

Please initial.

Line Items

#	Qty	UOM	Description	Response
1	1	job	Collin County Outer Loop Segment 3A Between State Highway 289 and the Dallas North Tollway (Including Interchanges at DNT and 289)	\$ _____ (Required) Price

Item Notes: Total cost for the twenty-five (25) parcels that have been identified with an approximate acreage of 173.17 acres. Include a per parcel breakdown in your proposal. (See Exhibit "A")

Supplier Notes: _____

2	1	job	Frontier Parkway between the Dallas North Tollway and State Highway 289	\$ _____ (Required) Price
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Item Notes: Total cost for the sixteen (16) parcels that have been identified with a typical 120' right-of-way section. The roadway will be grade separated at the BNSF railroad. This will require a wider ROW footprint and the removal of existing buildings on the NW, NE and SW side of the grade separated crossing. Include a per parcel breakdown in your proposal. (See Exhibit "B")

Supplier Notes: _____

3	1	hour	Price per hour for additional services as needed by Collin County for testimony at special commissioners hearings, trials, and depositions.	\$ _____ (Required) Price
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Item Notes: Pricing per hour.

Supplier Notes: _____

4	1	hour	Price per hour for additional services as needed by Collin County for pre-hearing, pre-trial meetings, and preparation.	\$ _____ (Required) Price
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Item Notes: Pricing per hour.

Supplier Notes: _____

5	1	hour	Price per parcel for additional services as needed by Collin County.	\$ _____ (Required) Price
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Supplier Notes: _____

1.0 GENERAL INSTRUCTIONS

1.0.1 Definitions

1.0.1.1 Offeror: refers to submitter.

1.0.1.2 Vendor/Contractor/Provider: refers to a Successful Vendor/Contractor/Service Provider.

1.0.1.3 Submittal: refers to those documents required to be submitted to Collin County, by an Offeror.

1.0.1.4 RFP: refers to Request for Proposal.

1.0.1.5 CSP: refers to Competitive Sealed Proposal

1.1 If Offeror does not wish to submit an offer at this time, please submit a No Bid.

1.2 Awards shall be made not more than ninety (90) days after the time set for opening of submittals.

1.3 Collin County is always conscious and extremely appreciative of your time and effort in preparing your submittal.

1.4 Collin County exclusively uses ionWave Technologies, Inc. (Collin County eBid) for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other company.

1.5 A submittal may not be withdrawn or canceled by the offeror prior to the ninety-first (91st) day following public opening of submittals and only prior to award.

1.6 It is understood that Collin County, Texas reserves the right to accept or reject any and/or all Proposals/Submittals for any or all products and/or services covered in a Request For Proposal (RFP) and Competitive Sealed Proposal (CSP), and to waive informalities or defects in submittals or to accept such submittals as it shall deem to be in the best interest of Collin County.

1.7 All RFP's and CSP's submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the RFP/CSP number and name. A hard copy paper form submittal shall be manually signed in ink by a person having the authority to bind the firm in a contract. Submittals shall be mailed or hand delivered to the Collin County Purchasing Department.

1.8 No oral, telegraphic or telephonic submittals will be accepted. RFP's and CSP's may be submitted in electronic format via Collin County eBid.

1.9 All Request for Proposals (RFP) and Competitive Sealed Proposals (CSP) submitted electronically via Collin County eBid shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the RFP and/or CSP.

1.10 Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all Request for Proposals (RFP) and Competitive Sealed Proposals (CSP) submitted in hard copy paper form. RFP's, and CSP's received in the Collin County Purchasing Department after submission deadline shall be considered void and unacceptable. Absolutely no late submittals will be considered. Collin County accepts no responsibility for technical difficulties related to electronic submittals.

1.11 For hard copy paper form submittals, any alterations made prior to opening date and time must be initialed by the signer of the RFP/CSP, guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline.

1.12 Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the prices submitted shall not include taxes.

1.13 Any interpretations, corrections and/or changes to a Request for Proposal or Competitive Sealed Proposal and related Specifications or extensions to the opening/receipt date will be made by addenda to the respective document by the Collin County Purchasing Department. Questions and/or clarification requests must be submitted no later than seven (7) days prior to the opening/receipt date. Those received at a later date may not be addressed prior to the public opening. Sole authority to authorize addenda shall be vested in Collin County Purchasing Agent as entrusted by the Collin County Commissioners' Court. Addenda may be transmitted electronically via Collin County eBid.

1.13.1 Addenda will be transmitted to all that are known to have received a copy of the RFP/CSP and related Specifications. However, it shall be the sole responsibility of the Bidder/Quoter/Offeror to verify issuance/non-issuance of addenda and to check all avenues of document availability (i.e. **Collin County eBid** <https://collincountytexas.ionwave.net/>, telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Offeror's receipt of any addenda issued. Offeror shall acknowledge receipt of all addenda.

1.14 All materials and services shall be subject to Collin County approval.

1.15 Collin County reserves the right to make award in whole or in part as it deems to be in the best interest of the County.

1.16 Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.

1.17 Offerors taking exception to the specifications shall do so at their own risk. By offering substitutions, Offeror shall state these exceptions in the section provided in the RFP/CSP or by attachment. Exception/substitution, if accepted, must meet or exceed specifications stated therein. Collin County reserves the right to accept or reject any and/or all of the exception(s)/substitution(s) deemed to be in the best interest of the County.

1.18 Minimum Standards for Responsible Prospective Offerors: A prospective Offeror must meet the following minimum requirements:

1.18.1 have adequate financial resources, or the ability to obtain such resources as required;

1.18.2 be able to comply with the required or proposed delivery/completion schedule;

1.18.3 have a satisfactory record of performance;

1.18.4 have a satisfactory record of integrity and ethics;

1.18.5 be otherwise qualified and eligible to receive an award.

Collin County may request documentation and other information sufficient to determine Offeror's ability to meet these minimum standards listed above.

1.20 Vendor shall bear any/all costs associated with its preparation of a RFP/CSP submittal.

1.21 Public Information Act: Collin County is governed by the Texas Public Information Act, Chapter 552 of the Texas Government Code. All information submitted by prospective bidders during the bidding process is subject to release under the Act.

1.22 The Offeror shall comply with Commissioners' Court Order No. 2004-167-03-11, County Logo Policy.

1.23 Interlocal Agreement: Successful bidder agrees to extend prices and terms to all entities that has entered into or will enter into joint purchasing interlocal cooperation agreements with Collin County.

1.24 Bid Openings: All bids submitted will be read at the county's regularly scheduled bid opening for the designated project. However, the reading of a bid at bid opening should be not construed as a comment on the responsiveness of such bid or as any indication that the county accepts such bid as responsive.

The county will make a determination as to the responsiveness of bids submitted based upon compliance with all applicable laws, Collin County Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The county will notify the successful bidder upon award of the contract and, according to state law; all bids received will be available for inspection at that time.

2.0 TERMS OF CONTRACT

2.1 A proposal, when properly accepted by Collin County, shall constitute a contract equally binding between the Vendor/Contractor/Provider and Collin County. No different or additional terms will become part of this contract with the exception of an Amendment.

2.2 No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Amendments to the contract will be made in writing by Collin County Purchasing Agent.

2.3 No public official shall have interest in the contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

2.4 The Vendor/Contractor/Provider shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County Employees.

2.5 Design, strength, quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practice.

2.6 Proposals must comply with all federal, state, county and local laws concerning the type(s) of product(s)/service(s)/equipment/project(s) contracted for, and the fulfillment of all ADA (Americans with Disabilities Act) requirements.

2.7 All products must be new and unused, unless otherwise specified, in first-class condition and of current manufacture. Obsolete products, including products or any parts not compatible with existing hardware/software configurations will not be accepted.

2.8 Vendor/Contractor/Provider shall provide any and all notices as may be required under the Drug-Free Work Place Act of 1988, 28 CFR Part 67, Subpart F, to its employees and all sub-contractors to insure that Collin County maintains a drug-free work place.

