

# RFP 22-09 Mass Appraisal Services City of Woburn, Massachusetts

*Posted: February 28, 2022*

*Due: March 15, 2022 @ 11:00 AM*

[odeluca@cityofwoburn.com](mailto:odeluca@cityofwoburn.com)

all bids available: [www.cityofwoburn.com/purchasing/bids](http://www.cityofwoburn.com/purchasing/bids)

Deliver to:  
City of Woburn  
Purchasing Department  
ATTN: Orazio DeLuca, MCPPO  
10 Common Street  
Woburn, MA 01801  
[odeluca@cityofwoburn.com](mailto:odeluca@cityofwoburn.com)



**REQUEST FOR PROPOSALS FOR  
MASS APPRAISAL SERVICES  
CITY OF WOBURN, MASSACHUSETTS FOR FISCAL YEAR 2023  
VALUATION DATE AS OF JANUARY 1, 2022**

## **SECTION #1 PROPOSAL REQUIREMENTS**

The City of Woburn, Massachusetts acting through its' Board of Assessors is accepting sealed proposals from all interested Contractors for revaluation services for real property in the City of Woburn for implementation in Fiscal Year 2023. Specifications may be obtained from the City of Woburn Purchasing Office at 10 Common Street, Woburn, MA on or after 9:00am on **Monday, February 28, 2022.**

Sealed proposals will be received and registered in the office of the City of Woburn Purchasing Agent, Woburn City Hall, 10 Common Street, Woburn, MA 01801 prior to **11:00AM on March 15, 2022.** The City of Woburn reserves the right to reject any and all proposals or to waive any informalities in the proposals, if it appears to be in the best interest of the City.

Any payments to be made as a part of any contract resulting from this RFP are subject to the availability of funds. All proposers must be willing to work within these financial constraints.

Contractors shall submit separate price and non-price (or technical) proposals. The price proposal that is attached hereto must be completely filled out signed, placed in an envelope and sealed. The non-price proposal must at the very least address and comply with all minimum requirements set forth in this Request for Proposals in order to be considered responsive. All pages labeled Proposal Form must be completed in their entirety and submitted as a part of the non-price proposal. The non-price proposal shall also be signed, placed in a separate envelope, and sealed.

Both the envelopes containing the price and the non-price proposals must be marked with the Contractor's name, description of proposal, and either PRICE PROPOSAL OR NON-PRICE PROPOSAL.

A proposer may correct, modify or withdraw a proposal by sealed written notice clearly marked as a correction, modification or withdrawal and received in the Office of the Purchasing Agent prior to the time and date set forth for proposal submission.

In addition to addressing each item in the specifications, the Contractor must submit as part of its proposal the following information:

1. A letter of transmittal signed by the individual authorized to negotiate for and contractually bind the Contractor stating that the offer is effective for at least sixty (60) calendar days from the deadline for the submission on proposals.
2. A list of municipalities for which the Contractor is currently committed to provide Residential, Commercial and Industrial revaluation services, the services to be provided and client contacts.

3. Written assurances that the Contractor has a complete knowledge and understanding of MA Department of Revenue certification requirements and that all work performed shall reflect those requirements.

## **SECTION #2 PROFILE OF WOBURN**

1.0 Profile and other pertinent data regarding the City of Woburn, Massachusetts.

1.1 The City of Woburn contains approximately 13,152 taxable parcels as of January 1, 2022.

Single Family	8,103
Condominiums	2,239
Miscellaneous	41
Two Family	1,038
Three Family	138
Multi-Family	128
Vacant Residential Land	458
Commercial	450
Industrial	456
Mixed Use	115
Chapter Lands	2
Exempt	387

1.2 The Board of Assessors currently utilizes the Vision Appraisal System.

### **2.0 Services to be performed**

2.1 The Board of Assessors of the City of Woburn is conducting a revaluation update for all parcels for Fiscal 2023, assessment date January 1, 2022.

