



Berryville Town Council

MEETING AGENDA

Berryville-Clarke County Government Center  
101 Chalmers Court, Second Floor  
AB Meeting Room  
Work Session

June 2, 2025

3:30 PM

Item

Page

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1. **Call to Order**
2. **Approval of Agenda**
3. **Wayfinding IFB #2025-01**  
Wayfinding IFB #2025-01
4. **Other**
5. **Adjourn**



## Invitation for Bids Town of Berryville

**Issue date: 6 June 2025**

**Title and IFB #: Wayfinding Sign Fabrication and Installation, IFB #2025-01**

### **Purpose and Intent:**

The Town of Berryville, Virginia, herein referred to as “Town” is soliciting bids from qualified firms to perform Wayfinding Sign Fabrication and Installation, in accordance with the *Excerpt of Construction Intent Documents, Street Sign Location Summary, VDOT Community Wayfinding Manual*, and other performance specifications herein.

### **Location of Work Sites:**

Work will be completed at several sites in Berryville and Clarke County, VA. The attached exhibit, *Street Sign Location Summary*, provides the locations of those sites.

### **Period of Contract:**

Contract period shall begin when the contract is awarded and end with the completion of the project as identified in Scope of Work, no later than **31 December 2025**. However, Town reserves the right to utilize the services of the Contractor within two years of contract award, provided that the Town and Contractor agree to pricing for work to be performed beyond the scope of this offering.

### **Prebid Conference:**

A non-mandatory prebid conference will be held **11:00 a.m. 12 June 2025**, in the Main Meeting Room of the Berryville-Clarke County Government Center, 101 Chalmers Court, Berryville VA 22611.

If special ADA accommodations are needed, then please email Town Clerk at [townclerk@berryvilleva.gov](mailto:townclerk@berryvilleva.gov) no later than **11 June 2025**.

### **Questions Regarding this Invitation to Bid/Posting of Addenda:**

All questions regarding this invitation for bid shall be submitted in writing to [townclerk@berryvilleva.gov](mailto:townclerk@berryvilleva.gov) by **17 June 2025**. The Town will determine whether any addendum should be issued as a result of any questions or other matter raised. Said addendum, if issued, will be posted on the Town’s website and the State Procurement website by 5:00 p.m. ET on **20 June 2025**. As the Town does not exercise control over the State Procurement website, it hereby informs Bidders that they are expected to check both websites for IFB addenda and/or related announcements.

### **Town website:**

[Berryvilleva.gov/2211/Bid-Procurement-Opportunities](http://Berryvilleva.gov/2211/Bid-Procurement-Opportunities)

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**State Procurement website (eVA):**

Eva.virginia.gov

Oral answers to questions relative to interpretation of IFB specifications of the proposal process will not be binding on the Town.

Additional addenda will be posted on the same sites referenced above, if needed.

**Bid Submission:**

Bids will be received by the Town **until 10:00 a.m. on 25 June 2025**. This is the Bid Deadline.

The Bidder assumes full responsibility for the timely delivery of a bid to the designated location. Bids delivered to any other office or location will not be considered. It is the responsibility of the Bidder to ensure that the bid is delivered to the place designated for receipt of bids and prior to the time set for receipt of bids. Bids received after the time designated for receipt of bids will be marked late and will not be considered.

Sealed bids may either be mailed or hand-delivered to:

**Town of Berryville  
Business Office  
Attention: Cindy Poulin, Treasurer  
101 Chalmers Court, Suite A  
Berryville, VA 22611**

The entire completed bid document, including any/all addenda, and any/all required attachments must be received in the Town Business Office at 101 Chalmers Court, Suite A, Berryville VA, no later than the Bid Deadline. The bids must be sealed and clearly marked. No responsibility will be attached to any Town personnel for the premature opening of a bid not properly addressed and identified on the outside of a sealed envelope.

Before submitting bids, the Bidders shall carefully examine the Specifications and other Contract Documents, visit the work areas if applicable, and fully inform themselves by such means as they may think necessary or desirable as to all existing site conditions and limitations.

Bid acceptance period: any bid made in response to this solicitation shall be valid for 75 days. At the end of the 75 days, the bid may be withdrawn at the written request of the Bidder. If the bid is not withdrawn at that time, it remains in effect until an award is made or the solicitation is cancelled.

**The following should be clearly marked on both sides of the envelope in which the Bidder's bid is contained:**

- **Name/Title and number of IFB**
- **Town of Berryville**
- **Do not open, sealed bid enclosed**
- **Name of Bidder and Bidder address**

**Responsibility for Receipt of Bids:**

It is the Bidder's responsibility to ensure that their bid is received prior to or at the specific time and place designated in the solicitation.

**Cost of Bid Preparation:**

The Bidder is solely responsible for the cost of bid preparation.

**Rejection of Late Bids:**

Bids received after the date and time specified for receipt will be marked late and will not be considered.

**Public Bid Opening:**

Bids will be opened at **10:05 a.m. on 25 June 2025** in the Main Meeting Room of the Berryville-Clarke County Government Center, 101 Chalmers Court, Berryville, VA 22611.

**Rejection of Bid Qualified by Bidder:**

A bid that is qualified by the Bidder by the attachment of unsolicited terms or conditions under which the bid is to be considered may be subject to rejection.

**Expected Date for Issuance of a Notice of Award and Notice to Proceed:**

The Town intends to issue a Notice of Intent to Award on or about **27 June 2025**.

The Town intends to issue a Notice of Award no later than **30 June 2025**.

The Town intends to enter into a contract with the successful Bidder on or before **8 July 2025**.

The Town intends to issue a Notice to Proceed on or before **11 July 2025**.

The dates enumerated above represent the Town's intent in this offering, but do not constitute a definite schedule.

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**Bidder Certification:**

In compliance with **Invitation for Bid #2025-01** (hereafter referred to as 'IFB') and all conditions imposed in the IFB, the undersigned firm hereby offers and agrees to furnish all goods and services required by this IFB at the prices indicated in the Bid Form. Furthermore, the undersigned firm hereby certifies that all information provided below and, in any schedule attached hereto, is true, correct, and complete.

**Name and Address of Firm:**

Business name, if applicable:

Authorized individual name and title:

Authorized individual signature:

Federal ID#:

Address:

Telephone:

Email:

**Non-Discrimination Notice:**

This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia § 2.2-4343.1 or against a Bidder because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, veteran status, or any other basis prohibited by state law pertaining to discrimination in employment.

**Scope of Work:**

Wayfinding Sign Fabrication and Installation, in accordance with the *Excerpt of Construction Intent Documents* and *Street Sign Location Summary*. Removal and disposal of eight (8) signs.

**Work Hours:**

Work shall be performed between the hours of 7:00 a.m. and 6:00 p.m. Monday through Friday. No work will be permitted on Saturdays, Sundays, or holidays unless approved in advance by the Town. Conflicts with other Town projects and/or services, such as trash removal and/or school traffic, may require accommodations on the part of the Contractor.

**Contractor Responsibilities:**

Contractor shall obtain and pay for all applicable permits prior to beginning any work. Contractor is responsible for obtaining all required permits and conforming to all permit requirements.

The Contractor is required to conform to Town *Construction Manual and Specifications* and *Materials Specifications*. The Contractor is required to conform to *VDOT Community Wayfinding Sign Manual* and all local, state, and federal codes and regulations.

The Contractor shall obtain a Town and/or County business license as required and conform to all local, state, and federal codes. The Contractor shall request all applicable inspections as required by this IFB, local, state, and/or Federal codes and regulations.

The Contractor shall not act on requests or take direction from anyone except the Berryville Community Development Director, Deputy Town Manager, or designee, or designated VDOT representative (when working on VDOT right-of-way).

The Contractor shall provide the Town with proofs of completed signs, by either email or in-person inspection, for approval prior to installation.

The Contractor is responsible for notifying VA 811 (formerly Miss Utility) 48 hours prior to digging and must provide a copy of the ticket to the Director and designated VDOT representative (when working on VDOT right-of-way). Site conditions may dictate the need for marking of any Town-owned utilities. It is the responsibility of the Contractor to notify the Director, ahead of any work performed, that this coordination and locating service is necessary.

Contractor shall conform all work and operations to the most current version of the Road and Bridge specifications and other applicable regulations and specifications when working with VDOT right-of-way or on VDOT property. Contractor shall secure all required permits and approvals from VDOT before commencing work on the VDOT right-of-way or on VDOT property. Contractor is responsible for adherence to all VDOT regulations and requirements.

The Contractor shall provide and post “No Parking” signs in appropriate locations and deliver notices, as approved by Director, to individual occupancies regarding on-street parking restrictions 48 hours prior to parking restriction.

The Contractor shall provide all necessary parts, labor, tools, materials, equipment, transportation, supervision, resources, and incidentals as may be required in accordance with the Virginia OSHA Standards. All costs associated with the work and meeting the requirements of permits, shall be included in the quote provided in IFB response.

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with this project. All necessary precautions shall be taken to prevent injury to the Contractor’s employees and other persons who may be affected by the project, to prevent damage to or loss of materials or equipment incorporated into the project, and to protect this and other property at or adjacent to the site.

The Contractor shall perform all specified work using properly trained, skilled, bonded, and licensed individuals supervised by the Contractor. The Contractor shall be licensed and bonded in the Commonwealth of Virginia and shall have a minimum of five (5) years of experience in this field.