2.9 Vendor/Contractor/Provider shall defend, indemnify and save harmless Collin County and all its officers, agents and employees and all entities, their officers, agents and employees who are participating in this contract from all suits, claims, actions, damages (including personal injury and or property damages), or demands of any character, name and description, (including attorneys' fees, expenses and other defense costs of any nature) brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of Vendor/Contractor/Provider's breach of the contract arising from an award, and/or any negligent act, error, omission or fault of the Vendor/Contractor/Provider, or of any agent, employee, subcontractor or supplier of Vendor/Contractor/Provider in the execution of, or performance under, any contract which may result from an award. Vendor/Contractor/Provider shall pay in full any judgment with costs, including attorneys' fees and expenses which are rendered against Collin County and/or participating entities arising out of such breach, act, error, omission and/or fault.

2.10 Expenses for Enforcement. In the event either Party hereto is required to employ an attorney to enforce the provisions of this Agreement or is required to commence legal proceedings to enforce the provisions hereof, the prevailing Party shall be entitled to recover from the other, reasonable attorney's fees and court costs incurred in connection with such enforcement, including collection.

2.11 If a contract, resulting from a Collin County RFP/CSP is for the execution of a public work, the following shall apply:

2.11.1 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before

beginning work, to execute to the governmental entity a Payment Bond if the contract is in excess of \$25,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.11.2 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Performance Bond if the contract is in excess of \$100,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.12 Purchase Order(s) shall be generated by Collin County to the vendor. Collin County will not be responsible for any orders placed/delivered without a valid purchase order number.

2.13 The contract shall remain in effect until any of the following occurs: delivery of product(s) and/or completion and acceptance by Collin County of product(s) and/or service(s), contract expires or is terminated by either party with thirty (30) days written notice prior to cancellation and notice must state therein the reasons for such cancellation. Collin County reserves the right to terminate the contract immediately in the event the Vendor/Contractor/Provider fails to meet delivery or completion schedules, or otherwise perform in accordance with the specifications. Breach of contract or default authorizes the County to purchase elsewhere and charge the full increase in cost and handling to the defaulting Vendor/Contractor/Provider.

2.14 Collin County Purchasing Department shall serve as Contract Administrator or shall supervise agents designated by Collin County.

2.15 All delivery and freight charges (FOB Inside delivery at Collin County designated locations) are to be included as part of the proposal price. All components required to render the item complete, installed and operational shall be included in the total proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.

2.16 Vendor/Contractor/Provider shall notify the Purchasing Department immediately if delivery/completion schedule cannot be met. If delay is foreseen, the Vendor/Contractor/Provider shall give written notice to the Purchasing Agent. The County has the right to extend delivery/completion time if reason appears valid.

2.17 The title and risk of loss of the product(s) shall not pass to Collin County until Collin County actually receives and takes possession of the product(s) at the point or points of delivery. Collin County shall generate a purchase order(s) to the Vendor/Contractor/Provider and the purchase order number must appear on all itemized invoices.

2.18 Invoices shall be mailed directly to the Collin County Auditor's Office, 2300 Bloomdale Road, Suite 3100, McKinney, Texas 75071. All invoices shall show:

2.18.1 Collin County Purchase Order Number;

2.18.2 Vendor's/Contractor's/Provider's Name, Address and Tax Identification Number;

2.18.3 Detailed breakdown of all charges for the product(s) and/or service(s) including applicable time frames.

- 2.19 Payment will be made in accordance with V.T.C.A., Government Code, Title 10, Subtitle F, Chapter 2251.
- 2.20 All warranties shall be stated as required in the Uniform Commercial Code.
- 2.21 The Vendor/Contractor/Provider and Collin County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.
- 2.22 The Vendor/Contractor/Provider agree to protect Collin County from any claims involving infringements of patents and/or copyrights.
- 2.23 The contract will be governed by the laws of the State of Texas. Should any portion of the contract be in conflict with the laws of the State of Texas, the State laws shall invalidate only that portion. The remaining portion of the contract shall remain in effect. The contract is performable in Collin County, Texas.
- 2.24 The Vendor/Contractor/Provider shall not sell, assign, transfer or convey the contract, in whole or in part, without the prior written approval from Collin County.
- 2.25 The apparent silence of any part of the specification as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the specification shall be made on the basis of this statement.
- 2.26 Vendor/Contractor/Provider shall not fraudulently advertise, publish or otherwise make reference to the existence of a contract between Collin County and Vendor/Contractor/Provider for purposes of solicitation. As exception, Vendor/Contractor/Provider may refer to Collin County as an evaluating reference for purposes of establishing a contract with other entities.
- 2.27 The Vendor/Contractor/Provider understands, acknowledges and agrees that if the Vendor/Contractor/Provider subcontracts with a third party for services and/or material, the primary Vendor/Contractor/Provider (awardee) accepts responsibility for full and prompt payment to the third party. Any dispute between the primary Vendor/Contractor/Provider and the third party, including any payment dispute, will be promptly remedied by the primary vendor. Failure to promptly render a remedy or to make prompt payment to the third party (subcontractor) may result in the withholding of funds from the primary Vendor/Contractor/Provider by Collin County for any payments owed to the third party.
- 2.28 Vendor/Contractor/Provider shall provide Collin County with diagnostic access tools at no additional cost to Collin County, for all Electrical and Mechanical systems, components, etc., procured through this contract.
- 2.29 Criminal History Background Check: If required, ALL individuals may be subject to a criminal history background check performed by the Collin County's Sheriff's Office prior to access being granted to Collin County. Upon request, Vendor/Contractor/Provider shall provide list of individuals to Collin County Purchasing Department within five (5) working days.
- 2.30 Non-Disclosure Agreement: Where applicable, vendor shall be required to sign a non-disclosure agreement acknowledging that all information to be furnished is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by vendor, except as provided in the contract/agreement, may cause serious harm or damage to Collin County. Therefore, Vendor agrees that Vendor will not use the information furnished for any purpose other than that stated in contract/agreement, and agrees that Vendor will not either directly or indirectly by agent, employee, or representative disclose this information, either in whole or in part, to any third party, except on a need to know basis for the purpose of evaluating any possible

transaction. This agreement shall be binding upon Collin County and Vendor, and upon the directors, officers, employees and agents of each.

2.31 Vendors/Contractors/Providers must be in compliance with the Immigration and Reform Act of 1986 and all employees specific to this solicitation must be legally eligible to work in the United States of America.

2.32 Certification of Eligibility: This provision applies if the anticipated Contract exceeds \$100,000.00 and as it relates to the expenditure of federal grant funds. By submitting a bid or proposal in response to this solicitation, the Offeror certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of proposal submission and time of award, the Offeror will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.

2.33 Notice to Vendors/Contractors/Providers delivering goods or performing services within the Collin County Detention Facility: The Collin County Detention Facility houses persons who have been charged with and/or convicted of serious criminal offenses. When entering the Detention Facility, you could: (1) hear obscene or graphic language; (2) view partially clothed male inmates; (3) be subjected to verbal abuse or taunting; (4) risk physical altercations or physical contact, which could be minimal or possibly serious; (5) be exposed to communicable or infectious diseases; (6) be temporarily detained or prevented from immediately leaving the Detention Facility in the case of an emergency or "lockdown"; and (7) subjected to a search of your person or property. While the Collin County Sheriff's Office takes every reasonable precaution to protect the safety of visitors to the Detention Facility, because of the inherently dangerous nature of a Detention Facility and the type of the persons incarcerated therein, please be advised of the possibility of such situations exist and you should carefully consider such risks when entering the Detention Facility. By entering the Collin County Detention Facility, you acknowledge that you are aware of such potential risks and willingly and knowingly choose to enter the Collin County Detention Facility.

