



**PUR-1312  
ADDENDUM NO. 2  
REQUEST FOR PROPOSALS  
REGARDING QUALIFICATIONS AND EXPERIENCE/  
TECHNICAL PROPOSALS AND PRICE PROPOSALS  
THE PROVISION OF RURAL OUT-OF-SCHOOL TIME INITIATIVE  
IN WASHINGTON COUNTY, MARYLAND**

**DATE: Thursday, April 14, 2016**

**PROPOSALS DUE: Thursday, April 21, 2016  
4:00 P.M.**

To Proposers:

This Addendum is hereby made a part of the Contract Documents on which all proposals will be based and is issued to correct and/or clarify the original Request for Proposal (RFP) documents.

Please acknowledge receipt of this Addendum in your Qualifications and Experience/Technical Proposal and Price Proposal. This Addendum consists of one (1) page and one (1) attachment consisting of two (2) pages (Vendor Remittance Form and W-9).

**ITEM NO. 1:** Refer to the RFP document, Page 7, Section IV.D.1.f; attached to this Addendum are the documents needed to complete this requirement and to be submitted as part of the Q&E submittal portion of your proposal.

BY AUTHORITY OF:

Karen R. Luther, CPPO  
Purchasing Director

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND



# Washington County

M A R Y L A N D

## PURCHASING DEPARTMENT DIVISION OF BUDGET & FINANCE

**TO:** All Vendors

**FROM:** Joanne Morgan, Procurement Technician  
Washington County Purchasing Department

**SUBJECT: W-9 Vendor Information**

One of our County Departments has requested that you/your company be issued a vendor number so that a purchase order or check can be issued to you. Prior to issuing a purchase order or check, we are required by the IRS to obtain your Taxpayer Identification Number (TIN), which is your Social Security number, **or** your company's Employer Identification Number (EIN).

Please complete the bottom of this form **and** also the first page of the attached W-9 Form, Part I (name, address and TIN), and Part II (signature and date) and return them to our office, either by fax (240-313-2331) or by mail at the address shown above. This Taxpayer Identification Number (TIN) and Certification information is required by the IRS for tax purposes only and will not be disclosed to other entities. **Failure to submit the W-9 Form will delay payment(s).**

- a. Individual/Sole proprietor or a Partnership Vendor - enter your Social Security number in Part I
- b. Corporation - please enter your Employer Identification Number in Part I
- c. Land Acquisition - enter your Social Security number in Part I
- d. Other - enter your Social Security number **or** Employer Identification Number in Part I

**Please indicate on the bottom of this form if your ordering address, area code, phone/fax is different from your remitting address, area code, phone/fax, since all purchase orders are faxed and checks are mailed.** Thank you for your cooperation.

|  |                                     |                                      |
|--|-------------------------------------|--------------------------------------|
| <b>Please Complete Both Ordering &amp; Remitting Addresses</b> | <b>Ordering Name &amp; Address:</b> | <b>Remitting Name &amp; Address:</b> |
|  | _____                               | _____                                |
|  | _____                               | _____                                |
|  | _____                               | _____                                |
|  | Phone No. _____                     | Phone No. _____                      |
|  | FAX No. _____                       | FAX No. _____                        |

Make sure that your correct **Remitting** address appears on all invoices.

100 West Washington Street, Room 320 | Hagerstown, MD 21740-4748 | P: 240.313.2330 | F: 240.313.2331 | TDD: 7-1-1

## Request for Taxpayer Identification Number and Certification

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

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

**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 *How to get a TIN* 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.

|  |  |  |   |  |   |  |
|--|--|--|---|--|---|--|
|  | <b>Social security number</b>  |  |   |  |   |  |
|  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; height: 20px;"></td> </tr> </table> |  | - |  | - |  |
|  | -  |  | - |  |   |  |
|  | <b>or</b>  |  |   |  |   |  |
|  | <b>Employer identification number</b>  |  |   |  |   |  |
|  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 90%; height: 20px;"></td> </tr> </table>   |  | - |  |   |  |
|  | -  |  |   |  |   |  |

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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.

|                  |                                  |              |
|------------------|----------------------------------|--------------|
| <b>Sign Here</b> | Signature of U.S. person ▶ _____ | Date ▶ _____ |
|------------------|----------------------------------|--------------|

**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](http://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:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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
- 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.