The Contractor shall maintain an adequate supply of manpower and equipment to complete the project in a safe and timely manner. If subcontractors are to be utilized, they must meet the same qualifications and adhere to the same standards as the Contractor. The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that they may utilize, using his or her best skill and attention. Subcontractors who perform work under this contract shall be responsible to the contractor. The Contractor agrees that they are as fully responsible for the acts and omissions of their subcontractors and of persons employed by them as they are for the acts and omissions of their own employees.

Contractor’s supervisor shall be responsible for assigning and coordinating work, notifying the Director and VDOT (applies to work completed on VDOT right-of-way) of crew locations on a daily basis, submitting daily/weekly report to the Town, and addressing general contract performance issues. Contractor’s supervisor shall meet with the Town and VDOT (applies to work completed on VDOT right-of-way) representatives on site as needed. All costs incurred for Contractor’s supervisor to review work with the Town and VDOT shall be the sole responsibility of the Contractor.

Contractor shall assign an individual to be the contact person for this project. This person must have direct knowledge of the project. The contact person’s cellular phone number and email address shall be provided to the Town and VDOT representative for this project. This contact person shall be responsive to calls from the Town and VDOT both during and outside normal working hours.

The Contractor shall provide adequate protection for all structures at the site. Any damage to facilities, either privately or publicly owned, by the Contractor shall be repaired or replaced at the Contractor’s expense and to the complete satisfaction of the Town. The Contractor shall,

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after the completion of the project, repair and restore all property damaged by the Contractor's actions. Contractor shall restore damaged property to the same or better condition as it was at the time of the Notice to Proceed. Prior to any construction activities, it is the Contractor's responsibility to document any existing damage or substandard conditions.

The Contractor shall make the areas safe at the end of each work shift.

The Contractor shall provide any water needed for operation and the means to transport and distribute said water to meet their needs.

Contractor may not store vehicles, equipment, or materials on Town property without prior written agreement from the Town.

Contractor will remove all debris generated during operations from work areas at intervals agreed upon by the Town (or VDOT). Such debris shall be transported and disposed of in a manner that conforms to law. The cost of debris removal from operations shall be the sole responsibility of the Contractor.

Contractor's supervisor and at least one (1) crewmember on each crew shall be capable of communicating (both verbally and in writing) and comprehending the English language.

Contractor's employees and subcontractor employees shall be dressed appropriately for the work. Said employees shall at all times communicate with the public, land owners, Town employees, VDOT employees, and others with which they come into contact while engaged in this project in a courteous and respectful manner.

**Warranty:**

All work provided under this contract shall have, as a minimum, five (5) year warranty from the date of final acceptance thereof against any latent defects in design, materials, workmanship, installation, fraud, or such gross mistakes as may amount to fraud.

**Insurance:**

Contractor shall provide evidence of required insurance coverage before a contract is executed. Insurance coverage required in this matter is set forth in the Town's *General Terms and Conditions*. All insurance must remain valid throughout Period of Contract.

**Indemnification:**

The Contractor agrees to indemnify, defend, and hold harmless the Town of Berryville, its officers, agents, and employees, from any claims, damages, and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the Town or to failure of the Town to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods, or equipment delivered.

**Cancellation of contract:**

The Town reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 30 days' written notice to the contractor. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

**Waiver of Informalities/Rejection of bids:**

The Town reserves the right to waive any informality in or to reject any or all bids, or to delete portions of bids, which in its sole and absolute judgment are responsive to the bid documents and will under all circumstances best serve the Town's interest.

**Bid, Performance, and Payment Bonds:**

Each bid must be accompanied by a bid bond in the form of a cashier's check or checks payable to the Town of Berryville, Virginia in an amount of at least five percent of the total bid, or a bid bond in like amount, as a guarantee that if the Bid is accepted, the Bidder will execute a Contract Agreement for the work and furnish a construction performance bond in the full amount of the bid and a construction payment bond of 100 percent of the total bid, within ten (10) business days from receipt of the Notice of Award.

**Bid evaluation and award procedure:**

Award will be made to the lowest responsive and responsible bidder, based on Grand Total of Scope of Work. Bidders must comply with all provisions of the IFB, and award will be made, provided the bid prices are reasonable and in the best interest of the Town.

Bids will not be accepted from, nor contracts awarded to, any person, firm, or corporation that is in arrears to the Town, or that is not fully qualified or able to perform the work. This includes being qualified and permitted to perform work within the VDOT right-of-way or on VDOT property, if applicable.

Each bidder must satisfy the Director as to the suitability and adequacy of their equipment and as to their practical ability to perform the work set forth in these Contract Documents within the specified time. VDOT officials, if applicable, may require the same review.

Bidders may be required to submit satisfactory evidence that they have the necessary financial resources to complete the proposed work.

**Withdrawal of bids:**

Any bidder may withdraw his or her bid, by written request, at any time before the scheduled closing time for receipt of the bids.

**Agreement:**

The bidder recommended for award will be required to complete a two-party standard form of agreement (Contract).

The successful bidder shall execute the formal contract agreement and furnish a construction performance bond and a construction payment bond satisfactory to the Town within ten (10)

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business days from receipt of the Notice of Award. Failure to do so will be an adequate and just cause of annulment or cancellation of the award, and in such case, the bid bond or bid guarantee will become the property of the Town.

**Method of payment:**

In accordance of General Terms and Conditions – Invitations for Bids, payment in the form of a check will be issued within thirty (30) days of receipt of an approved invoice.

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**Definitions:**

The following definitions shall be used for specific terms used in this solicitation:

*Bidder* – Firm submitting a bid in response to this IFB.

*Contractor* – Bidder awarded the contract for this offering.

*Director* – Berryville Community Development Director, Deputy Town Manager, or designee.

*Satisfactorily Completed* – All work has been completed by Contractor in accordance with the specifications Contract Documents. This includes inspection by the Town and VDOT (applies to work completed in VDOT right-of-way or VDOT property), and any rework as required by Town and VDOT (applies to work completed in VDOT right-of-way or VDOT property).

*Town* – Town of Berryville, Virginia

*Unplanned work* – Work identified after the award of this contract.

*VDOT* – Virginia Department of Transportation

**Pricing Schedule:**

Bidders must complete the attached pricing schedule. Failure to complete all parts of the schedule may result in rejection of bid.

Each bidder shall include in the bid all costs necessary to complete the project, performed in full compliance with the specification requirements and all Contract Documents.

**Attachments:**

1. Contractor Registration
2. Bidder's Check List
3. Bid Bond Form
4. General Terms and Conditions – Invitation for Bids
5. Bid Form
6. Scope of Work
7. Street Sign Location Summary
8. W-9: Identification Number and Certification
9. Town's Vendor Registration/Update form

**Contractor Registration:**

If a contract for construction, removal, repair or improvement of a building or other real property is for \$120,000 or more, or if the total value of all such contracts undertaken by bidder/offeror within any 12-month period is \$750,000 or more, then the bidder/offeror is required under *Title 54.1- 1100, Code of Virginia (1950)*, as amended, to be licensed by the State Board of Contractors a “CLASS A CONTRACTOR.”

If such a contract is: for \$10,000 or more but less than \$120,000, or if the total value of all such contracts undertaken by bidder/offeror within any 12-month period is \$150,000 or more, but less than \$750,000 or more, then the bidder/offeror is required under *Title 54.1- 1100, Code of Virginia (1950)*, as amended, to be licensed as a “CLASS B CONTRACTOR.”

If such a contract is: over \$1,000 but less than \$10,000, or if the contractor does less than \$150,000 in business in a 12-month period, then the bidder/offeror is required *under Title 54.1- 1100, Code of Virginia (1950)*, as amended, to be licensed as a “CLASS C CONTRACTOR.”

The board shall require a master tradesmen license as a condition of licensure for electrical, plumbing and heating, and ventilation and air conditioning contractors. The bidder/offeror shall place on the outside of the envelope containing the bid/proposal, and shall place in the bid/proposal over his signature, whichever of the following notations is appropriate, inserting his contractor license number:

Licensed Class A Virginia Contractor No. Specialty:

Licensed Class B Virginia Contractor No. Specialty:

Licensed Class C Virginia Contractor No. Specialty:

**Contractor/Subcontractor License Requirement:**

By my signature on this solicitation, I certify that this firm/individual and subcontractor is properly licensed for providing the goods/services specified.

Contractor Name:

License # Type:

Subcontractor Name:

License # Type:

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**Bidder's Checklist:**

BIDS MAY NOT BE CONSIDERED if the following documents and/or attachments are not completely filled out with your bid.

One original complete bid package which includes original signature- preferably in blue ink:

Completed IFB Cover Section

Completed Bid Form

Acknowledged Addendums

Completed Town of Berryville Vendor Registration

Completed W-9

Certificate of Insurance

Completed Bid Bond

Contractor License

**Please remember that:**

Erasures or other descriptive literature, brochures, and/or data must be initialed by the person signing the bid.

Envelope containing bid must be properly marked.

Bidders are encouraged to enclose bid in a separate sealed envelope when placing in the shipping company packaging (if applicable)

Bidders are encouraged to retain a separate copy of this bid package for their records.