2.2 The Contractor shall conform to the usage classifications of all real estate so described, in accordance with Massachusetts General Laws, Chapter 59.

2.3 All listings and codes shall be determined as of January 1, 2022.

### **3.0 Responsibilities of the City: Board of Assessors will be evaluating all proposals and awarding the contract for the Mass Appraisal Services.**

3.1 The Board of Assessors shall receive a weekly status report from the Contractor. They shall review and evaluate the progress of the project, and notify the Contractor whether the work performed is satisfactory and timely.

3.2 The Municipality shall provide to the Contractor adequate office space including desk, chairs, a telephone and a file cabinet for the duration of the project.

- 3.3 The Municipality shall provide “parcel identification data” for each Residential, Commercial and Industrial parcel, which shall consist of the owner’s name(s), mailing address, property address, subdivision, deed references, property classification, lot dimensions and land area in acres or square feet, correct and current to the most recent tax billing date.
- 3.4 The Municipality shall provide the zoning classification for each parcel, correct and current to the most recent tax year. The Municipality shall also provide one set of zoning maps and a copy of the zoning ordinances covering all parcels, correct and current as of the most recent tax year.
- 3.5 The Municipality shall provide one set of tax maps covering all parcels, correct and current as of the most recent tax year. The Contractor may rely upon the accuracy of the maps and is not responsible for any errors in the maps or any errors resulting from the use of the maps. Each map will be drawn to scale, be identified by map and parcel numbers and have dimensions and areas of each parcel drawn on the map.
- 3.6 The Municipality shall continuously and currently update the information referred to in this section to January 1, 2022.
- 3.7 The Municipality shall continuously and currently provide copies of all sales information available to it with respect to the transfer of parcels occurring from January 1, 2020 and ending January 1, 2022. Sales provided must be on forms approved by the Massachusetts Department of Revenue for reporting sales and must contain proper and correct non-arms length coding and all other data called for on such Department of Revenue form, including correct map and lot numbers.
- 3.8 The Municipality shall further assist the Contractor by providing or making available such other information which it possesses or which is conveniently available to it. The Municipality shall be required to provide such materials and data in original or duplicated form at the Municipality’s option, but in no event shall the Municipality be required to provide such which is not reasonably available to it. The Contractor presents that it is aware of the resources of the Municipality and its limitations and, therefore, will require only that additional material and data which is currently available to the Municipality or which may come into its possession from time to time through the normal course of events.
- 3.9 The Municipality shall provide all property inventory data. Said data shall be current and will include all parcels which have been improved, as evidenced by building permits properly applied for and approved prior to January 1, 2022.

## 4.0 Responsibilities of the Contractor

### 4.1 ***Data Collection and Digital Imaging:***

The Contractor will conduct onsite inspections of 10 (ten) properties identified by the Assessors. For each property assigned by the Assessors, the Contractor shall conduct a full measure and list of the property based on Assessor's standards.

### 4.2 **Valuation:**

4.3 ***Land Schedule:*** The Contractor will assist the Assessing Department in developing a conventional land schedule(s) to be applied to all residential, commercial and industrial properties in the city.

4.4 ***Replacement Cost Approach:*** The Contractor will assist the Assessing Department with the replacement cost approach to value. This approach will be employed for all residential, commercial and industrial properties as follows:

Information derived from cost analysis will provide the basis for determining the unit-in-place and replacement cost pricing schedules used in the valuation of all commercial and industrial properties. Subsequent to the determination of replacement cost pricing schedules and the establishment of land values, the Contractor will analyze the sales of improved properties in order to derive an estimate of physical and functional depreciation and economic obsolescence. A report of this study of sales of improved properties will be made available to the Assessors, listing the comparison subjects and detailing the schedules of adjustments to be made prior to valuation production.

Physical and functional depreciation and economic obsolescence will be computed to be the difference between the selling price of the total property and the sum of the estimated replacement cost new of the improvement plus the estimated land value.

