Request for Proposal (RFP)
Lawn Care Services
RFP 03-2026

TYPE OF PROJECT: The Gaffney Housing Authority (GHA) is seeking proposals from qualified individual(s)/firm(s) to serve as Lawn Care Services for Limestone Courts, Granard Courts, Beltline Courts and Colonial Heights.

CONTACT PERSON: Adrian Jones – Director Maintenance
ajones@gaffneyha.org

Telephone 864-489-3193
Fax: 864-487-9460

SUBMISSION DEADLINE: Monday, April 20, 2026, 5:00 p.m. (EST) The proposal must be received, and time stamped by GHA no later than **Monday, April 20, 2026.**

SUBMISSION ADDRESS:
Gaffney Housing Authority
Administrative Office
125 Beltline Rd.
Gaffney, SC 29342

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PART I – GENERAL INFORMATION

1.1 Introduction

Gaffney Housing Authority (GHA) plans to contract for Lawn Care Services for Limestone Courts, Granard Courts, Beltline Courts and Colonial Heights. The contract shall begin on **May 1, 2026, to September 30, 2028**. The contract may be extended twice in one-year increments, not to exceed **September 30, 2030**. **We reserve the right to select one, two, or three Contractor(s) for Lawn Care Services.**

1.2 Method of Solicitation

GHA is soliciting competitive proposals from qualified firms with a documented record of accomplishments of providing the required services, preferably for public housing authorities or other agencies through a formal Request for Proposal (RFP) process.

1.3 Obtain Copies of this Solicitation

Single copies of the RFP package may be obtained, at no cost by:

1. Visiting the GHA's Main Office located at 125 Beltline Rd.
2. Requesting via email to ajones@gaffneyha.org

PART II – INSTRUCTIONS FOR SUBMITTING PROPOSALS

2.1 Submission of Proposals

Respondents should submit one (1) original and three (3) copies of their proposal, dated and signed by an authorized official of the company. Proposals must be submitted in a sealed envelope that shows the firm's name and address and written on the outside of the envelope must be the words "Lawn Care Services – (RFP 03-2026) – DEADLINE." Monday, April 20 @ 5:00 p.m. (EST) Proposals received after the deadline date and time may be determined unacceptable. Refer to **HUD FORM 5369-B, Section 6** regarding late submissions and withdrawals.

All proposals must be submitted following the conditions and instructions provided herein and must remain open for acceptance from the due date.

Proposals should demonstrate detailed plans on how the Respondent intends to provide the required services in a manner that will result in the successful and timely completion of the service(s). In addition, the proposal should demonstrate the Respondent's capacity and readiness to perform the Scope of Services immediately

upon execution of a contract with GHA. Finally, the proposal should include evidence of the Respondent's previous experience and qualifications relative to the provision of such services.

2.2 Interpretation/Questions

During the period between issuance of this RFP and the proposal due date, no oral interpretation of the RFP's requirements will be given to any prospective respondent. Requests for interpretation must be made, in writing, at least 10 days before the submission due date and time to Email: ajones@gaffneyha.org

2.3 Addendum and Update Procedures for the RFP

During the period of advertisement for this RFP, GHA may wish to amend, add to, or delete from, the contents of this RFP. In such situations, GHA will issue an addendum to the RFP setting forth the nature of the modification(s). GHA will email (or send via regular postal mail or fax upon written request) any addenda to Respondents of this RFP Solicitation. Interested parties may also view the addenda on GHA's website http://www.gaffneyha.org. It shall be the responsibility of each Respondent to ensure they have any additional addenda relative to this RFP.

2.4 Proposal Format

All proposals shall be submitted in 8 ½ x 11-inch format, preferably in three (3) ring binders. Larger size pages or inserts may be used provided; they fold into 8 ½ x 11 inches. All copies of the submittal must be identical in content and organization. The format of the respondents' proposal should be structured the same as the format of the RFP. Proposals should be organized into sections and tabbed for ease of review. Provide a comprehensive Table of Contents at the front of the proposal. Organize the proposal in response to the Submission Requirements, taking care to address all issues identified in the Scope of Service. The front cover of the proposal should bear the name and number of the RFP, the date, and the Respondent's name, address, phone/fax number, and email address.

2.5 Submittal Forms

Provide, as a part of the proposal, all required certifications and HUD forms, licenses, and proof of insurance. All forms that require a signature or initials must bear an original initial or signature.