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**Bid Bond**

KNOW ALL PERSON BY THESE PRESENTS, that \_\_\_\_\_,

of \_\_\_\_\_

(hereafter designated as "Bidder"), is submitting herewith to Town of Berryville, Virginia (hereafter designated as "Town") a bid, in accordance with Wayfinding Sign Fabrication and Installation IFB 2025-01

NOW THEREFORE, Bidder is organized and existing under by virtue of the law of the State/Commonwealth of \_\_\_\_\_, and authorized to transact business within the State of Virginia, as Surety, hereinafter called the "Surety", are held and firmly bound unto the Town in the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

for the payment of which sum well and truly to be made we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, Bidder has submitted the accompanying bid dated \_\_\_\_\_, 202\_\_ for Wayfinding Sign Fabrication and Installation IFB 2025-01.

THE CONDITION OF THIS OBLIGATION IS SUCH that if the Town accepts the Bidder's bid, the Bidder shall, within the period specified therefore, complete the formal contract agreement and furnish the required contract performance bond and contract payment bond as provided in the Contract Documents, upon acceptance of said bid by the Town, or if the Town shall have failed to accept said bid within 30 days of the opening of the bid for this work, then this obligation shall be void and of no effect, but otherwise shall remain in full force and effect.

IN WITNESS WHEREOF, the above parties have executed this instrument under their several seals

this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing board.

ATTEST:

By:

By:

## Town of Berryville General Terms and Conditions – Invitations for Bids

These General Terms and Conditions are required for use in written solicitations issued by the Town for procurements.

**Applicable Laws and Courts:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia, and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with all applicable federal, state, and local laws, rules, and regulations.

**Employment Discrimination Prohibited:** Employment discrimination by contractor is prohibited. During the performance of this contract, the contractor agrees as follows:

- A) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- B) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C) Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The contractor will include the provisions of the foregoing paragraphs A, B, and C in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

**Ethics in Public Contracting:** By submitting their bids, bidders certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer, or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

**Immigration Reform and Control Act of 1986:** By submitting their bids, bidders certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

**Debarment Status:** By submitting their bids, bidders certify that they are not currently debarred by the Town of Berryville from submitting bids or proposals on contracts for the type of goods

and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

**Mandatory Use of Town Terms and Conditions for IFBs:** Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the Town reserves the right to decide, on a case-by-case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the Town may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.

**Bill Payment Policy:** Unless an alternate payment plan has been agreed upon, in writing, the Town Treasurer shall make payment in full for all goods delivered or services rendered within thirty days of receipt of the bill.

No goods or services shall be deemed received until such goods are completely delivered and found acceptable by the Director. For purposes of determining whether or not payment was made in accordance with this policy, payment in full shall be considered to be made on the date the check for payment was mailed or otherwise transmitted.

When a bill submitted to the Town of Berryville is incorrect or when there is a defect or impropriety in a bill submitted, the respective Director shall notify the creditor in writing prior to the date on which payment in full is due. The notice shall contain a description of the defect or impropriety and any other additional information to enable the creditor to correct the bill. Upon receiving a corrected bill, the Town of Berryville shall make payment in full on or before the thirtieth calendar day after receipt of the corrected bill.

**Subcontractors:** All Offerors shall include a list of all subcontractors with their proposal. The Town reserves the right to reject the successful Offeror's selection of subcontractors for good cause. If a subcontractor is rejected, the Offeror may replace that subcontractor with another subcontractor subject to the approval of the Town. Any such replacement shall be at no additional expense to the Town nor shall it result in an extension of time without the Town's approval.

A contractor awarded a contract under this solicitation is hereby obligated:

- A) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Town for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
- B) To notify the Town and the subcontractor(s), in writing, of the contractor's intention to withhold payment, and the reason.

**Precedence of Terms:** In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

**Qualifications of Bidders:** The Town may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder to perform the services/furnish the

goods, and the bidder shall furnish to the Town all such information and data for this purpose as may be requested. The Town reserves the right to inspect bidder's physical facilities prior to award to satisfy questions regarding the bidder's capabilities. The Town further reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

**Testing and Inspection:** The Town reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

**Assignment of Contract:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Town.

**Changes to Contract:** Changes can be made to the contract in any of the following ways:

- A) The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
- B) The Town may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Town a credit for any savings. Said compensation shall be determined by one of the following methods:
  - 1) By mutual agreement between the parties in writing; or
  - 2) By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Town's right to audit the contractor's records and/or to determine the correct number of units independently; or
  - 3) By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Town with all vouchers and records of expenses incurred and savings realized. The Town shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Town within thirty (30) days from the date of receipt of the written order from the Town. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract. Neither the existence of a claim nor a dispute resolution process, litigation, or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Town or with the performance of the contract generally.

**Default:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Town, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Town may have.

**Taxes:** Sales to the Town are normally exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request. *Not normally required for service contracts.*

**Use of Brand Names:** Unless otherwise provided in this solicitation, unless otherwise provided in the Invitation for Bid, the name of a certain brand does not restrict bidders to a specific brand, make, or manufacturer's name, but conveys the general style, type, character, and quality of the article desired. Any article that the Town in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be acceptable. *Not normally required for service contracts.*

**Transportation and Packaging:** By submitting their bids, all bidders certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. *Not normally required for service contracts.*

**Negotiation with Lowest Responsible Bidder:** Unless all bids are cancelled or rejected, the Town reserves the right granted by § 2.2-4318 of the Code of Virginia to negotiate with the lowest responsive, responsible bidder to obtain a contract price within the funds allocated to the Town whenever such low bid exceeds the Town's allocated funds. For the purpose of determining when such negotiations may take place, the term "allocated funds" shall mean those funds which were budgeted by the Town for this contract prior to the issuance of the written IFB.

Negotiations with the low bidder may include both modifications of the bid price and the Scope of Work/Specifications to be performed. The Town may initiate such negotiations by written notice to the lowest responsive, responsible bidder that its bid exceeds the allocated funds and that the Town wishes to negotiate a lower contract price. The times, places, and manner of negotiating shall be agreed to by the Town and the lowest responsive, responsible bidder.

A) Procedures for negotiations. If the Town wishes to negotiate with the apparent low bidder to obtain a contract price within allocated funds, negotiations shall be conducted in accordance with the following procedures:

- 1) The using agency shall provide the director of public works, in the case of construction projects, and the procurement officer, in all other matters, with a written determination that the apparent low bid exceeds allocated funds. Said determination shall be confirmed in writing by the treasurer or his/her designee. The using agency may also provide the appropriate officer/director with a suggested reduction in scope for the proposed purchase.
- 2) The appropriate officer/director shall advise the lowest responsible bidder, in writing, that the proposed purchase exceeds allocated funds they may further suggest a reduction in scope for the proposed purchase, and invite the lowest responsible bidder to amend its bid proposal based upon the proposed reduction in

scope.

- 3) Repetitive informal discussions with the lowest responsible bidder for purposes of obtaining a contract within allocated funds shall be permissible.
- 4) The lowest responsible bidder shall submit an addendum to its bid, which addendum shall include any change in scope for the proposed purchase, the reduction in price, and the new contract value.
- 5) If the proposed addendum is acceptable to the Town, the Town may award a contract within funds allocated to the lowest responsible bidder based upon the amended bid proposal.
- 6) If the Town and the lowest responsible bidder cannot negotiate a contract within allocated funds, all bids shall be rejected.

**Insurance:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded as well as any other insurance requirements laid out in the request for bid or proposal. The Town requires minimum insurance amounts as recommended by the Virginia Risk Sharing Association for construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the Code of Virginia. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. The Town Manager is authorized to amend coverages and limits as required. Such amendments shall be provided in writing and specifically state that established coverages and limits differ from those provided in the Town's General Terms and Conditions.

## **Minimum Insurance Coverages and Limits Required for Most Contracts**

### **General services contracts or leases:**

#### **Commercial General Liability**

- \$1 million Each Occurrence (Bodily Injury and Property Damage)
- \$3 million General Aggregate that applies on a per project basis
- \$3 million Products/Completed Operations Aggregate
- \$1 million Per Person or Organization (Personal and Advertising Injury)

**Owned and/or Non-Owned Automobile Liability**-\$1,000,000 each accident

**Workers Compensation Insurance** -\$100,000 Bodily Injury each accident/\$100,000 Bodily Injury Disease Each Employee /\$500,000 Bodily Injury Disease policy limit (unless sole proprietor)

**Excess Liability**-\$1,000,000 each (CGL/AL/EL) occurrence/\$3,000,000 Annual Policy Aggregate

### **Minor construction contracts (\$99,999.99 or less):**

#### **Commercial General Liability**

- \$1 million Each Occurrence (Bodily Injury and Property Damage)
- \$3 million General Aggregate that applies on a per project basis
- \$3 million Products/Completed Operations Aggregate
- \$1 million Per Person or Organization (Personal and Advertising Injury)

**Owned and/or Non-Owned Automobile Liability**-\$1,000,000 each accident

**Employer's Liability**-\$100,000 Bodily Injury each accident/\$100,000 Bodily Injury Disease Each Employee /\$500,000 Bodily Injury Disease policy limit

**Professional Liability (Errors and Omissions)**-\$2,000,000 each wrongful act/\$3,000,000 annual policy claims aggregate (effective date same as contract date with one three-year extended reporting period (only if consulting or designing is involved).

