

# City and County of San Francisco

## Request for Proposals for

### Project Monitoring Services San Francisco, CA



Date issued:

August 1, 2011

Proposal due:

August 15, 2011 by 5:00 pm

Request for Proposals for **Project Monitoring Services**

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**Appendices:**

- A. HRC Attachment 2: Requirements for Architecture, Engineering and Professional Services Contracts, for contacts \$29,000 and over (separate document). Proposers must submit the following forms: separate document
- Form 2A HRC Contract Participation form
  - Form 2B HRC "Good Faith" Outreach Requirements form
  - Form 3 HRC Non-discrimination Affidavit
  - Form 5 HRC Employment form
- The following form may be required, depending on the circumstances:
- Form 4 Joint Venture Participation Schedule
- B. Standard Forms: Listing and Internet addresses of Forms related to Taxpayer Identification Number and Certification, to Business Tax Declaration, and to Chapters 12B and 12C, and 14B of the S.F. Administrative Code. B-1
- C. Agreement for Professional Services (form P-500) separate document

**Request for Proposals for  
Project Monitoring Services, San Francisco, CA**

**I. Introduction and Schedule**

**A. General**

The Mayor's Office of Housing's (MOH) Housing Rehabilitation Programs division has applied for funding to the Department of Housing and Urban Development's (HUD) Office of Healthy Homes and Lead Hazard Control for grants to administer a Lead Hazard Control and Healthy Homes program. If awarded such funding, MOH will employ project monitoring services for Lead Hazard Control and Healthy Homes remediation projects.

The contract shall have an original term of three years. In addition, the City shall have options to extend the term for a period of 1.5 years, which the City may exercise in its sole, absolute discretion.

**B. Schedule**

The anticipated schedule for selecting a consultant is:

<u>Proposal Phase</u>	<u>Date</u>
RFP is issued by the City	August 1, 2011
Deadline for submission of written questions or requests for clarification	5:00 PM, August 10, 2011
Proposals due	5:00 PM, August 15, 2011

## II. Scope of Work

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project. The following are work tasks assumed necessary to **project monitoring of lead hazard control and healthy homes remediation work**. Proposing teams may suggest a modified scope as part of their proposal.

### **Project Monitoring Work Tasks**

The applicant shall be certified by the California Department of Health Services (DHS) as a Lead in Construction Project Monitor, or as a Lead in Construction Supervisor and a Lead in Construction Inspector-Assessor. Other certifications may be considered.

#### **Primary Responsibilities**

1. Interface between MOH, contractors, clients, and other City departments to assure efficient operations and deliver quality work.
2. Monitor on-site work from commencement of construction to completion as assigned by MOH.
3. Inspect work for compliance with the Scope of Work, plans, specifications, and quality requirements.
4. On-site inspection of required forms and signage for correctness and verification that forms and signage have been posted and delivered.
5. Read and interpret Risk Assessments and Paint Inspection reports.
6. Inspect for proper containment for lead work is in place and is adequate for conditions.
7. Verify on-site personnel's necessary credentials for work being performed.
8. Verify on-site personnel have correct and adequate personal protective equipment.
9. Verify compliance of work with Federal (HUD guidelines and Renovation, Repair, and Painting Rule), State, and Local regulations.
10. Conduct clearance inspections in accord with both HUD and California Department of Public Health (DPH) requirements as applicable.
11. Issue DPH required reports to MOH within five (5) days of clearance. The report must be submitted via email to the attention of the Program Manager and MOH Construction Specialist and must include the MOH Clearance Inspection cover letter, the fully executed 8552, location diagram of lead dust wipe samples, and laboratory test results of the lead dust samples demonstrating acceptable clearance levels as prescribed by the applicable Federal, State, and/or Local lead regulations and guidelines.
12. Ensure that the forms used are the most current forms in circulation, including, but not limited to the DPH 8552, the MOH Clearance Inspection cover letter, and the standard MOH invoice form.
13. Report project status to MOH as required.
14. Maintain records as required by DPH.