2.34 Delays and Extensions of Time when applicable:

2.34.1 If the Vendor/Contractor/Provider is delayed at any time in the commence or progress of the Work by an act or neglect of the Owner or Architect/Engineer, or of an employee of either, or of a separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor/Contractor/Provider's control, or by delay authorized by the Owner pending mediation and arbitration, or by other causes which the Owner or Architect/Engineer determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Owner/Architect/Engineer may determine.

2.34.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that the weather conditions had an adverse effect on the scheduled construction.

2.35 Disclosure of Certain Relationships: Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send

completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.

2.36 Disclosure of Interested Parties: Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. Section 2252.908 applies only to a contract entered into on or after January 1, 2016.

NOTE: All other terms and conditions (i.e. Insurance Requirements, Bond Requirements, etc.) shall be stated in the individual RFP/CSP Solicitation documents as Special Terms, Conditions and Specifications.

3.0 EVALUATION CRITERIA AND FACTORS

3.1 The award of the contract shall be made to the responsible offeror whose proposal is determined to be the lowest and best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other factors set forth in the Request For Proposals in accordance with Vernon's Texas Code Annotated, Local Government.

3.1.1 The evaluation criteria will be grouped into percentage factors as follows:

FIRM'S QUALIFICATIONS/EXPERIENCE	20
PROPOSED STAFF & QUALIFICATIONS	20
DEMONSTRATED UNDERSTANDING OF THE SCOPE OF SERVICES TO BE PROVIDED	15
REFERENCES	15
REASONABLENESS OF THE FEE SCHEDULE	30
TOTAL POINTS	100

4.0 SPECIAL CONDITIONS AND SCOPE OF SERVICES

4.1 Authorization: By order of the Commissioners' Court of Collin County, Texas sealed proposals will be received for appraisal services for the acquisition of right-of-way on County projects.

4.2. Intent of Request for Proposal: Collin County's intent of this Request for Proposal (RFP) and resulting contract is to provide offerors with sufficient information to prepare a proposal for appraisal services for various projects.

4.3 Term: Provide for a term contract commencing on the date of the award and continuing through and including September 30, 2016 with the option to renew for an additional two (2) additional one (1) year terms.

4.4 Funding: Funds for payment have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that arise past the end of the current Collin County fiscal year shall be subject to budget approval.

4.5 Scope of Services: Collin County (County) is requesting proposals for Professional Real Estate Appraisal Services (PREAS). An individual Real Estate Appraiser (Appraiser) must express an interest to contract for services by completing this Request for Proposal (RFP). Appraisal services are necessary for, but shall not be limited to, the projects identified below. The appraiser shall be familiar with TxDOT operating procedures for these types of services. Multiple firms may be selected to perform services for the projects listed below and may be given the opportunity to assist the County with future appraisal service needs.

4.5.1 Collin County Outer Loop Segment 3A Between State Highway 289 and the Dallas North Tollway (Including Interchanges at DNT and 289) - Twenty-five (25) parcels have been identified with an approximate acreage of 173.17 acres.
(See Exhibit "A")

4.5.2 Frontier Parkway between the Dallas North Tollway and State Highway 289 - Sixteen (16) parcels have been identified with a typical 120' right-of-way section. The roadway will be grade separated at the BNSF Railroad. This will require a wider ROW footprint and the removal of existing buildings on the NW, NE and SW side of the grade separated crossing. (See Exhibit "B") Detailed ROW map is not available.

4.6 **Licensing Requirements:** Offerors must be individuals certified as General Real Estate Appraisers by the Texas Appraiser Licensing and Certification Board (TALCB). Please complete Attachment "A" for each appraiser that may be assigned to this project.

4.7 **Appraisal Services Agreement:** Collin County shall require the firm(s) selected to execute an Appraisal Services Agreement upon award of a contract for appraisal services. A sample copy of the agreement required, Attachment "B", is attached for review.

4.8 **Subcontractors:** Subcontractors providing service under the work authorization shall meet the same requirements and level of experience as required of the offeror. No subcontract under the contract shall relieve the primary contracted Appraiser of responsibility for the service. If the Appraiser uses a Subcontractor for any of the work required, the following conditions shall apply under the listed circumstances.

4.8.1 Responding Appraisers planning to subcontract a portion of the work shall identify the proposed Subcontractor in this RFP.

4.8.2 Subcontracting shall be at the offeror's expense.

4.8.3 The County retains the right to check Subcontractors backgrounds and make a determination to approve or reject the use of submitted Subcontractors.

4.8.4 The offeror shall be the only contact for the County and Subcontractors, and shall be the designated point of contact for all County and Subcontractor inquiries.

4.9 **Point of Contact:** Information regarding the purchasing process and the contents of this RFP may be obtained from the Collin County Purchasing Department or email mdobecka@co.collin.tx.us, Matt Dobecka, Functional Analyst.

4.10 **Price Reduction:** If during the life of the contract, the vendor's net prices to other customers under the same terms and conditions for services awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to Collin County.

4.11 **Insurance:** Collin County shall require insurance per Exhibit "E" of the Appraisal Services Agreement to be provided upon award of a contract.

5.0 PROPOSAL FORMAT

5.1 PROPOSAL DOCUMENTS: To achieve a uniform review process and to obtain a maximum degree of comparability, the proposal shall, at a minimum include a Table of Contents detailing sections and corresponding page numbers.

5.1.1 Proposals may be submitted online via <http://collincountytx.ionwave.net> or submitted via CD-ROM or Flash Drive. Electronic submissions are preferred.

5.1.2 If submitting manually, proposal shall be submitted in a sealed envelope or box with RFP name, number, and name of firm printed on the outside of the envelope or box. Manual submittals shall be sent/delivered to the following address and shall be received prior to the date/time for opening:

Collin County Purchasing
2300 Bloomdale, Suite 3160
McKinney, TX 75071

Paper copies shall be printed on letter size (8 ½ x 11) paper and assembled using spiral type bindings, staples, or binder clips. Do not use metal-ring hard cover binders. Manual submittals shall include an electronic copy in a searchable format.

It shall be the responsibility of the offeror to insure that their proposal reaches Collin County Purchasing prior to the date/time for the opening no matter which submission method is used.

5.2 The proposal shall be divided into tabbed, marked sections and shall include but not limited to information for each of the following:

5.2.1 FIRM OVERVIEW

Offeror is requested to define the overall structure of the Firm to include the following

5.2.1.1 A descriptive background of your company's history.

5.2.1.2 State your principal business location and any other service locations.

5.2.1.3 What is your primary line of business?

5.2.1.4 How long have you been providing service(s)?

5.2.1.5. Proposed personnel experience for projects completed within last five (5) years. List at least ten (10) projects for each person.

5.2.1.5.1 Mo. and Yr. work was completed

5.2.1.5.2 Type of non-residential property appraised

5.2.1.5.3 General location (City or Region)

5.2.1.5.4 Client, contact name, phone, e-mail

5.2.1.5.5 Condemning authority

5.3 REFERENCES

5.3.1 Offeror is requested to include at least three (3) references with names, addresses and telephone numbers per Attachment "C". The offeror is requested to include references of at least two (2) similar projects as listed in Section "4.0" above and one (1) from a financial institution with whom the firm has done business.

5.4 PRICING/FEEES

5.4.1 Provide an explanation of the total cost of the services showing a breakdown by parcel. Be sure to include all items necessary to render project complete and operational.

5.4.1.1 Collin County Outer Loop Segment 3A Between State Highway 289 and the Dallas North Tollway (Including Interchanges at DNT and 289) - Twenty-five (25) parcels have been identified with an approximate acreage of 173.17 acres. (See Exhibit "A")

5.4.1.2 Sixteen (16) parcels have been identified with a typical 120' right-of-way section. The roadway will be grade separated at the BNSF Railroad. This will require a wider ROW footprint and the removal of existing buildings on the NW, NE and SW side of the grade separated crossing. (See Exhibit "B") Detailed ROW map is not available.