**Excess Liability**-\$3,000,000 each (CGL/AL/EL) occurrence/\$3,000,000 Annual Policy Aggregate

**Major construction (more than \$100,000) or contracts for work deemed hazardous:**

**Commercial General Liability**

- \$1 million Each Occurrence (Bodily Injury and Property Damage)
- \$3 million General Aggregate that applies on a per project basis
- \$3 million Products/Completed Operations Aggregate
- \$1 million Per Person or Organization (Personal and Advertising Injury)

**Owned and/or Non-Owned Automobile Liability-\$1,000,000 each accident**

**Employer's Liability-\$100,000 Bodily Injury each accident/\$100,000 Bodily Injury Disease Each Employee /\$500,000 Bodily Injury Disease policy limit**

**Professional Liability (Errors and Omissions)-Refer to Risk Manager-\$2,000,000 each wrongful act/\$3,000,000 annual policy claims aggregate (effective date same as contract date with one three-year extended reporting period).**

**Excess Liability- Refer to Risk Manager-\$5,000,000 each (CGL/AL/EL) occurrence/\$5,000,000 Annual Policy Aggregate**

**Professional services contracts:**

**Commercial General Liability**

- \$1 million Each Occurrence (Bodily Injury and Property Damage)
- \$3 million General Aggregate that applies on a per project basis
- \$3 million Products/Completed Operations Aggregate
- \$1 million Per Person or Organization (Personal and Advertising Injury)

**Owned and/or Non-Owned Automobile Liability-\$1,000,000 each accident**

**Employer's Liability-\$100,000 Bodily Injury each accident/\$100,000 Bodily Injury Disease Each Employee /\$500,000 Bodily Injury Disease policy limit**

**Professional Liability (Errors and Omissions)-\$2,000,000 each wrongful act/\$3,000,000 annual policy claims aggregate (effective date same as contract date with one three-year extended reporting period).**

**Cyber or Identity Breach Liability-\$1,000,000 each identity breach**

**Excess Liability-\$3,000,000 each (CGL/AL/EL) occurrence/\$3,000,000 Annual Policy Aggregate**

**Design professional services and surveyors' contracts:**

**Commercial General Liability**

- \$1 million Each Occurrence (Bodily Injury and Property Damage)
- \$3 million General Aggregate that applies on a per project basis
- \$3 million Products/Completed Operations Aggregate
- \$1 million Per Person or Organization (Personal and Advertising Injury)

**Owned and/or Non-Owned Automobile Liability**-\$1,000,000 each accident  
**Employer's Liability**-\$100,000 Bodily Injury each accident/\$100,000 Bodily Injury Disease  
Each Employee /\$500,000 Bodily Injury Disease policy limit

**Professional Liability (Errors and Omissions)**-\$2,000,000 each wrongful act/\$3,000,000 annual policy claims aggregate (effective date same as contract date with one three-year extended reporting period). Excess Liability-\$3,000,000 each (CGL/AL/EL) occurrence/\$3,000,000 Annual Policy Aggregate

The Town shall be named as an additional insured on any policy obtained by Contractor/ Subcontractor/Vendor/Lessee pursuant to this paragraph. Contractor shall furnish the Town with all Certificates of Insurance that indicate(s) adequate insurance coverage has been obtained.

Contractor shall furnish the Town with an additional insured endorsement.

**Hold Harmless Agreement:** Contractor shall attach to each liability insurance policy, with the exception of Workers' Compensation, the following endorsement: "Contractor and all subcontractors shall save Town harmless from any and all claims, damages, liabilities, expenses of litigation, including attorney's fees, and losses arising out of injury to, or death of, any of Contractor's employees or any other person while on or about Town's premises or job site in connection with any matters relating to or arising out of the performance of this Contract. It is understood and agreed that the Contractor is at all times acting as an independent contractor."

**Additional Requirements:**

During the performance of the Work described in the Contract Documents, the Contractor agrees to:

- A) Employment discrimination by contractor prohibited; required contract provisions (see § 2.2-4311 of the Code of Virginia).
- B) Compliance with federal, state, and local laws and federal immigration law; required contract provisions (see § 2.2-4311.1 of the Code of Virginia).
- C) Compliance with state law; foreign and domestic businesses authorized to transact business in the Commonwealth (see § 2.2-4311.2 of the Code of Virginia.)
- D) Drug-free workplace to be maintained by contractor; required contract provisions (see § 2.2-4312 of the Code of Virginia).
- E) Provide access to adequate toilet facilities as required by law.
- F) Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is

IFB #2025-01, Wayfinding

prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.

G) Include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

H) Be responsible for the resolution of any and all damage claims presented to either the Town or Contractor.

Contractor also agrees to retain all books, documents, papers, account records, subcontracting records, and other evidence supporting services performed, and costs incurred during the contract period for six (6) years after the final invoice is paid.

**Bid Form**

The Bidder proposes and agrees to complete all work in accordance with the Scope and specifications included in IFB#2025-01 at the following prices, which shall be good for 75 days:

<b>Fabrication</b>			
<i>Sign Type</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Total</i>
Gateway	4		
T1- Large Trailblazer	2		
T2- Small Trailblazer	12		
P- Parking with arrow	5		
<b>Fabrication total cost \$</b>			

<b>Installation</b>			
<i>Sign Type</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Total</i>
Gateway	4		
T1- Large Trailblazer	2		
T2- Small Trailblazer	12		
P- Parking with arrow	5		
Traffic Control			
Sign Removal	8		
Mobilization, per day			
<b>Installation total cost \$</b>			

Bidder Name, Signature, Company/Entity Name, and Date:

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Berryville – Clarke County  
Government Center  
101 Chalmers Court, Suite A  
Berryville, VA 22611



[T] 540/955-1099  
[F] 540/955-4524  
[E] [info@berryvilleva.gov](mailto:info@berryvilleva.gov)  
[www.berryvilleva.gov](http://www.berryvilleva.gov)

**B E R R Y V I L L E**  
**EST. 1798** *Genuine* **VIRGINIA**

SCOPE OF WORK, IFB #2025-01, Wayfinding Sign Fabrication and Installation

The design by Frazier Associates has been modified. Accordingly, the Excerpt of Construction Intent Documents includes only the following sheets:

1, 2, 3, 4, 5, 6, 7, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, and 27.

Desired modifications are indicated on the appropriate sheet.

**GENERAL NOTES**

1. These drawings are intended to provide sufficient information to convey general design intent to the sign fabricator/installer and are not for construction. Additional technical advice and detailing may be required for successful completion of this project and is the sign fabricator/installer's responsibility.
2. Dimensions are not adjustable, unless noted (+/-). The sign fabricator/installer shall not scale drawings.
3. Install all manufactured items, materials, and equipment in strict accordance with manufacturer's recommended specifications.
4. "Typical" (TYT) means identical for all conditions that match original condition illustrated unless otherwise noted. "Similar" (SIM) means comparable characteristics of the condition cited. "Equal" (EQ) is of matching dimension to other "EQ" in connected dimension line.
5. All materials and workmanship shall be guaranteed by the sign fabricator/installer for five (5) years from the date of substantial completion.
6. All graphics will be supplied to the fabricator by the designer in digital EPS (encapsulated postscript) form. All type shall be outlined and supplied in digital EPS or PDF (Portable Document Format) form as needed by the fabricator.
7. Fonts used for this project were selected specifically for this project by the designer and owner, and include those listed in the graphic standards. The fabricator shall be responsible for purchasing the specified fonts. No substitution of any other typefaces may be made. There shall be no electronic distortion of the typeface including, but not limited to squeezing, stretching, outlining, stroking and shadowing.

**SIGN FABRICATOR'S GENERAL NOTES**

1. Sign fabricator/installer shall be responsible for providing permits, work, and materials in accordance with all codes, ordinances and regulations applicable at the project location.
2. Sign fabricator/contractor to have a State of Virginia Contractor's License.
3. Sign fabricator shall provide fully engineered drawings including, but not limited to, foundation, electrical and structural for all sign types to Owner for review and approval prior to sign fabrication.
4. Fabricator shall be responsible for ensuring that all signs meet local, state and federal codes.
5. Sign fabricator shall be responsible for all site engineering. This shall include verifying the mounting conditions and providing a detail drawing for each mounting condition.
6. Sign fabricator/installer shall be responsible for the complete electrical design for illuminated signs. Illuminated signs shall be designed by an electrical engineer and shall be fabricated and wired to be compliant with current UL listing requirements, and shall be UL certified. Exterior electronics shall be IP68 rated.
7. Sign fabricator/installer shall be responsible for checking contract documents, field conditions and dimensions for accuracy and confirming that all work is buildable as shown before proceeding with fabrication. If there are any discrepancies or omissions which would interfere with satisfactory completion of the work, the sign fabricator/installer shall obtain a clarification from the architect/designer before proceeding with the work in question.
8. Sign fabricator shall ensure that actual sign locations are verified by owner's representative and the Virginia Department of Transportation (VDOT), as required prior to installation.
9. Sign fabricator/installer shall be responsible for contacting Miss Utility before start of project.
10. Sign fabricator/installer is responsible for the means, methods and techniques of installation, safety precautions in connection with the work, and for the acts or omissions of the subcontractors. Refer to Sign Fabricator's General Notes for VDOT Permitting sheet 2.
11. Sign fabricator/installer shall follow the MUTCD (Manual on Uniform Traffic Control Devices) guidelines for Lateral Offsets. See section 2A.19 Lateral Offset in the Manual on Uniform Traffic Control Devices, 2009 Edition.
12. Sign fabricator/installer shall provide adequate erosion control as required during the course of the project.
13. Sign fabricator/installer shall maintain site in a clean and orderly condition at all times.
14. Sign fabricator/installer shall provide shop drawings to the Owners and/or designer for each sign type showing fabrication, mounting system, and installation details. Include fabrication plans, elevations, and component details. Indicate materials, fittings, finishes, fasteners, anchorages, and accessory items. Provide color and material samples as requested.
15. Final designs and shop drawings shall be supplied by the sign fabricator/installer for all sign types. A registered professional engineer licensed in the state of Virginia is required to sign and seal the submittal of shop drawings. For required VDOT Signing and Sealing process, refer to VDOT Community Wayfinding Sign Manual, 3.4 Signing and Sealing.
16. All wood in contact with the ground, slabs on grade, or masonry is to be pressure treated.
17. Sign fabricator/installer shall protect all surfaces not involved in the work from any damage.
18. Sign fabricator/installer shall repair all surfaces damaged during the installation of the sign system.