### **III. Submission Requirements**

#### **A. Time and Place for Submission of Proposals**

Proposals must be received by 5:00 p.m., on **Monday, August 15, 2011**. Postmarks will not be considered in judging the timeliness of submissions. Proposals may be delivered in person and left with **the Front Reception Desk for the Mayor's Office of Housing, located on the 5<sup>th</sup> floor at 1 South Van Ness Avenue** or mailed to:

**Mayor's Office of Housing  
1 South Van Ness Avenue, 5<sup>th</sup> Floor  
San Francisco, CA 94103  
Attention: Sonia Delgado-Schaumberg  
RFP for Project Monitoring Services for Housing Rehab Projects**

Proposers shall submit **Five (5)** copies of the proposal and two copies, separately bound, of required HRC Forms in a sealed envelope clearly marked **Project Monitoring Services** to the above location. Proposals that are submitted by fax will not be accepted. Late submissions will not be considered.

#### **B. Format**

Please use three-hole recycled paper, print double-sided to the maximum extent practical, and submit one copy in a three-ring binder. Bind the remaining four copies of the proposal with a binder clip or single staple. Please do not bind your proposal with a spiral binding, glued binding, or anything similar. You may use tabs or other separators within the document.

For word processing documents, the department prefers that text be unjustified (i.e., with a ragged-right margin) and use a serif font (e.g., Times Roman, and not Arial), and that pages have margins of at least 1" on all sides (excluding headers and footers).

If your response is lengthy, please include a Table of Contents.

You must also submit an electronic version of the proposal on disk in MS Word or MS Excel formats only. Please do not submit PDF versions of the proposal.

#### **C. Content**

Firms interested in responding to this RFP must submit the following information, in the order specified below:

##### **1. Required Certifications (up to 2 pages)**

Submit a list of all licenses and certifications required to perform the scope of work. Please be sure to list the title of the certification, issuing agency, date issued, and expiration date and attach a copy of the certificate and/or license.

##### **2. Introduction and Executive Summary (up to 1 pages)**

Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

##### **3. Project Approach (up to 3 pages)**

Describe the services and activities that your firm proposes to provide to the City. Include the following information:

- a. Overall scope of work tasks; and

- b. Schedule and ability to complete the project within the City's required time frame; and
- c. Assignment of work within your firm's work team.

**4. Firm Qualifications (up to 1 pages)**

Provide information on your firm's background and qualifications which addresses the following:

- a. Name, address, and telephone number of a contact person; and
- b. A brief description of your firm, as well as how any joint venture or association would be structured; and
- c. A description of no more than four projects or no less than 2 projects similar in size and scope prepared by your firm including client, reference and telephone numbers, staff members who worked on each project, budget, schedule and project summary. Descriptions should be limited to one page for each project. If joint consultants or subconsultants are proposed provide the above information for each.

**5. Team Qualifications (up to 1 pages)**

- a. Provide a list identifying: (1) each key person on the project team, (2) the project manager, (3) the role each will play in the project, and (4) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City's prior approval.
- b. Provide a description of the experience and qualifications of the project team members, including brief resumes if necessary.

**6. References (up to 1 pages)**

Provide references for the lead consulting firm, lead project manager, and all subconsultants, including the name, address and telephone number of at least 2 but no more than 5 recent clients (preferably other public agencies).

**7. Fee Proposal**

The City intends to award this contract to the firm that it considers will provide the best overall program services. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

Please provide a fee proposal in a sealed envelope that includes the following:

- a. Total fee for each of the disciplines identified in the Scope of Work with a not-to-exceed figure; and
- b. Hourly rates for all team members. Hourly rates and itemized costs may be used to negotiate changes in the Scope of Work if necessary.