5.4.1.3 Offeror shall provide pricing per hour for additional services as needed by Collin County for testimony at special commissioners hearings, trials, depositions, pre-hearing, pre-trial meetings, and preparation.

5.4.1.4 Offeror shall provide pricing per parcel for additional services as needed by Collin County.

5.5 SUPPORTING MATERIALS

5.5.1 Various questions included in this RFP will be used in making a selection and should be addressed by section and number. Offeror is requested to submit with their proposal descriptive literature sufficient in detail to enable an intelligent comparison of the requirements stated herein.

5.6 FINANCIAL STATEMENTS

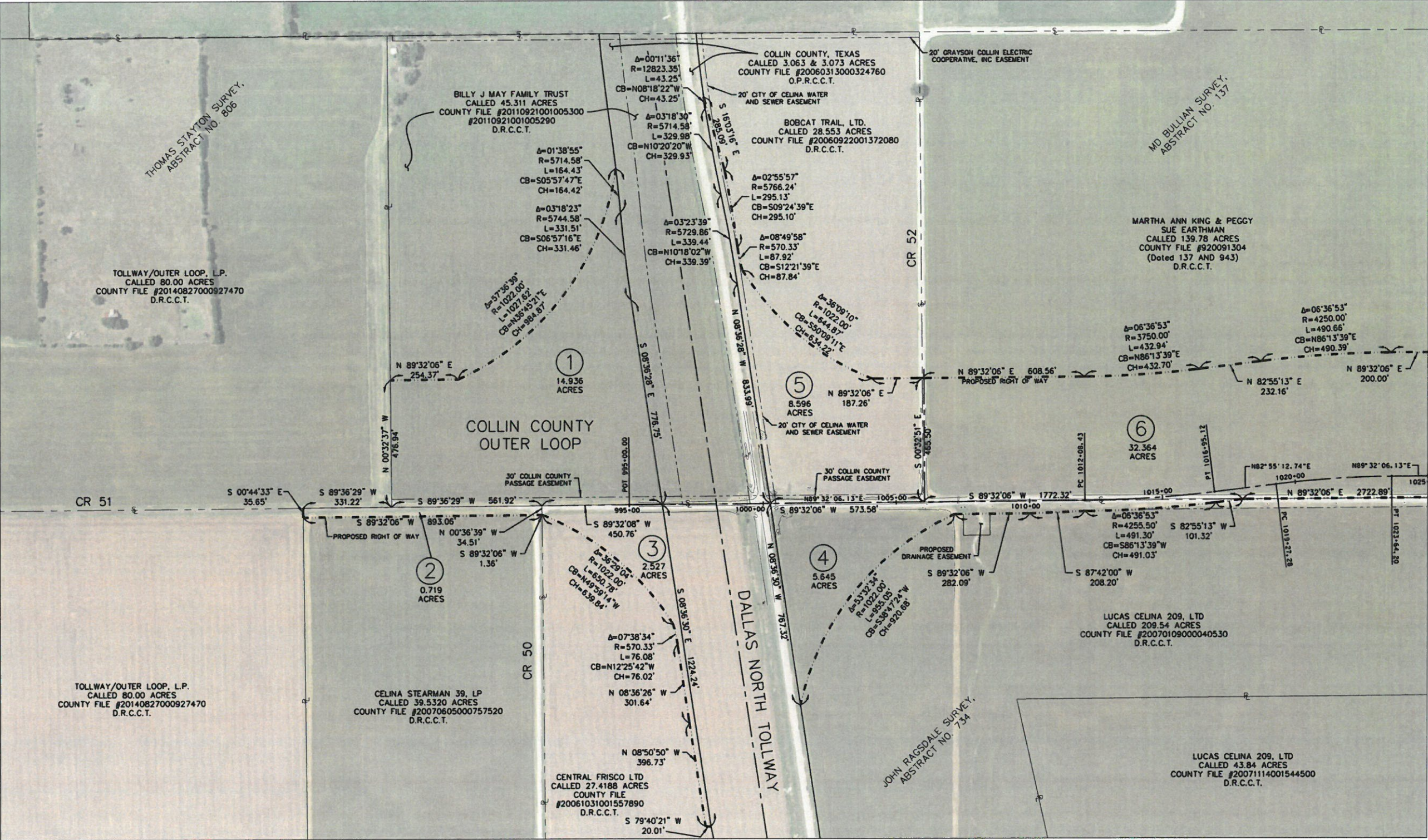
5.6.1 Offeror is requested to submit recent financial statements with their proposal. Audited financial statements are not mandatory. Unaudited financial statements will be accepted. If offeror's firm does, however, have audited statements, please include a copy with your proposal.

5.7 OTHER PROJECTS INVOLVED WITH

5.7.1 Offeror is requested to provide a list of other projects that you are currently involved with or will be involved with.

COLLIN COUNTY OUTER LOOP SEG 3A
ROW MAP EXHIBIT

Exhibit A



MATCHLINE STA: 1025+00.00

NOTES:

- 1) BASIS OF BEARING: TEXAS STATE PLANE COORDINATE SYSTEM, N.A.D. 83 (2011), NORTH CENTRAL ZONE (4202), ALL DISTANCES AND COORDINATES SHOWN HEREON ARE SCALED FROM 0.0 USING A TxDOT SURFACE ADJUSTMENT FACTOR OF 1.00015271. COORDINATE VALUES DERIVED USING THE WESTERN DATA SYSTEM VRS NETWORK.
- 2) THE BACKGROUND IMAGES SHOWN HEREON ARE NAIP DIGITAL ORTHO PHOTO IMAGES WITH A PUBLICATION DATE OF 10-08-2014 AND ARE PROVIDED FOR REFERENCE ONLY.

LEGEND	
EXISTING ROADWAY RIGHT OF WAY LINE BOUNDARY LINE	PROPOSED RIGHT OF WAY LINE
PRESCRIPTIVE RIGHT OF WAY LINE	PROPERTY LINE
SURVEY LINE	COMMENCING/BEARING CALLS
EASEMENT LINE	ROW = RIGHT OF WAY
P.O.C. = POINT OF COMMENCING	P.O.B. = POINT OF BEGINNING
O.P.R.C.C.T. = OFFICIAL PUBLIC RECORDS COLLIN COUNTY, TEXAS	IRF = IRON ROD FOUND
CIRF = CAPPED IRON ROD FOUND	CM = CONTROLLING MONUMENTATION
○ = FOUND MONUMENTATION	□ = 5/8" CAPPED IRON ROD SET STAMPED "LAMB-STAR", UNLESS STATED OTHERWISE

FOR REVIEW AND COMMENT ONLY
"PRELIMINARY. THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT"