Provided that a sufficient number of sales are available, guidelines in the form of tables based upon the condition, desirability and usefulness of a building relative to its actual age will be developed. After approval by the Assessors, these tables will be used to estimate the depreciation of comparable subject properties.

### 4.5 ***Income and Expense Valuation:***

The Contractor will review and screen income and expense reports furnished by the City or prepared as a result of interviews with the property owner and will determine the validity of the data and will make any necessary adjustments on the basis of the Contractor's appraisal knowledge of income and expense data of comparable properties. The Municipality has mailed income and expense forms to all (relevant residential), commercial and industrial property owners. The return of these questionnaires by property owners and representatives is due

April 7, 2022. The Assessing staff shall enter all Income and Expense statements that have been returned to the City into the Vision Appraisal System.

Working together with the Assessors staff, the Contractor shall assist the Assessing staff by modifying all rent schedules, expense ratios and capitalization rates and enter these schedules into the Vision Appraisal system.

With the assistance of the Contractor, a value determined by the income approach to value will be made for each income-producing property. The income and expense statements will become the property of the Municipality.

- 4.6 ***Land Valuation:*** Basic square foot values for all residential, commercial, and industrial properties shall be established for land throughout the Municipality after an evaluation by the Contractor of all factors affecting the market value of lots and parcels. Factor to be considered shall include the quality of the neighborhoods, zoning restrictions, size, frontage, depths, shape, topography of the parcels, and all other factors considered relevant in the establishment of land values for all residential, commercial and industrial properties.

These land unit values will be determined as a result of an analysis of recent sales of comparable properties, either within the Municipality or within an agreed upon area of the state or by using a land residual approach. And land classified by the Assessors under Massachusetts General Laws Chapter 61A as in agricultural or horticultural use will be valued after consideration of the current guidelines issued by the Farmland Valuation Advisory Commission.

- 4.7 ***Residential Valuation:***

The Contractor shall assist the Assessing Department in the development of appropriate valuation models for Residential properties utilizing the Vision Appraisal System.

- 4.8 ***Reconciliation of Values:***

The Contractor shall assist the Assessors with the reconciliation of values for all real properties in the City.

- 4.9 ***Certification and Documentation with Department of Revenue***

The Contractor shall assist the Assessors in the preparation and submission of all required documents to ensure that the City achieves timely Certification of the Fiscal 2023 reappraisal. Contractor agrees to have qualified personnel available to meet with the Department of Revenue as needed.

Contractor shall produce a Mass Appraisal Report conforming to USPAP Mass Appraisal Standards.

## **5.0 Project Timetable**

- 5.1 The Contractor must complete this mass appraisal assignment, by October 1, 2022. The Contractor must also submit a comprehensive work plan at a minimum addressing the components indicated below and containing the following information for each component: starting date, completion date, and Contractor's staff assignments.

The components to be addressed are as follows:

- Project Start-Up
- Assist in the Development of Land Schedule
- Assist in the Calibration Cost Models
- Assist in the Analyses of Income and Expense Statements
- Assist in the Modification of Existing Rent Schedules
- Assist in the Modification of Existing Expense Ratios
- Assist in the Development of Capitalization Rates
- Conduct Residential Field Review
- Assist in the Valuation Production
- Assist in Preliminary Certification with MA DOR
- Assist in Final Certification with MA DOR
- Project Completion

## **6.0 Project Staffing**

- 6.1 The Contractor must set forth the project staffing to be utilized on this project. At a minimum, the Contractor shall address the following levels:

- Project Director
- Staff Assistant

- 6.2 Each individual, their project duties, the number of work days each will spend on this project and on other projects in which the Contractor will be concurrently involved must be broken down into the following categories:

- Name
- Title
- Project Responsibilities
- Man Hours This Project
- Man Hours Other Projects

- 6.3 The qualifications of each individual set forth above will be provided to the City by submitting full resumes, which must include prior work experience, dates, positions, responsibilities for each employer, education and professional affiliations.
- 6.4 Since the project staffing is such an integral part of this project, Contractors must be prepared to contractually commit all individuals as submitted in their proposal,



to this project. Any deviation from the proposed individuals and man hours will constitute a breach of agreement to any contractual agreement which may result from this Request for Proposals.