2.6 Acceptance of Proposals

Proposals must be signed, sealed, and received in the completed form at the GHA, no later than the proposal's closing date and time. Proposals submitted after the designated closing date and time will not be accepted for any reason and will be returned unopened to the originator.

GHA reserves the right to accept or reject any or all proposals, to take exception to these RFP specifications, or to waive any formalities. Respondents may be excluded from further considerations for failure to comply with the specifications of this RFP.

GHA also reserves the right to reject the proposal of Respondents, who have previously failed to perform properly or to complete on-time a contract of similar nature, which is not able to fulfil the contract. Alternatively, those who habitually without just cause neglected the payment of bills or disregarded its obligations to subcontractors, providers of materials, or employees.

2.7 Time for Reviewing Proposals

Proposals received prior to the closing date and time will be securely kept, unopened. Proposals received after the closing date and time may not be considered. All proposals properly received will be evaluated by GHA's Evaluation Committee appointed by the Executive Director.

The Evaluation Committee will analyze proposals within 60 days of the date and time due and make a recommendation for Award of Contract or not to award to the GHA Executive Director.

2.8 Withdrawal of Proposals

Proposals may be withdrawn by using a written request by the Respondent in time for delivery in the normal course of business before the time fixed for receipt and must be signed by the Respondent. In addition, withdrawals must be postmarked before the date and time set for the proposal submission deadline. Negligence on the part of the Respondent in preparing their proposal confers no right to make modifications or withdraw the proposal after the due date and time.

2.9 Award of Contract

The contract shall be awarded to the Respondent by submitting a proposal according to the evaluation criteria contained herein, provided the proposal is in the best interest of GHA. The Respondent to whom the award is made will be notified at the earliest practical date.

2.10 HUD Debarment and Suspension List

The Respondents and all subcontractors' names or businesses must not appear on the HUD's Debarment and Suspension list.

2.11 Certification of Legal Entity

Before the execution of the contract agreement, the Respondent shall certify that joint ventures, partnerships, team agreements, new corporations, or other entities that either exist or will be formally structured are, or will be, legal and binding under the South Carolina State Law, the City of Gaffney, and Gaffney Housing Authority.

2.12 Cost Borne by Respondent

All costs related to the preparation of this RFP and any related activities are the responsibility of the Respondent. GHA assumes no liability for any costs incurred by the Respondent throughout the entire selection process.

2.13 Best Available Data

All information contained in this RFP is the best data available to GHA at the time the RFP was prepared. The information given in the RFP is not intended as a representation having a binding legal effect.

This information is furnished for the convenience of Respondents and GHA assumes no liability for any errors or omissions.

2.14 Contact with GHA Staff, Board Members, and Residents

Beyond the above referenced written communications, Respondents and their representatives may not make any other form of contact with GHA, Board Members, or Residents. Any improper contact by or on behalf of Respondents may be grounds for disqualification.

2.15 Licenses and Insurance

The awarded individual/firm shall have and maintain all required Licenses necessary to conduct business in the State of South Carolina and the City of Gaffney. All licenses must be kept up to date for the duration of this contract. Copies of all licenses must be in the Procurement/Contract Office before contract execution.

Prior to the contract award and for the duration of the contract, the successful proposer will be required to provide proof of insurance (as outlined) and the GHA shall be named as an additional insured.

Professional Liability	Coverage $1,000,000 each occurrence
General Liability	Coverage $1,000,000 each occurrence
Comprehensive Automobile Liability	Coverage $1,000,000 each occurrence

Worker's Compensation with Statutory Limits of the State of SC

2.16 Respondent Responsibilities

Each Respondent is presumed by GHA to have thoroughly studied this RFP and become familiar with the contents, locations, nature of requests, covered by the RFP. Any failure to understand completely any aspect of this RFP is the responsibility of the Respondent.

2.17 No Claim against GHA

The Respondent shall not obtain, by submitting a proposal in response to this RFP, any claim against GHAs properties for the reason of all or any part of any of the following: the selection process; the rejection of any or all offers; the acceptance of any offer; entering into any agreements or the failure to enter any agreements; any statement, representations, acts or omissions of GHA or any person or entity acting on its behalf; the exercise of any discretion outlined in or concerning any of The foregoing; and any other matters arising out of the foregoing.

PART III - SCOPE OF SERVICES

CONTRACTOR(S) RESPONSIBILITIES: The chosen Contractor(s)/s shall provide the management, supervision, and manpower necessary to provide the Lawn Care ServicesContractor, as detailed in this proposal. All work shall be performed in a professional and workmanship manner.