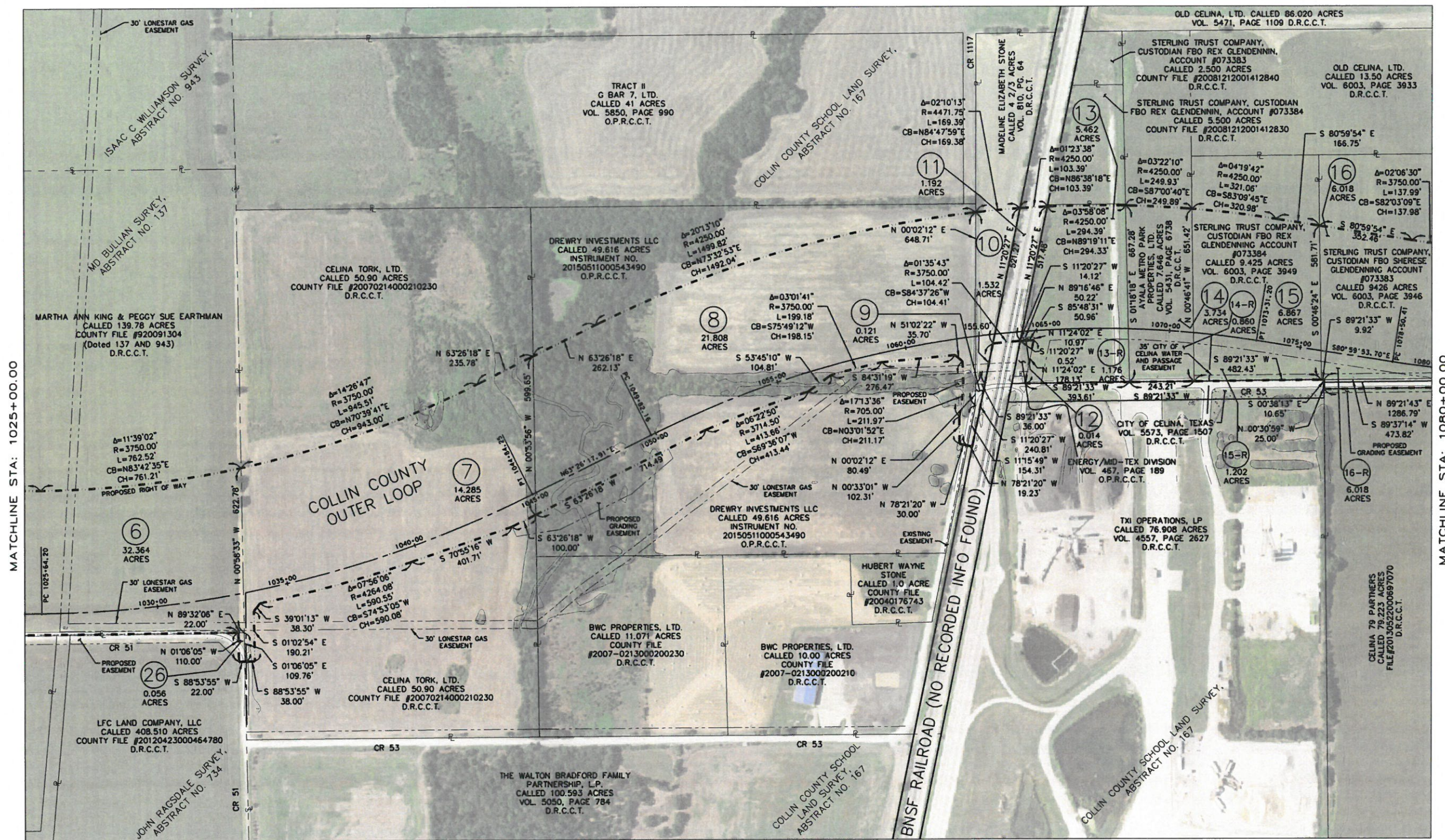
REVISED: 12/18/15



Lamb-Star ENGINEERING, L.P.	
5700 W. Plano Parkway Suite #1000 Plano, Texas 75093	
STATE	RIGHT-OF-WAY MAP EXHIBIT
TEXAS	COLLIN COUNTY OUTER LOOP
COUNTY	LS PROJECT NO.
COLLIN	0130018
DATE	10/02/15
SHEET NO.	01

COLLIN COUNTY OUTER LOOP SEG 3A
ROW MAP EXHIBIT

Exhibit A



SCALE: 1"=200' (34 x 22 SHEET)
0' 100' 200' 400'



NOTES:

- 1) BASIS OF BEARING: TEXAS STATE PLANE COORDINATE SYSTEM, N.A.D. 83 (2011), NORTH CENTRAL ZONE (4202), ALL DISTANCES AND COORDINATES SHOWN HEREON ARE SCALED FROM 0.0 USING A TXDOT SURFACE ADJUSTMENT FACTOR OF 1.00015271. COORDINATE VALUES DERIVED USING THE WESTERN DATA SYSTEM VRS NETWORK.
- 2) THE BACKGROUND IMAGES SHOWN HEREON ARE NAIP DIGITAL ORTHO PHOTO IMAGES WITH A PUBLICATION DATE OF 10-08-2014 AND ARE PROVIDED FOR REFERENCE ONLY.

LEGEND

EXISTING ROADWAY RIGHT OF WAY LINE	BOUNDARY LINE	P.O.C. = POINT OF COMMENCING
PROPOSED RIGHT OF WAY LINE	PROPERTY LINE	P.O.B. = POINT OF BEGINNING
PRESCRIPTIVE RIGHT OF WAY LINE	SURVEY LINE	O.P.R.C.C.T. = OFFICIAL PUBLIC RECORDS COLLIN COUNTY, TEXAS
COMMENCING/BEARING CALLS	EASEMENT LINE	IRF = IRON ROD FOUND
ROW = RIGHT OF WAY		CIRF = CAPPED IRON ROD FOUND
		○ = FOUND MONUMENTATION
		CM = CONTROLLING MONUMENTATION
		□ = 5/8" CAPPED IRON ROD SET STAMPED "LAMB-STAR", UNLESS STATED OTHERWISE

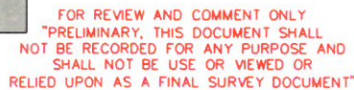
FOR REVIEW AND COMMENT ONLY
"PRELIMINARY. THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT"

REVISED: 12/18/15



Lamb-Star ENGINEERING, L.P.	
5700 W. Plano Parkway Suite #1000 Plano, Texas 75093	
STATE	RIGHT-OF-WAY MAP EXHIBIT
TEXAS	COLLIN COUNTY OUTER LOOP
COUNTY	LS PROJECT NO.
COLLIN	0130018
	SHEET NO.
	02

Exhibit A



REVISÉD: 12/18/15

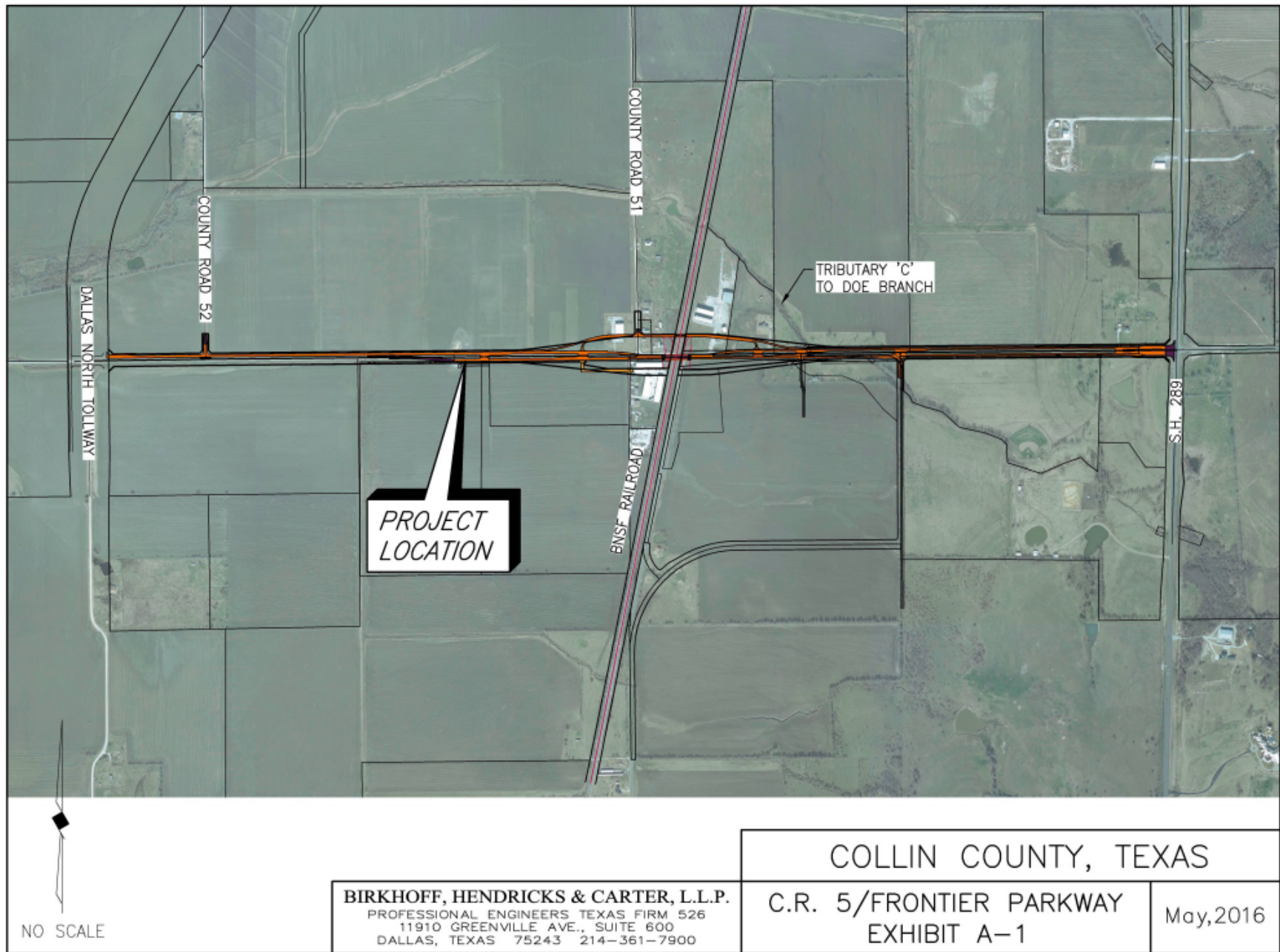
2) THE BACKGROUND IMAGES SHOWN HEREON ARE NAIP DIGITAL ORTHO PHOTO IMAGES WITH A PUBLICATION DATE OF 10-08-2014 AND ARE PROVIDED FOR REFERENCE ONLY.