- 6.5 Should it become impossible for a contractually committed individual to complete his duties, for a reason such as termination of employment, any change will in the Contractors staffing as outlined in the proposal will be subject to the approval of the City. The City shall notify the Contractor within fifteen (15) business days of the acceptance or rejection of any such staff substitutions. Any substituted person must be of an experience level equal to or greater than the person being replaced.

### **SECTION #3 MINIMUM REQUIREMENTS**

- 7.0** Contractors must meet all provisions of the requirements as set forth below in order to qualify for consideration in the Comparative Evaluation Criteria. Any Contractor who does not satisfy this will be specifically rejected as non-responsive. All Contractors must submit all necessary client lists, resumes and other pertinent information in order to evidence levels of experience and competence, in answering all Minimum Requirements and Comparative Evaluation Criterion.

- (1) The Contractor must have sufficient staff of non-clerical individuals dedicated to providing residential, commercial and industrial revaluation services.
- (2) The Contractor must evidence a project completion date for this project on or before October 1, 2022.
- (3) The qualifications of each individual set forth above and dedicated to this project will be provided to the City by submitting full resumes, which must include prior work experience, dates, positions, responsibilities for each employer, education and professional affiliations.

- 7.1 Since the project staffing is such an integral part of this project, Contractors must be prepared to contractually commit all individuals as submitted in their proposal, to this project. Any deviation from the proposed individuals and man hours will constitute a breach of agreement to any contractual agreement which may result from this Request for Proposals.

- 7.2 Should it become impossible for a contractually committed individual to complete his duties, for a reason such as termination of employment, any change in the Contractor's staffing as outlined in the proposal will be subject to the approval of the City. The City shall notify the Contractor within fifteen (15) business days of the acceptance or rejection of any such staff substitutions. Any substituted person must be of an experience level equal to or greater than the person being replaced.

7.3 Any subcontractors utilized in any phase of this project are subject to pre-approval of the Municipality.

**SECTION #4  
COMPARATIVE EVALUATION CRITERIA**

Contractors who satisfy all provisions of the Minimum Requirements as set forth herein will be evaluated by the measures as set forth below. All Contractors eligible for rating through this section will be rated through the implementation of a point system. The Contractor who accumulates the most points in this manner will be deemed the most responsive.

- A) Unacceptable
- B) Non Advantageous
- C) Advantageous
- D) Highly Advantageous

(1) **Contractors experience with other Residential, Commercial and Industrial Real Estate revaluations in Massachusetts.**

A) Unacceptable

No experience in Massachusetts.

B) Not Advantageous

Less than twenty successful Residential, Commercial and Industrial Real Estate revaluations in Massachusetts since 2000.

C) Advantageous

More than twenty, less than fifty successful Residential, Commercial and Industrial Real Estate revaluations in Massachusetts since 2000.

D) Highly Advantageous

Fifty or more successful Residential, Commercial and Industrial Rest Estate revaluations in Massachusetts since 2000.

(2) **It is required that all valuation activities be performed on the City's Vision Appraisal System.**

A) Unacceptable

No experience utilizing the Vision Appraisal or comparable system since 2000..

B) Not Advantageous

Less than twenty successful revaluations utilizing the Vision Appraisal system or comparable system since 2000.

C) Advantageous

Twenty successful but less than fifty revaluations utilizing the Vision Appraisal System or comparable system since 2000.

D) Highly Advantageous

At least fifty successful revaluations utilizing the Vision Appraisal System or comparable system since 2000.

(3) **Qualifications and experience of staff to be assigned to this revaluation assignment.**

A) Unacceptable

No Residential, Commercial and Industrial revaluation appraisal experience.