#### **IV. Evaluation and Selection Criteria**

##### **A. Minimum Qualifications**

**For Lead Program, Project Monitor the following experience and qualifications are required:**

1. DHS Lead in Construction Certification for 1-year, minimum.
2. 2 years of direct experience as a Project Monitor, Inspector-Assessor, Construction Supervisor, General Contractor, Owner's Representative, or equivalent demonstrable experience.
3. Coherent report writing abilities.

Additional Desired Qualifications:

1. Experience with low-income or diverse clientele.
2. Language skills other than English, such as Spanish, Cantonese, or Tagalog.

Any proposal that does not demonstrate that the proposer meets these minimum requirements by the deadline for submittal of proposals will be considered non-responsive and will not be eligible for award of the contract.

##### **B. Selection Criteria**

The proposals will be evaluated by a selection committee comprised of parties with expertise in **planning, public health, lead hazards and construction**. The City intends to evaluate the proposals generally in accordance with the criteria itemized below. Up to **2** of the firms with the highest scoring proposals will be interviewed by the committee to make the final selection.

- 1. Project Approach (40 points)**
  - a. Understanding of the project and the tasks to be performed, etc.
  - b. Reasonableness of work schedule and fee proposal.
- 2. Assigned Project Staff (30 points)**
  - a. Recent experience of staff assigned to the project and a description of the tasks to be performed by each staff person; and
  - b. Professional qualifications and education; and
  - c. Workload, staff availability and accessibility.
- 3. Experience of Firm and Subconsultants (30 points)**
  - a. Expertise of the firm and subconsultants in the fields necessary to complete the tasks; and
  - b. Quality of recently completed projects, including adherence to schedules, deadlines and budgets; and
  - c. Experience with similar projects; and
  - d. Results of reference checks.

**V. Pre-proposal conference and Contract award**

**A. Pre-Proposal Conference**

There will be no pre-proposal conference. If you have further questions regarding the RFP, please contact the individual designated in Section VI.B.

**B. Contract Award**

The **Mayor's Office of Housing** will select a proposer with whom **the Mayor's Office of Housing** staff shall commence contract negotiations. The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the **Mayor's Office of Housing**, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.



## **VI. Terms and Conditions for Receipt of Proposals**

### **A. Errors and Omissions in RFP**

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Department, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the Department promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

### **B. Inquiries Regarding RFP**

Inquiries regarding the RFP and all oral notifications of an intent to request should be written and directed to Sonia Delgado-Schaumberg via email at [Sonia.delgado-schaumberg@sfgov.org](mailto:Sonia.delgado-schaumberg@sfgov.org)

### **C. Objections to RFP Terms**

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, not more than ten calendar days after the RFP is issued, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

### **D. Change Notices**

The Department may modify the RFP, prior to the proposal due date, by issuing Change Notices, which will be posted on the OCA website. The proposer shall be responsible for ensuring that its proposal reflects any and all Change Notices issued by the Department prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Change Notices.

### **E. Term of Proposal**

Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

### **F. Revision of Proposal**

A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

At any time during the proposal evaluation process, the Department may require a proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

### **G. Errors and Omissions in Proposal**

Failure by the Department to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

### **H. Financial Responsibility**

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

**I. Proposer's Obligations under the Campaign Reform Ordinance**

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If a proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the proposer is prohibited from making contributions to:

- the officer's re-election campaign
- a candidate for that officer's office
- a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

1. **Criminal.** Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
2. **Civil.** Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
3. **Administrative.** Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

**J. Sunshine Ordinance**

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a

contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

**K. Public Access to Meetings and Records**

If a proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the proposer must comply with Chapter 12L. The proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to proposer's meetings and records, and (2) a summary of all complaints concerning the proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

**L. Reservations of Rights by the City**

The issuance of this RFP does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFP by any other means; or
6. Determine that no project will be pursued.

**M. No Waiver**

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

**N. Local Business Enterprise Goals and Outreach**

The City strongly encourages proposals from qualified LBEs.