LEGEND		
EXISTING ROADWAY RIGHT		P.O.C. = POINT OF COMMENCING
OF WAY LINE BOUNDARY LINE		P.O.B. = POINT OF BEGINNING
PROPOSED RIGHT OF WAY LINE		O.P.R.C.C.T. = OFFICIAL PUBLIC RECORDS COLLIN COUNTY, TEXAS
PRESCRIPTIVE RIGHT OF WAY LINE		IRF = IRON ROD FOUND
PROPERTY LINE		CIRF = CAPPED IRON ROD FOUND
SURVEY LINE		○ = FOUND MONUMENTATION
COMMENCING/BEARING CALLS		CM = CONTROLLING MONUMENTATION
EASEMENT LINE		◻ = 5/8" CAPPED IRON ROD SET STAMPED "LAMB-STAR", UNLESS STATED OTHERWISE
ROW = RIGHT OF WAY		



Lamb-Star
ENGINEERING, L.P.

STATE	RIGHT-OF-WAY MAP EXHIBIT		DATE
TEXAS	COLLIN COUNTY OUTER LOOP		10/02/1
COUNTY	LS PROJECT NO.	SHEET NO.	
COLLIN	0130018	03	



Attachment A

General Licensing Requirements and Professional Designation

- 1.0 General Licensing Requirement - The Appraiser must have an active certification as a State Certified General Real Estate Appraiser issued by the Texas Appraiser Licensing and Certification Board (TALCB).
 - 1.1 The number of your State Certification is TX-_____
 - 1.2 The expiration date of your State Certification is _____
(mm/dd/yyyy)
 - 1.3 The County reserves the right to verify professional qualifications prior to award. Any false or negative responses may be grounds for disqualification of the proposal.
- 2 Professional Designation
 - 2.1 For the purposes of this RFP, a Professional Designation for a Real Estate Appraiser is an active designation or certification by a national or international organization devoted solely to the appraisal industry which had adopted the Uniform Standards of Professional Appraisal Practice (USPAP) for professional appraisal practice in North America and promulgated by the Appraisal Standards Board of the Appraisal Foundation. In addition, the organization must require training, experience, testing and recertification in the field of real estate appraisal.
 - 2.2 Identifying your Professional Designation
 - 2.2.1 Do you have a Professional Designation: (Yes or No)_____
If you answered "Yes" to the question, complete the following:
 - 2.2.2 Title of the Designation: _____
 - 2.2.3 Organization awarding the Designation: _____
 - 2.2.4 The expiration date of your Designation: _____
 - 2.3 Place a copy of your Professional Designation on the next page:

ATTACHMENT B



APPRAISAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into by and between COLLIN COUNTY, TEXAS, a political subdivision of the State of Texas, hereinafter referred to as "County", and _____, a _____ company, hereinafter referred to as "Appraiser," to be effective from and after the date as provided herein.

WITNESSETH:

WHEREAS, County desires to engage the services of Appraiser to perform appraisal services in connection with the acquisition of right-of way and various other projects, hereinafter referred to as the "Project"; and

WHEREAS, Appraiser desires to render such appraisal services for County upon the terms and conditions provided herein.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That for and in consideration of the covenants contained herein, and for the mutual benefits to be obtained hereby, the parties hereto agree as follows:

I. Retention of the Appraiser

County hereby agrees to retain the Appraiser to perform professional appraisal services in connection with the Project; Appraiser agrees to perform such services in accordance with the terms and conditions of RFP 2016-241, Professional Services, Appraisal Services and this Agreement, exercising the same degree of care, skill, and diligence as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances.

II. Scope of Services

The parties agree that Appraiser shall perform such services as are set forth and described in Exhibit "A," which is attached hereto and thereby made a part of this Agreement. Work to be performed by Appraiser for each Project shall be preceded by a purchase order issued to Appraiser by County. The parties understand and agree that deviations or modifications to the scope of services to be provided by Appraiser may be authorized from time to time by the County in the form of written amendments.

ATTACHMENT B

III. Schedule of Services

Appraiser agrees to commence its services immediately upon execution of this Agreement, or as otherwise directed in writing by County, and to proceed diligently with said services to completion as described in the Completion Schedule attached hereto as Exhibit "B" and thereby made a part of this Agreement. Appraiser shall not be considered in default of this Agreement for delays in performance caused by circumstances beyond its reasonable control. Should such circumstances occur, Appraiser shall, within a reasonable time of being prevented from performing, give written notice to County describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

IV. Compensation and Method of Payment

The parties agree that Appraiser shall be compensated for all services provided pursuant to this Agreement in the amount and manner described and set forth in the Payment Schedule attached hereto as Exhibit "C" and thereby made a part of this Agreement. Appraiser further agrees that it will prepare and present such progress reports and itemized statements as are described in said Exhibit "C". Payment will be made in accordance with V.T.C.A., Government Code, Title 10, Subtitle F, Chapter 2251.

V. Information to be Provided by County

County agrees to furnish to Appraiser, prior to Appraiser's commencement of its services hereunder, all that information requested, set forth and described on Exhibit "D," which is attached hereto and thereby made a part of this Agreement.

VI. Meetings

In addition to providing the progress reports as required under Paragraph IV herein above, Appraiser agrees to attend all regularly scheduled meetings with _____ and other meetings, as may be required, related to the Project and scheduled by County. Appraiser shall, at such meetings, outline work accomplished and any special problem(s) or delays encountered in connection with the Project during the previous reporting period, as well as planned work activities and any special problem(s) or delays anticipated for the next reporting period.

VII. Insurance

Appraiser agrees to meet all insurance requirements as set forth on Exhibit "E" which is attached hereto and thereby made a part of this Agreement.