**PRAZIER ASSOCIATES**  
 ARCHITECTURAL, COMMUNITY DESIGN, WAYFINDING  
 212 NORTH MARKET STREET, FLOOR 10, SUITE 1000  
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 TEL: 804.771.1100 FAX: 804.771.1101  
 www.prazierassociates.com

**TOWN OF BERRYVILLE**  
 WAYFINDING SIGN SYSTEM  
 Berryville, Virginia

REVISION DATE	
PROJECT NO. 2023-0049	
SCALE AS SHOWN	
PROJECT MANAGER: SH	
CHECKED BY: AM	
DRAWN BY: SH	
DATE: July 2024	
GENERAL NOTES	
SHEET 1	

**SIGN FABRICATOR'S GENERAL NOTES FOR VDOT PERMITTING- CONSTRUCTION AND MAINTENANCE**

Wayfinding signs installed alongside roadways within state maintained right-of-way will be the responsibility of the fabricator who shall be required to follow the "VDOT Wayfinding Sign Program Manual" for fabrication and installation of the wayfinding sign system.

**ABBREVIATIONS:**

**SPONSOR:** State Agency seeking to implement and maintain a wayfinding program in the state of Virginia.  
**AGENT:** Design consultant hired to work with sponsor to design and develop the wayfinding sign system.

**VDOT:** Virginia Department of Transportation.  
**WSPA:** Wayfinding Signs Program Administrator.  
**ALUE:** Area Land Use Engineer.

**DTE:** District Traffic Engineer.  
**LUP:** Land Use Permit.  
**TED:** Traffic Engineering Division.

**VDOT CONSTRUCTION PLAN SUBMITTAL CHECKLIST**

1. The Sponsor or their Agent will provide staking of the proposed signs for field inspection by VDOT staff to be performed in conjunction with the plan review and approval process.
2. A pre-construction meeting shall be held prior to initiating sign installation activities.
3. Location activities for all privately owned underground utilities shall be completed prior to initiating sign installation activities. Fabricator shall be responsible for ensuring that all signs meet local, state and federal codes.
4. The local VDOT permit office must pre-approve pavement potholing for locating existing underground utilities.
5. Right-of-way restoration shall be in accordance with current VDOT standards & specifications.
6. Erosion & sediment control shall be in accordance with current Virginia Erosion & Sediment Control Standards & Specifications.
7. The installation of signs shall not adversely affect the visibility of roadway users, and the lighting support posts & support post locations shall not compromise VDOT clear zone and safety standards.
8. Temporary traffic control shall be designed in accordance with the current Virginia Work Area Protection Manual.
9. The Sponsor or their Agent shall notify the appropriate VDOT Transportation Operations Center (TOC) 30 minutes prior to implementing a lane closure or shoulder closure and within 30 minutes of removing said closure(s).
10. The Sponsor or their Agent must notify VDOT a minimum of 48 hours prior to initiating any planned excavation within 1,000 feet of a signalized intersection and/or near VDOT ITS infrastructure. Excavation activities may proceed only after VDOT has notified the Sponsor or their Agent that the utility marking has been complete.
11. VDOT will provide the Sponsor or their Agent with contact information for plan submittal & review, permit issuance & inspection, and the location of underground traffic signal communications facilities.

**VDOT PLAN SUBMITTAL REQUIREMENTS**

1. Implementation may begin following WSPA, DTE and ALUE approval of 100% Plans, approved Field Staking and Preconstruction Meeting.
2. Proposed sign location(s) accurately dimensioned from the edge of pavement or face-of-curb and from the nearest street intersection.
3. Traffic control details & notes for each sign location in accordance with current VDOT standards & specifications (if applicable).
4. Signed & sealed by a professional engineer or landscape architect licensed in Virginia (Structural Design to be signed and sealed by PE Only).
5. Right-of-way restoration details & notes in accordance with current VDOT standards & specifications.



**RAZIER ASSOCIATES**  
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 WARRINGTON, VIRGINIA 22090  
 WWW.RAZIERASSOCIATES.COM

**TOWN OF BERRYVILLE**  
 WAYFINDING SIGN SYSTEM  
 Berryville, Virginia

REVISION DATE	
PROJECT NO. 2022-0049	
SCALE AS SHOWN	
PROJECT MANAGER: SH	
CHECKED BY: AM	
DRAWN BY:	
DATE July 2024	
SIGN FABRICATOR'S GENERAL NOTES FOR VDOT PERMITTING	
SHEET 2	

## SUMMARY

This Section includes the following:  
Illuminated Monument Gateway signs;  
Vehicular Trailblazer non-illuminated post and panel signs;  
Non-illuminated, Historic District Marker sign;  
Non-illuminated, Parking Directional signs;  
Non-illuminated, Parking Site Identification signs.

## PERFORMANCE REQUIREMENTS

Structural Performance: Provide post and panel sign capable of withstanding the effects of gravity loads and the following loads withstanding the effects of gravity loads and the following loads and stresses within limits and under conditions indicated:  
Wind Loads: To be determined by sign fabricator/installer.  
Thermal Movements: Provide post and panel signs that allow for thermal movements resulting from the following maximum change (range) in ambient and surface temperatures by preventing buckling, opening of joints, overstressing of components, failure of connections, and other detrimental effects. Base engineering calculation on surface temperatures of materials due to both solar heat gain and nighttime sky heat loss.  
Temperature Change (Range): 120 deg F (67 deg C, ambient); 180 deg F (100 deg C, material surfaces).

## SUBMITTALS

Product Data: For each type of product indicated.  
Shop Drawings: Show fabrication and installation details for all sign types.  
Include sections, details, and attachments to other work.  
Include a representative sample of graphic symbols required in each panel. Show graphic style, colors, finishes, type styles, and graphic symbol.  
Programming Schedule: Use same message designations indicated on Drawings.

## QUALITY ASSURANCE

Installer Qualifications: An employer of workers trained and approved by manufacturer.  
Fabricator/Installer Qualifications: Shop that employs skilled workers who custom-fabricate products similar to those required for this Project and whose products have a record of successful in-service performance.

## PROJECT CONDITIONS

Weather Limitations: Proceed with installation only when existing weather conditions permit installation of signs to be performed according to manufacturer's written instructions and warranty requirements.  
Field Measurements: Indicate measurements on Shop Drawings.

## COORDINATION

Coordinate installation of anchorages for post and panel/sign signage. Furnish setting drawings, templates, and directions for installing anchorages and other items that are to be embedded in concrete.

## WARRANTY

Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of signs that fail in material or workmanship within specified warranty period. Warranty Period: Five years from date of Substantial Completion.

Failures include, but are not limited to, the following:

- deterioration of metal finishes beyond normal weathering
  - bubbling, chalking, rusting or other disintegration of the sign panel, graphics or of the edges;
  - corrosion appearing beneath paint surfaces of panels, brackets, posts or other support assemblies;
  - corrosion of fasteners;
  - assemblies not remaining true and plumb on their supports;
  - fading and discoloration of the colors and finishes within the vinyl and paint manufacturer's stated warranty period;
  - deterioration of embedded graphic image colors and sign illumination; peeling, delamination or warping; and
  - repair and reinstatement of signage due to failed mountings.
- Fabricator shall extend in writing to the Owner all manufacturer's warranties.

## MATERIALS

As indicated per specific sign types.  
For steel exposed to view on completion, provide materials having flat, smooth surfaces without blemishes. Do not use materials whose surfaces exhibit pitting, seam marks, roller marks, rolled trade names, or roughness.  
Custom Paint Colors: Match Pantone Color Matching System, Color: As selected by Architect/Designer from manufacturer's full range.

## POST AND PANEL SIGNS

Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following: See sign programming.

## PANEL SIGNS

Sign Message Panels: Provide smooth sign panel surfaces constructed to remain flat under installed conditions within a tolerance of plus or minus 1/16 inch (1.5 mm) measured diagonally from corner to corner.  
Coordinate dimensions and attachment methods to produce message panels with closely fitting joints. Align edges and surfaces with one another in the relationship indicated.  
Increase metal thickness or reinforce with concealed stiffeners or backing materials as needed to produce surfaces without distortion, buckles, warp, or other surface deformations.  
Continuously weld joints and seams unless other methods are indicated; grind, fill, and dress welds to produce smooth, flush, exposed surfaces with welds invisible after final finishing.  
See different sign types for material specifications.