B) Not Advantageous

Revaluation experience of a majority of the staff as a Senior Residential, Commercial and Industrial Real Estate Appraiser.

C) Advantageous

Revaluation experience of all of the supervisory staff as a Senior Residential, Commercial and Industrial Appraiser.

D) Highly Advantageous

Revaluation experience of all of the supervisory staff as Senior Residential, Commercial and Industrial Appraiser and experience utilizing Commercial and Industrial real estate software.

(4) **Qualification and experience of the Project Director**

A) Unacceptable

Less than five years experience in a Project Director or Project Supervisor capacity on Residential, Commercial and Industrial Projects.

B) Not Advantageous

More than five years experience in a Project Director or Project Supervisor capacity on Residential, Commercial and Industrial Real Estate and no supervisory experience in a community the size of Woburn.

C) Advantageous

More than five years experience in a Project Director or Project Supervisor capacity on Residential, Commercial and Industrial Real Estate Projects and supervisory experience in a community the size of Woburn.

D) Highly Advantageous

More than ten years experience in a Project Director capacity, Residential, Commercial and Industrial Real Estate supervisory experience in a large parcel community and experience utilizing

Residential, Commercial and Industrial real estate software.

(5) **Experience of the Contractor**

A) Unacceptable

Less than five years in providing Residential, Commercial and Industrial revaluation services in Massachusetts.

B) Not Advantageous

More than five years but less than ten years experience in providing Residential, Commercial and Industrial revaluation services in Massachusetts

C) Advantageous

More than ten years experience in providing Residential, Commercial and Industrial revaluation services within the Commonwealth.

D) Highly Advantageous

At least fifteen years experience in providing Residential, Commercial and Industrial revaluation services in the Commonwealth.

The Board of Assessors will be evaluating all proposals and awarding the Contract for the specified Mass Appraisal Services.

**SECTION #5  
PAYMENT SCHEDULE AND PENALTY**

- 8.0 Payments shall be made to the Contractor monthly, based on the portion of work completed and delivered to the Assessors during the preceding month. No payments will be made until the work is approved by the Assessors. The Assessors will review each monthly invoice and, within twenty (20) business days of its receipt, either approve it for payment as follows or return it to the Contractor with a written statement of reasons for its rejection. All bi-monthly progress reports and work completed forms are subject to the review of the Massachusetts Department of Revenue for certification purposes.
- A. Upon the Assessors' determination that the work performed for the preceding month has been satisfactorily completed according to the work plan and time schedules, a percentage payment representing ninety percent (90%) of the amount billed for that month shall be paid to the Contractor.
  - B. If the Assessors determine that the Contractor's invoice is inaccurate, the Assessors shall give written notice as stated above, specifying exactly what is unsatisfactory by item, and the Contractor shall make every reasonable attempt to correct the inaccuracy. The Assessors shall retain the right to delay payment, only for the specified item, until said item is resolved to the satisfaction of both the Assessors and the Contractor. Upon satisfactory resolution, the Assessors shall pay the Contractor said amount due, less ten percent (10%).
  - C. The remaining ten percent (10%) will be paid to the Contractor within sixty (60) calendar days following the satisfactory completion of all terms of the agreement, with the exception of Defense of Values.
  - D. *Additional Retainage:* If the Assessors determine that, due to the fault of the Contractor, the project is not progressing satisfactorily, an additional forty percent (40%) of the specified item as defined above can be retained. If the problem is rectified within thirty (30) calendar days to the satisfaction of the Assessors, the forty percent (40%) will be paid at this time.

**SECTION #6  
PRICE PROPOSAL – RESIDENTIAL, COMMERCIAL AND INDUSTRIAL  
REVALUATION**

This form will be used by the Contractor as their Price Proposal, for the purposes of compliance with Chapter 30B of the Massachusetts General Laws. Contractors must fill out the form in its' entirety and submit it in a separate envelope as their Price Proposal.