VIII. Indemnity

APPRAISER SHALL DEFEND, INDEMNIFY AND HOLD HARMLESS Collin County and all its officials, officers, agents and employees, and all entities, their officers, agents, employees who are participating in this contract from and against all suits, claims, actions, damages, demands or other demands, including settlements, of any character, name and

ATTACHMENT B

description which are made, alleged or asserted against County by Appraiser, or arise in favor of Appraiser, originating from any source in connection with Appraiser's performance under this Agreement or any agreement which may result from the award of this Agreement. It is County and Appraiser's intent that APPRAISER DEFEND, INDEMNIFY AND HOLD HARMLESS Collin County and all its officials, officers, agents and employees, and all entities, their officers, agents, employees who are participating in this contract from all the consequences of the negligence, fault, or liability of Appraiser, its officers, agents, employees, and/or subcontractors and/or any other person or entity which is not a County official, officer, agent or employee, including, but not limited to any injuries or damages received or sustained by any entity, person, or property.

IX. Independent Contractor

The parties hereto acknowledge and agree that in the performance of services hereunder, the Appraiser shall be deemed an independent contractor and shall not, with respect to its acts or omissions, be deemed an agent or employee of the County.

X. Assignment and Subletting

Appraiser agrees that neither this Agreement nor the services to be performed hereunder will be assigned or sublet without the prior written consent of County. Appraiser further agrees that the assignment or subletting or any portion or feature of the services required in the performance of this Agreement shall not relieve Appraiser from its full obligations to County as provided by this Agreement.

XI. Audits and Records/Prohibited Interest

Appraiser agrees that at any time during normal business hours, and as often as County may deem necessary, Appraiser shall make available to representatives of the County for examination all of its records with respect to all matters covered by this Agreement, and will permit such representatives of the County to audit, examine, copy and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement, all for a period of three (3) years from the date of final settlement of this Agreement or of such other or longer period, if any, as may be required by applicable statute or other lawful requirements.

Appraiser agrees that it is aware of the conflict of interest requirements of Texas state law, which are applicable to persons entering into contracts with the County and will abide by the same. Further, a lawful representative of Appraiser shall execute the Affidavit shown in Exhibit "F." Appraiser understands and agrees that the existence of a conflict of interest during the term of this Agreement will render this Agreement voidable.

XII. Contract Termination

The parties agree that County shall have the right to terminate this Agreement without cause upon thirty (30) days written notice to Appraiser. In the event of such termination without

ATTACHMENT B

cause, Appraiser shall deliver to County all finished or unfinished documents, data, studies, surveys, drawings, maps, models, reports, photographs or other items prepared by Appraiser in connection with this Agreement. Appraiser shall have the right to terminate this Agreement upon thirty (30) days written notice to County in the event of the County's breach of any material term of this Agreement, including but not limited to, compensation and method of payment. Regardless of which party initiates termination pursuant to this Section, Appraiser shall be entitled to compensation for any and all services completed to the satisfaction of County in accordance with the provisions of this Agreement prior to termination.

XIV. Ownership of Documents

Original drawings and documents created by Appraiser are the property of the Appraiser; however, the Project is the property of the County, and Appraiser may not use the drawings and documents therefor for any purpose not relating to the Project without County's prior written consent. County shall be furnished with such reproductions of drawings and documents as County may reasonably require. Any use of the Original drawings and documents for any other purpose other than the Project described herein will be at the County's sole risk and without liability or legal exposure to Appraiser, unless Appraiser specifically authorizes or agrees with such use.

XV. Complete Contract

This Agreement, including the exhibits attached hereto and numbered "A" through "F," constitute the entire agreement by and between the parties regarding the subject matter hereof and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified or canceled by a duly executed written instrument.

XVI. Mailing of Notices

Unless instructed otherwise in writing, Appraiser agrees that all notices or communications to the County permitted or required under this Agreement shall be addressed to the County at the following address:

Mr. Clarence Daughtery, PE
Collin County Engineering
4690 Community Ave., Ste. 200
McKinney, TX 75071

County agrees that all notices or communications to Appraiser permitted or required under this Agreement shall be addressed to Appraiser at the following address:

ATTACHMENT B

All notices or communications required to be given in writing by one party or the other shall be considered as having been given on the date such notice or communication is sent by the sending party.

XVII. Miscellaneous

A. Paragraph Headings

The paragraph headings contained herein are for convenience only and are not intended to define or limit the scope of any provision in this Agreement.

B. Interpret Contract Fairly

Although this Agreement is drafted by County, should any part be in dispute, the parties agree that the Agreement shall not be construed more favorable for either party.

C. Venue/Governing Law

The parties agree that the laws of the State of Texas shall govern this Agreement, and that it is performable in Collin County, Texas.

D. Parties Bound

County and Appraiser, and their partners, successors, subcontractors, executors, legal representatives, and administrators are hereby bound to the terms and conditions of this Agreement.

E. Severability

In the event a term, condition, or provision of this Agreement is determined to be void, unenforceable, or unlawful by a court of competent jurisdiction, then that term, condition, or provision shall be deleted and the remainder of the Agreement shall remain in full force and effect.

F. Effective Date

This Agreement shall be effective from and after execution by both parties hereto.

G. Term of Agreement

The term of this Agreement shall the effective date through and including September 30, 2016 with the option to renew for an additional two (2) additional one (1) year terms. No other extension shall be authorized unless granted by written agreement between the County and Appraiser.

ATTACHMENT B

WITNESS OUR HANDS AND SEALS on the date indicated below.

COLLIN COUNTY, TEXAS

Date: _____

By: _____
Michalyn Rains, CPPO, CPPB, Purchasing Agent
Approved by Court Order No. _____

Date: _____

By: _____

Title: _____

SAMPLE

ATTACHMENT B
ACKNOWLEDGMENT

STATE OF TEXAS }
 }
COUNTY OF _____ }

BEFORE ME, _____ on this day personally appeared _____
_____, of _____, a _____ corporation, known to me (or
proved to me on the oath of _____ or through _____
(description of identity card or other document) to be the person whose name is subscribed to the
foregoing instrument and acknowledged to me that he/she executed the same as the act and deed
of the corporation, for the purposes and consideration therein expressed and in the capacity
therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the _____ day of _____
_____, 2016.

Notary Public, State of Texas

Printed Name

My Commission expires on the _____ day of _____, _____.

STATE OF TEXAS }
 }
COUNTY OF COLLIN }

BEFORE ME, _____ on this day personally appeared Michalyn Rains,
Purchasing Agent of COLLIN COUNTY, TEXAS, a political subdivision of the State of Texas,
known to me to be the person whose name is subscribed to the foregoing instrument and
acknowledged to me that he/she executed the same as the act and deed of COLLIN COUNTY,
TEXAS, for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the _____ day of _____
_____, 2016.

Notary Public, State of Texas

Printed Name

My Commission expires on the _____ day of _____, _____.

ATTACHMENT B

EXHIBIT "A"

SCOPE OF SERVICES

SAMPLE

ATTACHMENT B

EXHIBIT "B"

COMPLETION SCHEDULE

PROJECT SCHEDULE

SAMPLE

ATTACHMENT B

EXHIBIT "C"

PAYMENT SCHEDULE

Invoices will be transmitted to the County on a monthly basis based on a percentage of completion up to that time. A derivation of the total contract fee amount is attached.

SAMPLE

ATTACHMENT B

EXHIBIT "D"

INFORMATION TO BE FURNISHED BY THE COUNTY

The County will make available to Appraiser any and all information, data, etc. as it may have in its possession relating to the project described herein.

SAMPLE

ATTACHMENT B

EXHIBIT "E"

INSURANCE REQUIREMENTS

1.0 Before commencing work, the vendor shall be required, at its own expense, to obtain insurance in the amounts and as described below. Further before commencing work, vendor shall furnish the Collin County Purchasing Agent with certified copies of all insurance certificate(s) indicating the coverage obtained. This coverage shall remain in force throughout the term of this Agreement.