## POSTS

General: Fabricate posts to lengths required for mounting method indicated.  
Direct-Burial Method: Provide posts 36 inches (910 mm) longer than height of sign to permit direct embedment in concrete foundations.  
Baseplate Method: Provide posts with baseplates, flanges, or other fittings, welded to bottom of posts. Drill holes in baseplate for anchor-bolt connection.  
Provide anchor bolts of size required for connecting posts to concrete foundations.  
Reverse Sleeve Method: Provide inserts recommended by manufacturer; steel for close fit inside posts. See inserts for direct embedment in concrete foundations and to attach

sign posts securely and prevent sign from overturning when subjected to normal loading conditions prevailing at Project site, but not less than 1/3 of post height plus 36 inches (910 mm) for embedment. Drill posts and inserts for through-bolts for assembling them together.  
Provide bolts for fastening posts to inserts.

Aluminum Posts: Manufacturer's standard 0.125-inch (3.18 mm) thick, extruded-aluminum tubing with vertical slots to engage sign panels. Provide stop blocks in slots to hold panels in position. Include post caps, fillers, spacers, junction boxes, access panels, and related accessories required for complete installation.  
Square Posts: As indicated.  
Rectangular Posts: As indicated.  
Semi-circular Posts: As indicated.  
Rounded-End Posts: As indicated.  
Beveled-Corner Posts: As indicated.  
Post Finish: As indicated.  
Color: As indicated.  
Steel Posts: As indicated.  
Post Size: As indicated.  
Post Finish: As indicated.  
Color: As indicated.

## ACCESSORIES

Anchor and Inserts: Provide nonferrous-metal or hot-dip galvanized anchors and inserts for exterior installations and elsewhere as required for corrosion resistance. Use toothed steel or lead expansion-bolt devices for drilled-in-concrete or masonry work.

## FABRICATION

General: Provide manufacturer's standard post and panel signs of configurations indicated.  
Welded Connections: Comply with AWS standards for recommended practices in shop welding. Provide welds behind finished surfaces without distortion or discoloration of exposed side. Clean exposed welded surfaces of welding flux and dress exposed and contact surfaces.  
Mill joints to tight, full-line fit. Form joints exposed to weather to exclude water penetration.  
Pre-assemble signs in the shop to greatest extent possible. Disassemble signs only as necessary for shipping and handling limitations. Clearly mark units for assembly and installation, in location not exposed to view after final assembly.  
Conceal fasteners if possible; otherwise, locate fasteners where they will be inconspicuous.

## FINISHES, GENERAL

Comply with NAAMFP's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.  
Protect mechanical finishes on exposed surfaces from damage by applying a strippliable, temporary protective covering before shipping.  
Appearance of Finished Work: Variations in appearance of abutting or adjacent pieces are acceptable if they are within one-half of the range of approved samples. Noticeable variations in the same piece are not acceptable. Variations in appearance of other components are not acceptable if they are within the range of approved samples and are assembled or installed to minimize contrast.

## EXECUTION

### EXAMINATION

Examine substrates, areas, and conditions, with installer present for compliance with requirements for installation tolerances and other conditions affecting performance of work.  
Verify that items, including anchor inserts, are sized and located to accommodate signs.  
Proceed with installation only after unsatisfactory conditions have been corrected.

### INSTALLATION

Excavation: Excavate for sign foundation to elevations and dimensions indicated. Reconstruct sub-grade that is not firm, undisturbed, or compacted soil or that is damaged by freezing temperatures, frost, rain, accumulated water, or construction activities by excavating a further 12 inches (300 mm), backfilling with satisfactory soil, and compacting to original subgrade elevation.  
Baseplate mounting method:  
Excavate hole depths approximately 39 inches (990 mm) below finished grade.

Set anchor bolts and other embedded items required for installation of signs. Use templates furnished by suppliers of items to be attached.  
Protect portion of posts above ground from concrete splatter.  
Locate signs and accessories where indicated, using mounting methods of types described and complying with manufacturer's written instructions.

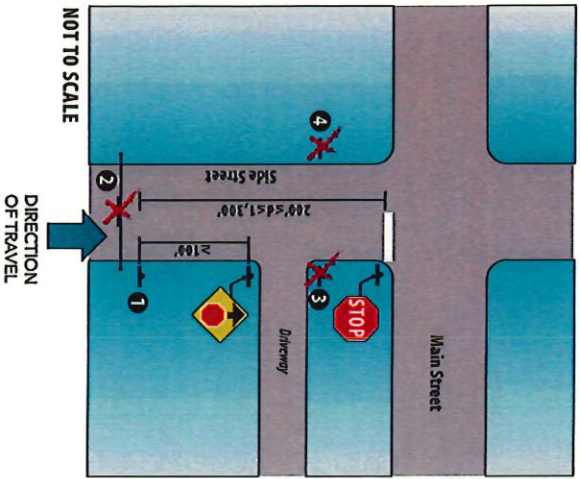
Install signs level, plumb, and at heights indicated, with sign surfaces free of distortion and other defects in appearance.  
Mechanical Fasteners: Use non-removable mechanical fasteners placed through pre-drilled holes. Attach signs with fasteners and anchors suitable for secure attachment to substrate as recommended in writing by sign manufacturer.

### CLEANING AND PROTECTION

After installation, clean soiled sign surfaces according to manufacturer's written instructions. Protect signs from damage until acceptance by Owner.

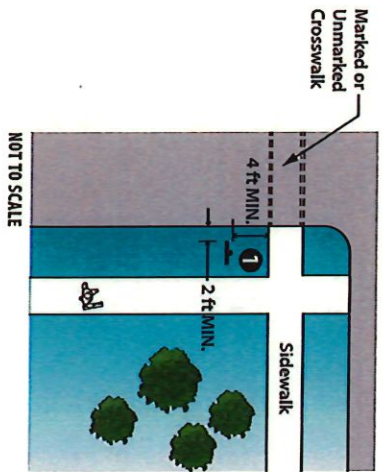
PROJECT NO. 2022-0049
SCALE AS SHOWN
PROJECT MANAGER: SH
CHECKED BY: AM
DRAWN BY:
DATE: July 2024
SIGN FABRICATORS: GENERAL SPECIFICATIONS
SHEET 3

**GUIDELINES FOR SIGN PLACEMENT**

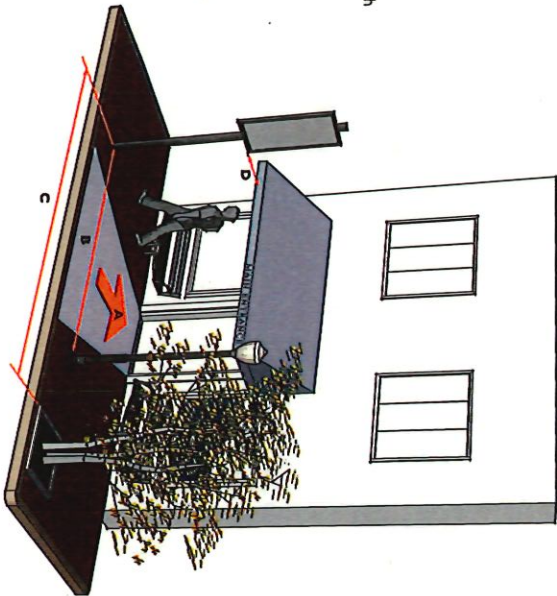


- 1** Appropriate Wayfinding Sign Placement.
  - 2** Signs may not be placed overhead.
  - 3** Signs may not obstruct driveway or cross street sign distance.
  - 4** Signs must be on the right side of the road.
    - Signs should be located to take advantage of natural terrain, to minimize the impacts on the scenic environment and to avoid visual conflict with other regulatory, warning, and guide signs within the public right-of-way.
    - Wayfinding signs should be placed such that they do not adversely impact, obstruct or detract from regulatory and warning signs. Placement should consider the posted speed limit and running speeds of vehicles on the roadway. While it may not be possible in congested urban settings where the speed limit is 25 mph, wayfinding signs should be located a minimum of 100 feet, or longer if speeds are higher, from other traffic control devices.
    - The maximum number of wayfinding signs on each approach to an intersection shall be one.
- NOTE:** The VDOT Wayfinding Sign Program Administrator has granted a one-time adjustment for two signs on approach to an intersection for T2/ and T2s. Refer to programming sheets 34 and 42.

- A. Locate sign so as not to interfere with building entrance.
- B. Locate sign structure a minimum of 15'-0" back from utility structure.
- C. Locate front of sign 15'-0" to 20'-0" back from tree foliage.
- D. Locate sign a minimum of 7'-0" from other obstructions.



- 1** Appropriate Wayfinding Sign Placement near Crosswalks.
  - In urban areas where crosswalks exist, signs should not be placed within 4 feet in advance of the crosswalk.