- A. Total project cost. \$
- B. Per parcel rate for conducting additional onsite inspections for properties with outstanding building permits. \$
- C. Per Diem rate if required for services required over and above those specified herein. \$

The undersigned agrees to furnish the City of Woburn with the entire project as detailed in the Request for Proposals at the price as evidenced above:

Company \_\_\_\_\_

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

Name and Title \_\_\_\_\_

Date \_\_\_\_\_

## **SECTION #7 GENERAL CONDITIONS**

### **9.0 GENERAL CONDITIONS AND MANDATORY CONTRACTUAL REQUIREMENTS**

All bidding Contractors, by the virtue of their bid, agree to comply in full with all conditions as set forth in any contractual agreement resulting from such proposal.

### **9.1 PROPOSAL RULES**

This proposal is solicited and will be awarded pursuant to the "Uniform Procurement Act", Chapter 30B of the Massachusetts General Laws.

### **9.2 BASIS OF PROPOSAL AWARD**

- A. The contract shall be awarded to the Contractor submitting the most advantageous proposal, taking into consideration the proposal's relative merits and relative prices.
- B. The City of Woburn, Board of Assessors has been appointed to evaluate the relative merits of each proposal.

### **9.3 COMPLIANCE WITH APPLICABLE LAWS**

- A. The contract shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.
- B. The Contractor must affirm that he will conduct this project in compliance with the General Laws of the Commonwealth of Massachusetts relating to property assessment administration. Therefore, the Contractor must have a complete understanding of these laws. Furthermore, the Contractor must be cognizant of the role of the Massachusetts Department of Revenue in administering and enforcing these laws, and must agree to comply with all regulations and directives of the Department of Revenue.
- C. The Contractor must comply with all federal, state, and municipal laws, ordinances, rules and/or regulations, including labor laws, and those against discrimination, existing or adopted in the future that are applicable at any time to the Contractor pursuant to its obligations during this project. The Contractor and any of his subcontractors, agents, servants and/or employees shall obtain at their sole cost and expense, all required permits, franchises, approvals, licenses and/or certificates necessary for the performance of his obligations pursuant to the agreement.



#### 9.4 ASSIGNMENT OF CONTRACT

The Contractor shall not assign or in any way transfer any interest in this agreement without the prior written consent of the City provided, however, that claims for money due or to become due to the Contractor from the Municipality hereunder may be assigned to a bank, trust company, or other financial institution without such consent so long as notice of any such assignment is furnished promptly to the Assessors, any such assignment shall be expressly made subject to all defenses, set-offs, or counter-claims which would have been available to the City against the Contractor in the absence of such assignment.

#### 9.5 EVALUATION OF WORK

To assure compliance with the agreement work shall be performed on the City of Woburn premises and must be available for inspection at any time. The Assessors shall have the right to enter into the Contractor's work area during the normal business hours to inspect, monitor or otherwise evaluate the work performed or being performed therein.

#### 9.6 OWNERSHIP OF INFORMATION

- A. All information acquired by the Contractor from the Municipality or from others at the expense of the Municipality in performance of the agreement, shall be and remain the property of the Municipality. All records, data file, computer records work sheets, deliverable products complete and incomplete, and all other types of information prepared or acquired by the Contractor for delivery to the City shall be and remain the property of the City.
- B. The Contractor agrees that he will use this information only as required in the performance of this agreement and will not, before or after the completion of this agreement, otherwise use said information, nor copy, nor reproduce the same in any form except pursuant to the sole written instructions of the City. The Contractor further agrees to return said information in whatever form it is maintained by the Contractor.

#### 9.7 EXAMINATION

By submitting a bid, the bidder warrants that he has examined the site of the work, the specifications and drawings and has fully acquainted himself with all conditions and restrictions pertaining to the work and the execution thereof. No claim for any extra or extension of time will be allowed for failure to observe this requirement.