Services for each site must be bid individually on the bid sheet. One or up to three contracts will be awarded for the two properties.

The Director of Maintenance shall be the Contract Administrator and the point of contact regarding services to be performed and invoice.

YARD MAINTENANCE PRODUCTS: The Contractor shall perform all required work and shall furnish all professional & skilled services, supervision, labor, materials, tools, equipment, insurance, and all else required to provide lawn care services. All worksites are located within the city limits of Gaffney, South Carolina.

Limestone Courts
940 N. Limestone Street
Gaffney, SC 29340

Granard Courts
524 W. Rutledge Avenue
Gaffney, SC 29341

Beltline Courts
125 Beltline Road
Gaffney, SC 29341

Colonial Heights
630 Colonial Heights
Gaffney, SC 29340

The successful Contractor(s) shall be prepared to perform the following services, according to the work schedule outlined in the specifications below:

Yard Maintenance Services

Mowing: All trash, paper, limbs, and loose debris are to be removed and discarded prior to mowing and trimming. Lawn areas shall be mowed by the successful bidder bi-weekly to a height appropriate for the season (no longer than 3" in height). It shall be the successful bidder's responsibility to move portable objects that would obstruct mowing operation. Lawn areas shall be left neat and clean after mowing. Any lawn/turf areas that cannot be reached with the lawnmower are to be push mowed or trimmed neatly and to match the newly mowed grass. All turf areas inaccessible to mowing equipment will be trimmed prior to mowing as needed to maintain a neat, well-groomed appearance. Bidders must bid a year-round mowing contract. Bidders must identify if they have a reduced maintenance schedule during the winter season.

Mowing Equipment: Lawns shall be mowed with power propelled rotary or reel type mowers or equal. Mowing equipment and staff shall be capable of performing to the seven day-year period around mowing requirements in a manicured professional appearance. All mowers shall be maintained in good working conditions.

Mowing Procedure: All sites must be left professionally clean in appearance. Mowing shall be done neatly and completely up to the edge of paved areas and around all obstructions such as manholes, sprinkler valves, fire hydrants, poles, posts, trees, shrubbery, perimeter of all buildings, structures, flower beds and fences. Care shall be taken to prevent damage to the turf when grounds are wet. Any damage to lawn areas when grounds are wet caused by successful bidder shall be repaired at successful bidder's expense. Paved and concrete areas shall be blown clean to remove grass clippings within the same day the mowing is performed. All storm drains shall be kept clean and clear and operational.

Edging: A clean trim edge shall be maintained along all edges of foundations and slabs, stairways or steps, fences, landscape beds, trees, posts, and poles on a bi-weekly basis. Edges along paved and walkway areas shall be trimmed and maintained year around.

String Trimming: All string trimming shall be in conjunction with all mowing activities and will address all areas not reasonably accessible by mowing services. All string trimming activities must match the existing mowing height and avoid scalping the existing grass. Care shall be taken around building corners and vertical structures not to damage vinyl siding, and painted surfaces.

Weed Control: All invasive plants shall be removed by one or two methods. Physical removal will be required at times to remove invasive plants growing among established shrubs. All other circumstances for invasive plants will be removal by chemical application. All seasonal and perennial weeds in mulch beds, paving and concrete areas will be removed using chemical applications. All existing property line fences shall be maintained and kept weed, vine and tree free.

Hardscape Areas: All hardscape areas, defined as driveways, sidewalks, and carports, shall be kept clear of debris from the landscape maintenance operation, including but not limited to erosion, run-off from storms and irrigation or wind-blown debris. Grass and weeds growing in cracks of paved areas shall be removed once each service period. Nonselective herbicides in accordance with South Carolina state pesticide regulations will be used to inhibit growth, except in areas where such use may endanger existing landscape plant life or natural waterways. Policing of common areas around trash containers to remove all litter and weeds shall be done weekly.

Debris Removal: Clean-up shall consist of removal of all debris, paper, and weeds on a weekly basis from the landscape areas. This includes all trimmings, leaves, and tree pruning. All cuttings and debris shall be removed from the work site. This includes reasonable trash pick-up, leaves, branches, and other debris from under trees, shrubs, and grass areas throughout the housing site. Successful bidders shall ensure proper dumping of all waste and trash from the site in an approved, legal landfill. Successful bidders shall provide a clear site free of all debris and trash, daily at the end of their weekly services. GHA's refuse containers may not be used for disposal of any natural debris waste but can receive trash pickup.