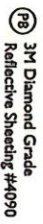
**FRAZIER ASSOCIATES**  
 ARCHITECTURE-COMMUNITY DESIGN-WAYFINDING  
 210 NORTH AUSTRALIA STREET, FRAZIERVA, VA 24418  
 PHONE: 804.644.2424 FAX: 804.644.2425  
 www.frazierassociates.com

**TOWN OF BERRYVILLE**  
 WAYFINDING SIGN SYSTEM  
 Berryville, Virginia

REVISION DATE	
PROJECT NO.	2022-0049
SCALE AS SHOWN	
PROJECT MANAGER:	SH
CHECKED BY:	AM
DRAWN BY:	SCH
DATE:	July 2024
<b>GUIDELINES FOR SIGN PLACEMENT</b>	
SHEET 4	

**COLOR PALETTE**

**Sign System Colors**

-  P1 Pantone 287 C
-  P2 Pantone 284 C
-  P3 Pantone 7461 C
-  P4 Pantone 366 C
-  P5 Pantone 7540 C
-  P6 Black
-  P7 White
-  Reflective Sheeting
-  3M Diamond Grade Reflective Sheeting #4090

**FONTS**

**Better Times - Regular**

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo  
 Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz  
 1234567890

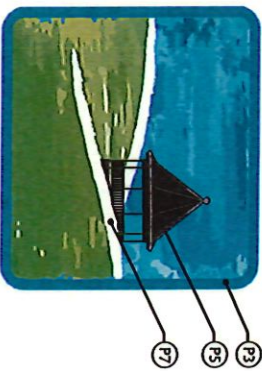
FHWA Series D2000EX

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo  
 Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz  
 1234567890

**LOGOS**

**L1: BERRYVILLE LOGO**

Logo provided as a scalable digital file. Colors to match sign specifications.



**L2: BERRYVILLE BRAND FONT**

Brand font provided as a scalable digital file. Color to match sign specifications.

**BERRYVILLE**

**L3: BERRYVILLE TOWN SEAL**

Logo provided as a full color, scalable digital file.

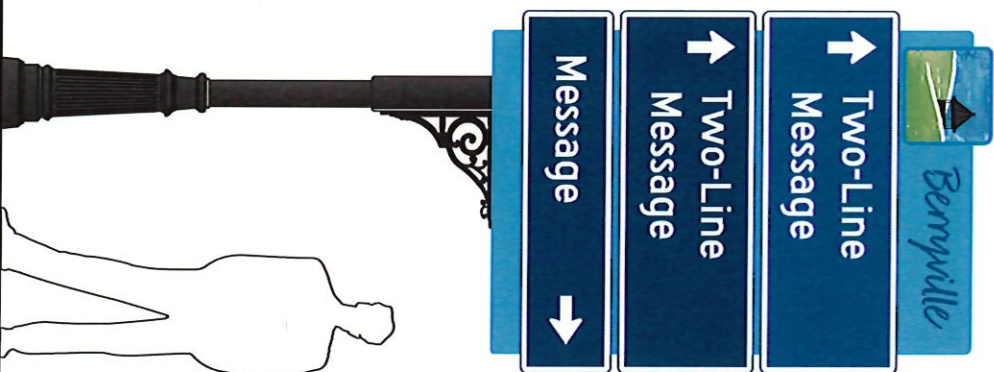


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 210 NORTH ALBERTA STREET, SUITE 100, VA 24181  
 PHONE: 540-662-8229 FAX: 540-662-8230  
 WWW.FRAZIERASSOCIATES.COM

**TOWN OF BERRYVILLE**  
 WAYFINDING SIGN SYSTEM  
 Berryville, Virginia

REVISION DATE
PROJECT NO. 2022-0049
SCALE: AS SHOWN
PROJECT MANAGER: SH
CHECKED BY: AM
DRAWN BY: SCH
DATE: July 2024
GRAPHIC STANDARDS: COLORS, FONTS AND LOGOS
SHEET 5

Gateway Sign



T1: LARGE VEHICULAR  
TRAILBLAZER SIGN  
For Speeds 30 MPH Plus



T2: SMALL VEHICULAR  
TRAILBLAZER SIGN  
For Speeds 25 MPH or Less

Sheet 6



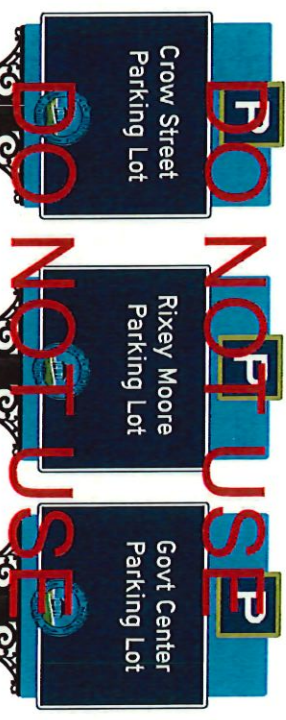
**FRAZIER ASSOCIATES**  
 ARCHITECTURE-COMMUNITY DESIGN-WAYFINDING  
 215 NORTH AUGUSTA STREET, FAYETTEVILLE, VA 24415  
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**TOWN OF BERRYVILLE**  
 WAYFINDING SIGN SYSTEM  
 Berryville, Virginia

Sign to be modified to remove  
 "Additional Parking"

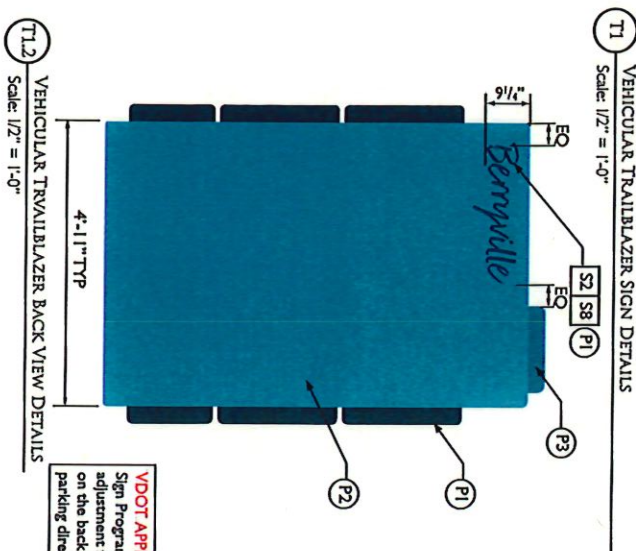
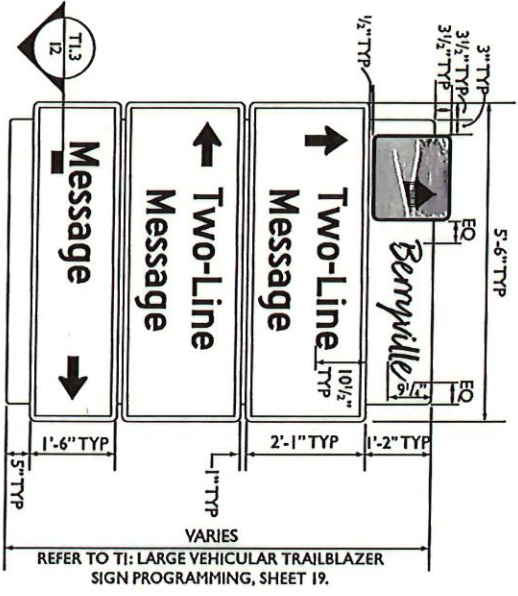
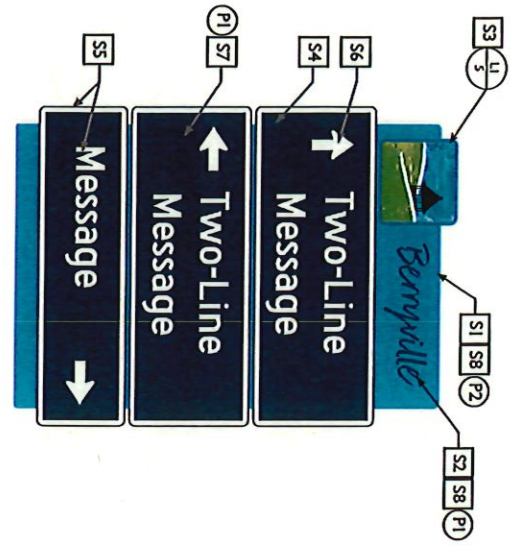


P1: PARKING STAND-ALONE  
 DIRECTIONAL SIGN

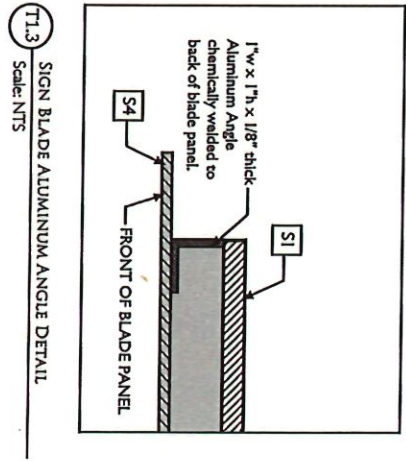


P2: PARKING SITE IDENTIFICATION SIGN  
 NOTE: To be located outside of VDOT R-O-W on  
 parking lot private property.