1.1 Commercial General Liability insurance at minimum combined single limits of (\$1,000,000 per-occurrence and \$2,000,000 general aggregate) for bodily injury and property damage, which coverage shall include products/completed operations at \$2,000,000 per occurrence. Coverage must be written on an occurrence form

1.2 Workers Compensation insurance at statutory limits, including employers' liability coverage at \$500,000.00. In addition, the contractor must meet each stipulation below as required by the Texas Department of Insurance, Division of Workers' Compensation; (Note: If there are any questions concerning these requirements, vendor is instructed to contact the DWC at (512)440-3789).

1.2.1 Definitions: Certificate of coverage ("certificate"). A copy of a certificate of authority of self-insure issued by the commission, or a coverage agreement (DWC-81, DWC-82, DWC-83, OR DWC-84), showing statutory workers compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the project includes the time from the beginning of the work on the project until the contractor's/person's work on the project has been completed and accepted by the governmental entity.

Persons providing services on the project ("subcontractor" in 406.096) includes all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

1.2.2 The contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all employees of the contractor providing services on the project, for the duration of the project.

1.2.3 The Contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract.

ATTACHMENT B

1.2.4 If the coverage period shown on the contractor's current certificate of coverage ends during the duration of the project, the contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.

1.2.5 The contractor shall obtain from each person providing services on a project, and provide to the governmental entity:

1.2.5.1 A certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project; and

1.2.5.2 no later than seven (7) days after receipt by the contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.

1.2.6 The contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.

1.2.7 The contractor shall notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.

1.2.8 The contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Department of Insurance, Division of Workers' Compensation, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.

1.2.9 The contractor shall contractually require each person with whom it contracts to provide services on a project, to:

1.2.9.1 provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all of its employees providing services on the project, for the duration of the project;

1.2.9.2 provide to the contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project;

1.2.9.3 provide the contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

1.2.9.4 obtain from each other person with whom it contracts, and provide to the contractor:

ATTACHMENT B

1.2.9.4.1 a certificate of coverage, prior to the other person beginning work on the project; and

1.2.9.4.2 a new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

1.2.9.5 retain all required certificates of coverage on file for the duration of the project and for one year thereafter;

1.2.9.6 notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and

1.2.9.7 contractually require each person with whom it contracts, to perform as required by paragraphs 1.2.1 through 1.2.7, with the certificates of coverage to be provided to the person for whom they are providing services.

1.2.10 By signing this contract or providing or causing to be provided a certificate of coverage, the contractor is representing to the governmental entity that all employees of the contractor who will provide services on the project will be covered by workers compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

1.2.11 The contractor's failure to comply with any of these provisions is a breach of contract by the contractor which entitles the governmental entity to declare the contract void if the contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the governmental entity.

1.3 Commercial Automobile Liability insurance shall be no less than \$500,000 combined single limits per accident for bodily injury and property damage, including owned, non-owned, and hired vehicle coverage.

1.4 Professional Liability Insurance at minimum limits of \$1,000,000. This policy must have a two (2) year extended period of coverage, (i.e. tail coverage). If you choose to have project coverage endorsed onto your base policy, this would be acceptable.

2.0 The required limits may be satisfied by any combination of primary, excess or umbrella liability insurances, provided the primary policy complies with the above requirements and the excess umbrella is following form. The vendor may maintain reasonable and customary deductibles, subject to approval by Collin County.

3.0 With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:

3.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be contained on all policies.

ATTACHMENT B

3.2 The vendor's insurance coverage shall name Collin County as an additional insured under the General Liability policy.

3.3 All insurance policies shall be endorsed to the effect that Collin County will receive at least thirty (30) days notice prior to cancellation, non-renewal or termination of the policy.

3.4 All copies of Certificates of Insurance shall reference the project/contract number.

4.0 All insurance shall be purchased from an insurance company that meets the following requirements:

4.1 A financial rating of A-VII or better as assigned by the BEST Rating Company or equivalent.

5.0 Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:

5.1 All endorsements and insurance coverages are in accordance with the requirements and instructions contained herein.

5.2 Any notice of cancellation or termination shall be delivered to Collin County in accordance with the requirements and instructions contained herein.

ATTACHMENT B

EXHIBIT "F"

AFFIDAVIT OF REGULATION OF CONFLICTS OF INTEREST

The undersigned declares and affirm that during the term of this contract they will maintain compliance as defined in Vernon's Texas Codes Annotated, Local Government Code Title 5, Section C, Chapter 171.

I further understand and acknowledge that the existence of a prohibited interest at any time during the term of this contract will render the contract voidable.

Name of Appraiser _____

Title of Officer _____

Signature of Officer _____

Date: _____

ACKNOWLEDGMENT

STATE OF TEXAS }

}

COUNTY OF _____ }

BEFORE ME, on this day personally appeared _____, known to me (or proved to me on the oath of _____ or through _____ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the _____ day of _____, 2016.

Notary Public, State of Texas

Printed Name

My Commission expires on the _____ day of _____, _____.

Company Letterhead

Reference Letter #1

[Name of Individual/Company completing Reference Letter]
[Street Address]
[City, ST ZIP Code]
[Phone Number]
[e-mail address]

September , 2014

In Reference to [Appraiser Name]

Please be sure your reference states the following:

- Type of Work/ Service Performed
- When and Where the Work/ Service was Performed
- Was the Work/ Service Provided on Schedule
- Was the Work/ Service Acceptable

Sincerely,

[Reference Name]
[Title]

INFORMATION REGARDING **CONFLICT OF INTEREST QUESTIONNAIRE**

During the 79th Legislative Session, House Bill 914 was signed into law effective September 1, 2005, which added Chapter 176 to the Texas Local Government Code. Recent changes have been made to Chapter 176 pursuant to HB23, which passed the 84th Legislative Session. Chapter 176 mandates the public disclosure of certain information concerning persons doing business or seeking to do business with Collin County, including family, business, and financial relationships such persons may have with Collin County officers or employees involved in the planning, recommending, selecting and contracting of a vendor for this procurement.

For a copy of Form CIQ and

CIS: [http://www.ethics.state.tx.us/filinginfo/conflict_form
s.htm](http://www.ethics.state.tx.us/filinginfo/conflict_form_s.htm)

The vendor acknowledges by doing business or seeking to do business with Collin County that he/she has been notified of the requirements under Chapter 176 of the Texas Local Government Code and that he/she is solely responsible for complying with the terms and conditions therein. Furthermore, any individual or business entity seeking to do business with Collin County who does not comply with this practice may risk award consideration of any County contract.

For a listing of current Collin County Officers:

<http://www.collincountytexas.gov/government/Pages/officials.aspx>

The following County employees will be involved in the planning, recommending, selecting, and contracting for the attached procurement:

Department:

Clarence Daugherty, P.E. – Director of Engineering
Tracy Homfeld, P.E. – Asst. Director of Engineering
Jeff Durham, RPLS – Special Projects

Purchasing:

Michalyn Rains, CPPO, CPPB – Purchasing Agent
Sara Hoglund, CPPB – Asst. Purchasing Agent
Matt Dobecka, CPPO, CPPB, CPCP – Functional Analyst

Collin County Commissioners' Court:

Keith Self – Judge
Susan Fletcher – Commissioner Precinct 1
Cheryl Williams – Commissioner Precinct 2
Chris Hill – Commissioner Precinct 3
Duncan Webb – Commissioner Precinct 4

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

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

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

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

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

OFFICE USE ONLY

Date Received

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

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

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

Name of Officer

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

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

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

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

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

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

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

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

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

- (2) the vendor:

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

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

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

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

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

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

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

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

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

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

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

- (1) the date that the vendor:

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

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

- (2) the date the vendor becomes aware:

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

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

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

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the 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. Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.	Social security number [][][] - [][] - [][][][][][] or Employer identification number [][] - [][][][][][][][]
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Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	Signature of U.S. person ▶ Date ▶
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General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

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

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.