Hedge trimming: All hedge trimming shall be done on a biweekly basis during the growing season. All debris trimming is to be removed and disposed properly. No debris shall be placed in the dumpsters on the premises at any time. Hedge trimming shall be performed as a continuous operation throughout the growing season. Plants will not be allowed to develop stray, undesirable plant growth over twelve inches in length.

Small Tree Pruning: All tree branches and small trees shall be trimmed and pruned off all building walls or roofs. All low hanging tree limbs under eight feet shall be pruned up above the eight-foot height. All pruning shall occur on a weekly basis. No tree pruning shall be required at heights over 25ft tall. Pruning shall be as directed by the Director of Maintenance.

Blowing: All areas served on a bi-weekly basis shall receive cleanup & blowing off services after the grass is cut. The contractor shall be responsible for all areas on the ground during service to be clean and clear of landscape service debris left by the service rendered. The successful bidder shall be responsible for cleaning up all areas through field inspections. All concrete areas, parking lots, walkways, porches, and cars that have debris left on them Shall be blown off before maintenance crews leave the site.

Laws Regulating Application of Herbicides, Pesticides, or Turf Agents: Successful bidder shall submit they carry a current pesticide license registered with the State of South Carolina.

Equipment / Supplies / Materials: As a part of the proposed fees, the successful bidder shall supply all such items needed to provide the services detailed herein or "As Needed"; meaning, **GHA Shall not pay any additional fees, including equipment rental**.

Cleanup & inspections: The Successful bidder is responsible for all work to be done in a performance of quality that leaves the site clean and presentable and in competition with other housing management properties.

Leaf blowing: During the Fall season all areas will be cleaned of leaves as directed by the Director of Maintenance.

All services rendered will be at the discretion of the Housing Authority as agreed upon by the Spring/Summer and Fall/Winter seasons.

Site Visits

GHA will arrange walk-through inspection tours of their buildings upon request, prior to the submission of qualifications. A representative will be available to answer questions about the operation of the buildings. All Contractors are encouraged to carefully evaluate the community profile data contained in the attachments and to visit the facility to enhance their understanding of existing conditions.

To tour Gaffney Housing Authority sites, please contact:

Adrian Jones – Director Maintenance
Gaffney Housing Authority
125 Beltline Road
Gaffney, SC 29341
Phone: 864-489-3193

Email: ajones@gaffneyha.org

Team Composition – a complete listing of all key personnel who will be assigned to this project. This will include their relevant experience, qualifications for this project, roles, and responsibilities, leadership, etc., in addition to their availability for this project.

Provide a priced plan complete with a time allotment for each task you propose to employ to carry out the work, this shall form the basis for payments to the successful proponent. Supply with a schedule of fees for staff to be assigned to the project. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed.

A minimum of three (3) references from projects of a similar size and scope.

Required State Contractor's License: As required by the State of South Carolina and by other applicable laws, regulations, or ordinates the contractor shall have current certification and contractor's license.

PART IV – SUBMISSION REQUIREMENTS

Listed below are the sections that must be included in the Respondent's proposal. Each section must be clearly labeled using the bold-faced titles listed below. The required submission must be bound, and each section tabbed.

4.1 Staffing and Qualifications

a. Provide information regarding staff experience and qualifications that demonstrates the Respondent's capacity to perform the services required. Include all key personnel who will be assigned work under a contract potentially resulting from this RFP.

4.2 Relevant Experience and Past Performance

a. Include projects completed or currently underway by the responding entity and/or each major participant in the proposal. Along with any other projects similar or related work performed.

b. For each project identified provide:
   i. Project name and address.

ii. Contact person, telephone number, email, fax, and address.
iii. A description of the scope of work
iv. The client for whom the Respondent's services were performed.
v. The size of the project
vi. The services performed by the Respondent on the project.
vii. The dollar value of the contract for the services
viii. The duration of the project includes start and completion dates, or projected completion dates if still active.
ix. A reference contact for the project with a name, address, email, and telephone number.

c. Identify experience in performing work for other agencies by the Respondent and/or its participants.

d. A written explanation, the Respondent's familiarity with Federal, State, and local laws, regulations, and codes that the Respondent believes may be pertinent or applicable to this project.

