



Community Development Division
 268 Lawrence Street Suite 200
 Marietta, GA 30060
 770-794-5437

Daphne Bradwell, Manager

CONTRACTOR INFORMATION

PROJECT NAME:	AWARD AMOUNT:
DUNS#:	SAM/CCR #:
E-VERIFY #:	CONTRACT AWARD DATE:

Note: Please answer "YES" if the Owner(s) and Controllers are a minority/racial/ethnic/gender and share 51% of the business. Check the appropriate Racial/Ethnicity and/or Female-owned business

1) Minority-Owned Business

YES NO

2) Identify Race/Ethnicity:

White American Native American Asian/Pacific American

Black American Hispanic American Multi-Racial/Other

3) Female-Owned Business:

YES NO

Prime/General Contractor <input type="checkbox"/>	Subcontractor <input type="checkbox"/>
Name of Firm: <input type="text" value="Click here to enter text."/>	
Address: <input type="text" value="Click here to enter text."/>	
TAXID#: <input type="text" value="Click here to enter text."/>	
Main Contact: <input type="text" value="Click here to enter text."/>	
Phone: <input type="text" value="Click here to enter text."/>	
E-Mail: <input type="text" value="Click here to enter text."/>	

To be completed by:

Applicable Davis-Bacon Wage Rates:

Yes

No

Number Identification:

Effective Date:

City of Marietta Community Development Division

U.S. System Award Management (SAM.gov) DUNS Number Requirement

13

What is a DUNS Number, and How are They Assigned?

- ▶ A Data Universal Numbering System (DUNS) number is a unique, non-indicative 9-digit identifier issued and maintained by Dun & Bradstreet (D&B) that verifies the existence of a business entity globally. D&B assigns DUNS numbers for each physical location of a business.
- ▶ Obtaining a DUNS number is absolutely free for all entities doing business with the Federal government.

Will I Still Need a DUNS Number to Enter SAM.Gov?

14

- ▶ Yes, all activities related to D&B and the DUNS number will remain the same.
- ▶ The DUNS number will be needed to begin your SAM.gov registration. Any updates to your company name or address need to be made at D&B prior to entering the data into SAM.

Help Desk: [1-877-252-2700](tel:1-877-252-2700)

[APP Login](#)



[Menu](#)

[Register](#)

Register SAM – Registration Type

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Daytime Phone	<input type="text"/>
Business Name	<input type="text"/>
Next Step →	

You must complete your System for Award Management (SAM) Registration in order to work as a federal contractor. Once completed (and only if completed correctly and without errors), your SAM Registration will be valid for one year from the date the registration is complete.



You must renew your SAM Registration each year. It is recommended to renew early to prevent issues with contract awards, payments, and vendor consideration.

[!\[\]\(626ce8ac21792b9405bfddfea8e0c96a_img.jpg\) Learn more about SAM Registrations](#)

US Federal Contractor Registration is a third party registration firm.

U.S. System Award Management (SAM.gov)

16

- ▶ System for Award Administration (SAM) registration (formerly the Central Contractor Registry or CCR) is required to receive any Federal grant award monies.
- ▶ The organization must be registered and have up-to-date information entered into the online system.
- ▶ To register visit: www.sam.gov
- ▶ Your company/business/organization is the Entity.
- ▶ **All entities** must create a SAM account.

New User SAM Registration

18

- ▶ Access the SAM online registration at www.sam.gov or click on the link in the AFG online application.
- ▶ Click on the box on the right and search using your DUNS number. If your organization pops up with a “record” that means you registered in CCR and the “record” migrated over to SAM.
- ▶ Create a User Account.
- ▶ Select Individual account.
- ▶ Enter the requested information and submit.

SAM Registration

19

- ▶ After you have registered, you will receive an activation link from SAM.gov to activate your account.
- ▶ Log in at <https://sam.gov> with the username and password you created. **This action must be completed within 48 hours of receipt of the confirmation email.**

What is E-Verify?

36

E-Verify is **not**...

- ...a system that provides immigration status
- ...used for prescreening
- ...a safe harbor from worksite enforcement

Why use E-Verify?

37

- ▶ Ensures a legal workforce
- ▶ Protects jobs for authorized workers
- ▶ Deters document and identity fraud
- ▶ Works seamlessly with Form I-9

Federal Contractor Responsibilities

45

- ▶ Federal Contractor Responsibilities For a contract with the FAR E-Verify clause awarded on or after September 8, 2009
- ▶ Verify all existing employees working on the contract, and
- ▶ Verify all new employees hired after the date of enrollment in E-Verify

OR

- ▶ Verify entire workforce

Other Requirements

47

Insurance Coverages

- ▶ General Liability Insurance
- ▶ Property Damage Insurance
- ▶ Worker's Compensation Insurance

Licenses & Certifications

Contractors will be require to submit the following:

- ▶ Business License
- ▶ State of Georgia Contractors License
- ▶ EPD State of Georgia Lead Certified Firm Certificate (if applicable)
- ▶ EPA Lead Renovation, Repair & Painting Certificate

Bonds

49

Federal projects may require contractors to obtain:

- ▶ Code Compliance Bonds
- ▶ Payment Bonds
- ▶ Performance Bonds

Contractor Payments

There is a 15-Day turn-around on payment requests once all required supporting documentation is received:

- ▶ Invoice, including original contract amount, change order amounts and applicable retainage (typically 10%)

- ▶ Lien Waivers

- ▶ Contractor Warranty

- ▶ Proof of Permits and Final Approvals (permits must be posted on site for duration of project)

- ▶ Draw Schedule

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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	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)																																																			
<p>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.</p> <p>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.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center; padding: 2px;">Social security number</td> </tr> <tr> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> </tr> <tr> <td colspan="10" style="text-align: center; padding: 2px;">or</td> </tr> <tr> <td colspan="10" style="text-align: center; padding: 2px;">Employer identification number</td> </tr> <tr> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> </tr> </table>	Social security number																				or										Employer identification number																			
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Part II Certification			
Under penalties of perjury, I certify that:			
<ol style="list-style-type: none"> 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. 			
<p>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.</p>			
Sign Here	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black; padding: 2px;">Signature of U.S. person ▶</td> <td style="width: 40%; border-bottom: 1px solid black; padding: 2px;">Date ▶</td> </tr> </table>	Signature of U.S. person ▶	Date ▶
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/ftw9.

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.