**VII. Contract Requirements**

**A. Standard Contract Provisions**

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix C. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits, (§[**34of “Nondiscrimination; Penalties”** in the Agreement]); the Minimum Compensation Ordinance (§[**43of “Requiring Minimum Compensation for Covered Employee”** in the Agreement]); the Health Care Accountability Ordinance (§[ **44of “Requiring Health Benefits for Covered Employees”** in the Agreement]); the First Source Hiring Program (§[**45of “First Source Hiring Program”** in the Agreement]); and applicable conflict of interest laws (§ **23of “Conflict of Interest”** in the Agreement), as set forth in paragraphs B, C, D, E and F below.

**B. Nondiscrimination in Contracts and Benefits**

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the HRC’s website at [www.sfhrc.org](http://www.sfhrc.org).

**C. Minimum Compensation Ordinance (MCO)**

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see §[**43 of “Requiring Minimum Compensation for Covered Employee” in the Agreement.**].

For the amount of hourly gross compensation currently required under the MCO, see [www.sfgov.org/olse/mco](http://www.sfgov.org/olse/mco). Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract.

Additional information regarding the MCO is available on the web at [www.sfgov.org/olse/mco](http://www.sfgov.org/olse/mco).

**D. Health Care Accountability Ordinance (HCAO)**

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at [www.sfgov.org/olse/hcao](http://www.sfgov.org/olse/hcao).

**E. First Source Hiring Program (FSHP)**

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at [www.sfgov.org/moed/fshp.htm](http://www.sfgov.org/moed/fshp.htm) and from the First Source Hiring Administrator, (415) 401-4960.

**F. Conflicts of Interest**

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

## **VIII. Protest Procedures**

### **A. Protest of Non-Responsiveness Determination**

Within five working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **B. Protest of Contract Award**

Within five working days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day after the City's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **C. Delivery of Protests**

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to:

Sonia Delgado-Schaumberg  
1 South Van Ness Avenue, 5<sup>th</sup> Floor  
San Francisco, CA 94103

## Appendix B

### Standard Forms

The requirements described in this Appendix are separate from those described in Appendix A.

Before the City can award any contract to a contractor, that contractor must file three standard City forms (items 1-3 on the chart). Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFP package. Instead, this Appendix describes the forms, where to find them on the Internet (see bottom of page 2), and where to file them. If a contractor cannot get the documents off the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing ([purchasing@sfgov.org](mailto:purchasing@sfgov.org)) and Purchasing will fax, mail or e-mail them to the contractor.

If a contractor has already filled out items 1-3 (see note under item 3) on the chart, **the contractor should not do so again unless the contractor's answers have changed.** To find out whether these forms have been submitted, the contractor should call Vendor File Support in the Controller's Office at (415) 554-6702.

If a contractor would like to apply to be certified as a local business enterprise, it must submit item 4. To find out about item 4 and certification, the contractor should call Human Rights Commission at (415) 252-2500.

Item	Form name and Internet location	Form	Description	Return the form to; For more info
1.	Request for Taxpayer Identification Number and Certification  <a href="http://www.sfgov.org/site/oca_page.asp?id=26550">http://www.sfgov.org/site/oca_page.asp?id=26550</a>  <a href="http://www.irs.gov/pub/irs-fill/fw9.pdf">www.irs.gov/pub/irs-fill/fw9.pdf</a>	W-9	The City needs the contractor's taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number.	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102  (415) 554-6702
2.	Business Tax Declaration  <a href="http://www.sfgov.org/site/oca_page.asp?id=26550">http://www.sfgov.org/site/oca_page.asp?id=26550</a>	P-25	All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as "conducting business in San Francisco" must register with the Tax Collector	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102  (415) 554-6702

**Where the forms are on the Internet**

**Office of Contract Administration**

Homepage: [www.sfgov.org/oca/](http://www.sfgov.org/oca/)  
Purchasing forms: Click on "Required Vendor Forms" under the "Information for Vendors and Contractors" banner.