4.3 References

Provide a list of clients, previous and current. This list must include the name and title of the contact person, with address, email, telephone number, and fax number.

4.4 Respondent's Approach and Response to the Scope of Service

a. Provide a detailed narrative that demonstrates the approach intended for use by the Respondent.

b. The Respondent should outline its anticipated approach for each element of work identified in the Scope of Services.

c. The approach outlined should be consistent with the objectives and requirements outlined in the RFP and should address how services will be immediately provided upon execution of a contract.

4.5 Proposal Cost

Respondents shall provide a firm with total costs along with a detailed itemized breakdown of the total cost. Please show all expected expenditures to include all anticipated travel. The total cost must be all-inclusive.

4.6 Required Certifications/Forms

Each proposal shall contain a copy of the following HUD forms, which may be downloaded from the Procurement page of GHA website: www.gaffneyha.org

PART V – PROCUREMENT PROCESS

5.1 Proposal Evaluation/Contract Award

Proposals received in response to this solicitation will be evaluated using the following process.

a. The evaluation process will be used to determine the firms that will comprise the shortlist, from which final selection for contract award will ultimately be made.

   i. During the evaluation process, proposals will be evaluated and scored by an Evaluation Committee appointed by the Executive Director.

   ii. Each member of the selection committee will score each proposal.

iii. Scoring will be based on predetermined Evaluation Criteria. The available points associated with each area of consideration are shown below in Item 5.2.

iv. The results of the evaluation of both technical and cost proposals will be used to determine those proposals to be considered in the competitive range.

v. Proposals will be considered acceptable if they have a minimum score of 85 points or above.

vi. The Authority may request that proposers whose submittals are in the competitive range make oral presentations concerning their qualifications to the Authority's Evaluation Committee and/or the Board of Commissioners. Presentations will be scheduled by GHA on an individual basis.

vii. Cost proposals will be considered acceptable if the proposed cost is not excessive compared to the proposed costs of other Respondents with acceptable technical proposals.

viii. Respondents with acceptable technical and cost proposals may be requested to supply additional information to assist in completing the due diligence review. Failure to satisfactorily complete the due diligence review within the timeframe established by GHA will result in the disqualification of the Respondent's proposal.

b. Scoring will be based upon how well the proposal meets the criteria established in this RFP.

c. GHA reserves the right to make no award or decline to enter negotiations should it believe that no Respondent to this RFP would be capable of delivering the necessary level of service within an acceptable price range and/or the period.

d. The Evaluation Committee will evaluate the merits of proposals received by the evaluation factors stated in the RFP and formulate a recommendation. However, while a numerical rating system may be used to assist the Evaluation Committee in selecting the competitive range (if necessary) and making an award recommendation decision, the award decision is ultimately a business decision that will reflect an integrated assessment of the relative merits of the proposal using the factors and their relative weights disclosed in the RFP.

5.2 Evaluation Criteria

a. Organizational Capacity: **30 Points**

i. Respondent's organizational capacity will be evaluated through an assessment of the Respondent's staff, specialists', and consultants' experience and qualifications. In addition, the Respondent's ability to perform the work on time will be evaluated through a review of previous performance on similar projects, as well as current and projected capacity and workload.

ii. Maximum consideration will be given to those Respondents having staff with the greatest amount of experience in performing work as required herein, and who can demonstrate sufficient capacity to perform the work timely given current and projected workload.

b. **Relevant Experience and Past Performance: 15 Points**

i. Relevant experience and past performance will be evaluated through an assessment of previous, similarly related projects completed to date.

ii. Maximum consideration will be given to those Respondents who demonstrate, through their submittal, a documented track record of completing projects of the same type required by this RFP.

iii. Maximum consideration will also be given to those Respondents who exhibit a successful track record of performing similar services for public housing authorities.

c. **Respondent's Approach and Response to Scope of Service: 25 Points**

i. The Respondent's approach and response to the Scope of Service will be

evaluated through an assessment of the proposed approach for each element of work identified in the Scope of Service.

ii. Maximum consideration will be given to those Respondents, who demonstrate through their submittal, a clear and prudent plan for performing the required work within the established timeframe.

ii. **Proposal Cost**: **20 Points**

i. Proposal cost will be evaluated through a careful analysis of cost compared to the other Respondent proposals.

ii. Maximum consideration will be given to those Respondents, who demonstrate through their submittals, the ability to perform the required work at minimum cost to

GHA.

d. Section 3 Participation Plan: 10 points

i. Section 3 participation will be evaluated through an assessment of the action plans and participation schedules submitted.

ii. Maximum consideration will be given to those Respondents, who demonstrate through their submittals, that Section 3 business enterprise contracting, and Section 3 resident employment and training, will be met.