#### 9.8 ABILITY AND EXPERIENCE

- A. The Awarding Authority will not award a contract to any bidder who cannot furnish satisfactory evidence of his ability and experience in this

type of work and that he has sufficient plant and capital to enable him to prosecute and complete the work within the given time period.

- B. The Awarding Authority may make such investigations as it deems necessary to determine the above and a bidder shall furnish any information requested in this regard and shall furnish same under oath if required.

## 9.9 CERTIFICATE OF NON-COLLUSION AND TAX ATTESTATION FORM

All bidders must submit a form that incorporates both an attestation clause regarding Massachusetts State Tax returns and a certificate of non-collusion.

## 9.10 CORRECTIONS

Erasures or other changes in the bid must be explained or noted over the signature of the bidder.

## 9.11 CONFLICT OF INTEREST

- A. The Contractor agrees that, to the extent that such law is applicable to the duties it is to perform hereunder, it will comply with the provisions of Chapter 268A of the General Laws concerning conflict of interest. The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance under this agreement.
- B. No employee of the Municipality and no public official who exercises any function or responsibilities in the review of approval of the undertaking or carrying out of this agreement shall:
  1. Participate in any decision relating to this agreement which affects his personal interest or the interest of any corporation, partnership, or association in which he is, directly or indirectly, interested.

Or

  2. Have any financial interest, direct or indirect in this agreement or the proceeds thereof.
- C. The Contractor shall not contract with or employ an assessor or other municipal employee of the City in connection with the revaluation project.

**FAILURE TO COMPLY WITH ABOVE CONDITIONS AND REQUIREMENTS OR ANY ATTACHED SPECIFICATIONS OR ANY OTHER MINIMUM QUALIFICATIONS WILL BE JUSTIFICATION TO REJECT ANY PROPOSAL AS NON-RESPONSIVE.**

## Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Exempt payee  <input type="checkbox"/> Other (see instructions) ▶ _____	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								

Employer identification number								

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

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

### General Instructions

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

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

**CERTIFICATE OF AUTHORITY**

At a duly authorized meeting of the Board of Directors of \_\_\_\_\_  
(Name of Corporation)

held on \_\_\_\_\_ it was VOTED that:  
(Date)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Officer)

of this corporation, be and he/she hereby is authorized to submit bids and proposals, execute contracts, deeds and bonds in the name and on behalf of said corporation, and affix its corporate seal hereto; and such execution of any contract, deed or obligation in this corporation's name on its behalf by such \_\_\_\_\_ under seal of the company, shall be valid  
(Officer)

and binding upon this corporation.

A True Copy,

ATTEST: \_\_\_\_\_

TITLE: \_\_\_\_\_

PLACE OF BUSINESS: \_\_\_\_\_

\_\_\_\_\_

DATE OF THIS CERTIFICATE: \_\_\_\_\_

I hereby certify that I am the clerk of the \_\_\_\_\_  
(Corporation)

that \_\_\_\_\_ is the duly elected \_\_\_\_\_ of  
(Name) (Office)

said corporation, and that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

\_\_\_\_\_  
(Clerk)

CORPORATE SEAL:

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

---

Signature of individual submitting bid or proposal

---

Name of Business (please type or print)

**CERTIFICATE OF TAX COMPLIANCE**

Pursuant to Massachusetts General Law Chapter 62C, Section 49A, the undersigned acting on behalf of the Contractor\*, certify under penalties of perjury that to the best knowledge and belief, the Contractor\* is in compliance with all laws of the Commonwealth relating to taxes, reporting of employee and contractors, and withholding and remitting child support.

**Individual**

---

Signature Date

---

Name (please print or type) Social Security Number

**Corporate**

---

Corporate Name (please print or type)

---

Signature of Corporate Officer Date

---

Name of Corporate Officer (please print or type) Title

---

Taxpayer Identification Number

- As used in this certification, the word “Contractor” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.