5.3 Summary of Evaluation Criteria

Evaluation Criteria Points

Technical:	
Organizational Capacity	30 Points
Relevant Experience and Past Performance	15 Points
Respondent's Approach/Response to Scope of Service	25 Points
Proposal Cost	20 Points
Section 3 MBE/WBE	10 Points
Total	**100 Points**

5.4 SECTION 3

The purpose of Section 3 of the U. S. Department of Housing and Urban Development (HUD) Act of 1968 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance, shall, to the greatest extent feasible and consistent with existing federal, state, and local laws, be directed toward low and very low-income people.

Low income is defined as a single person or family whose income does not exceed 80% of the median income for the area. A very low-income person is defined as a family or single person whose income does not exceed 50% of the median income for the area.

Section 3 is applicable when funds from the U. S. Department of Housing and Urban Development are used on a project and when additional persons (new hires) are employed. A new hire is any person hired after signing the contractor who is not a current employee.

Gaffney Housing Authority

PO Box 1477
Gaffney, SC 29342

REQUEST FOR PROPOSAL- LAWN CARE SERVICES- RFP 03-2026 CONTRACTOR COST PROPOSAL FORM

DATE ISSUED:

FILL IN BELOW AND SIGN. PRICES ARE GUARANTEED FOR A MINIMUM OF 60 DAYS FROM THE PROPOSAL DEADLINE DATE.

COMPANY NAME: _____

BY:

_____

Signature Type Name Title Date

ADDRESS:

_____

Street / POB City State ZIP

PHONE/FAX:

_____

EMAIL:

_____

NON-CONCLUSIVE AFFIDAVIT

Non-Collusive Affidavit State of		County of	
first duly sworn, deposes and says:			
That he/she is			
(Individual, partner, or officer of the firm of, etc.)			
the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding, and has not, in any manner, directly or indirectly, sought by agreement or collusion, or communication of conference, with any person, to fix the bid prices of the affiant or any other bidder, or to fix any overhead, profit or cost element of the said bid price, or of that or any other bidder, or to secure any advantage against the Gaffney Housing Authority or any person interested in the proposed contract; and that all statements in said proposal or bid are true. That I have examined and carefully prepared this proposal from the specifications and have checked the same in detail before submitting this proposal; that the undersigned is duly authorized to make this affidavit. Following this affidavit is a complete list of all subcontractors and the class of work to be performed by each, which the bidder proposes to use.			
Company Name:			
By:			
Title:			
Subscribed and sworn to before me this	day of	,	2026
Signature		My Commission Expires	

CONTRACTOR DATA AND SIGNATURE

Contractor Name:			
Contractor Address:			
Contractor Telephone:		Contractor Fax:	
Business Designation (check one):			
[ ] Corporation	[ ] Partnership	[ ] Limited Partnership	[ ] Limited Liability Company
[ ] Limited Liability Partnership	[ ] Sole Proprietorship	[ ] Other	
Federal Tax ID#:	-	or	
SSN#:	-	-	

Federal tax ID numbers or Social Security numbers are required pursuant to ORS 305.385 and will be used for the administration of state, federal and local laws. Payment information will be reported to the Internal Revenue Service under the name and Federal tax ID number, if non-applicable, the Social Security number provided above.

Certification: The individual signing on behalf of the Contractor hereby certifies and swears under penalty of perjury: (a) the number shown on this form is Contractor's correct taxpayer identification; (b) Contractor is not subject to backup withholding because (i) Contractor is exempt from backup withholding, (ii) Contractor has not been notified by the IRS that Contractor is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified Contractor that Contractor is no longer subject to backup withholding; (c) s/he is authorized to act on behalf of Contractor, s/he has authority and knowledge regarding Contractor's payment of taxes, and to the best of her/his knowledge, Contractor is not in violation of any South Carolina tax laws; (d) Contractor is an independent contractor as defined in ORS 670.600; and (e) the above Contractor data is true and accurate.

I have read this Contract including the attachments and exhibits which are part of this contract. I understand the Contract and agree to be bound by its terms.

Signature Title

Date

Name (please print)

Gaffney Housing Authority

Title

Signature

Date

Name (please print)