REVISION DATE	
PROJECT NO.	2022-0049
SCALE	AS SHOWN
PROJECT MANAGER	SH
CHECKED BY	AM
DRAWN BY	SCH
DATE	July 2024
WAYFINDING SIGN SYSTEM	PARKING SIGNS
SHEET 7	



**VDOT APPROVAL NOTE:** The VDOT Wayfinding Sign Program Administrator has granted a one-time adjustment for the text 'Berryville' to be placed on the back of the vehicular trailblazer signs and parking directional signs.



**NOTES:**

- T1: VEHICULAR TRAILBLAZER SIGN:**
- S1** MAIN PANEL FABRICATION: To be a single, 0.25" thick cut aluminum panel. Sign panel radii shall be 2".
- S2** MAIN PANEL MESSAGE: "Berryville" to use Better Times font with a 6.75" capital letter, and to be printed on top and back of main panel as shown. Refer to T1.2 - VDOT Approval Note.
- S3** LOGO PANEL: "Berryville Logo" to be 16.75" height x 18" in width and 1/4" thick and be mechanically, flush-mounted to top of the main panel using tamper-resistant fasteners. Shall use digital printing process on reflective sheeting, electronically cut sheeting and apply to unpainted aluminum surface following 3M manuf. specifications and overlay with 1170C. No fasteners shall be visible on face of sign. Logo shall be provided as a scalable digital file. Refer to sheet 5.
- S4** SIGN BLADE FABRICATION: To be a single, 0.125" thick aluminum pan with 1.125" deep edges. Blade panel shall be reflective and have corner radii of 2". Sign blade to be mechanically attached to main panel using tamper-resistant fasteners. No fasteners shall be visible on face of sign blade.
- S5** SIGN BLADE MESSAGE: Shall use FHWA Series D2000EX, with 6" capitals, and have a 1" wide reflective border.
- S6** SIGN BLADE ARROWS: Shall be 6" height x 9" length arrows. Refer to T1: Vehicular Trailblazer Sign Programming, sheet 19.
- S7** SIGN BLADE FACE: Shall use digital printing process by certified 3M printer/sign fabricator to 3M Diamond Grade (DGG) #4090 reflective sheeting, electronically cut sheeting and apply to unpainted aluminum surface following 3M manuf. specifications and overlay with 1170C.
- S8** PAINT COLORS: All exposed surfaces to be primed and painted using Matthews Paint-Satin, and Matthews Paint Super Sain Clearcoat or approved equals. Color match paint to Pantone colors specified.

Drawings are design intent only and are NOT for construction. All dimensions and site conditions shall be verified by the contractor/fabricator. Sign contractor/fabricator shall provide fully engineered drawings for all sign fabrication. Shop drawings as well as any changes in design, dimensions, materials, methods, or conditions shown in these drawings must be approved prior to proceeding with fabrication.

SIGN WIDTH	SIGN HEIGHT	QUANTITY
5'-6"	7'-4"	1
5'-6"	8'-0"	1
<b>TOTALS</b>		<b>2</b>

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MILLSBORO, DE 19966  
PH: 302.426.2222  
WWW.BRAZIERASSOCIATES.COM

**TOWN OF BERRYVILLE**  
WAYFINDING SIGN SYSTEM  
Berryville, Virginia

**COLOR PALETTE**

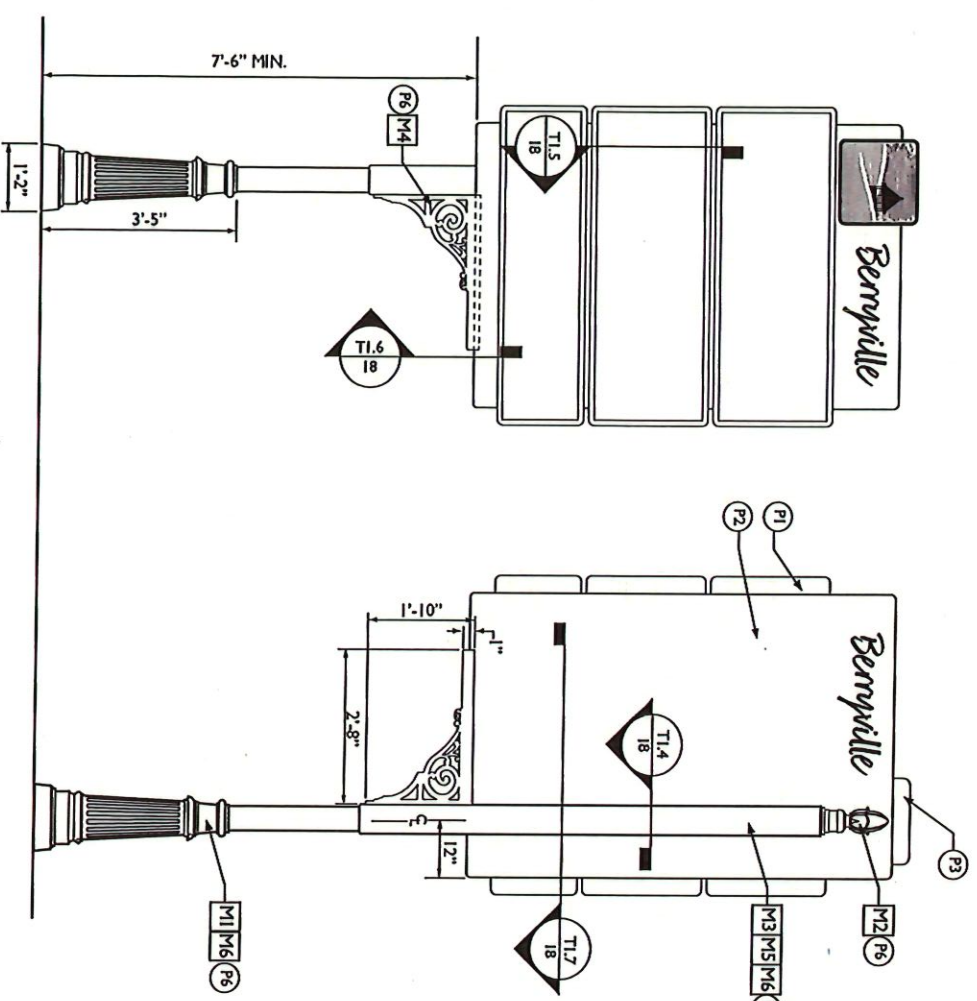
- P1** Pantone 287 C
- P2** Pantone 284 C
- P3** Pantone 7461 C
- P4** Pantone 366 C
- P5** Pantone 7540 C
- P6** Black
- P7** White
- P8** 3M Diamond Grade Reflective Sheeting #1090

**SPECIFICATIONS KEY**

- Ⓜ** Color Identification
- Ⓢ** Sign Panel Specifications
- Ⓜ** Sign Mounting Specifications

**REVISION DATE**


PROJECT NO. 2022-0049  
SCALE: AS SHOWN  
PROJECT MANAGER: SH  
CHECKED BY: AM  
DRAWN BY: SCH  
DATE: July 2024  
T1: LARGE VEHICULAR TRAILBLAZER SIGN DETAILS  
SHEET 16



T1.4  
Scale: 1/2" = 1'-0"

TI: MOUNTING:

- M1** POST: Use Aluminum 5" round post with HAPCO. Cat.# HOC-pole height varies-F-5-4-SR-Black decorative base, or an approved equal.
- M2** POST FINIAL: Use Ornamental Post & Panel-SDP 5" Deco Pineapple finial. Paint to match post using Matthews Paint or an approved equal.
- M3** MOUNTING BRACKET: To be two, .25" thick, aluminum C-Channel brackets sized to fit around 5" aluminum post. One C-Channel bracket to be welded to back of main panel, Second C-Channel bracket to slide over back bracket and mechanically attach to post.
- M4** CUSTOM DECORATIVE BRACKET: To be 3/4" thick aluminum, water jet cut bracket with smooth edges. Paint to match post using Matthews Paint or an approved equal. Chemically weld decorative bracket to post mounting bracket and bottom of main sign panel. Bracket shall be provided as a scalable digital file.
- M5** Any reinforcement, fasteners, or fittings shall be painted so as to be inconspicuous. All exposed hardware shall be tamper-resistant, non corrosive fasteners. The size and quantity to be determined by fabricator's structural engineer.
- M6** METAL PROTECTION: Where dissimilar metals contact, each other, or where metal contacts other corrosive substrates, protect against galvanic action or corrosion by painting contact surfaces with bituminous coating or by other permanent separation as recommended by metal manufacturer or cited metal standard.

SIGN FABRICATOR NOTES:

1. Sign fabricator shall provide fully engineered drawings including, but not limited to, foundation, electrical and structural for all sign types to Owner for review and approval prior to sign fabrication.
2. Sign fabricator/contractor shall coordinate the exact trailblazer sign locations with the Owner/VDOT prior to sign fabrication.
3. Sign fabricator/installer shall repair all surfaces damaged during the installation of the sign system.

TI: INSTALLATION NOTES:

1. Installation to meet Virginia Department of Transportation's specifications and regulations for the proper installation of signs and to be breakaway as required. Use Dent Breakaway, Industries or an approved equal.
2. For sign programming and general sign locations refer to Programming Overview Map, sections A-F, sheets 30-42.

Drawings are design intent only and are NOT for construction. All dimensions and conditions shall be verified by the contractor/fabricator. Sign contractor/fabricator shall provide the fully engineered drawings for all sign types. Shop drawings as well as any other drawings, dimensions, materials, fabrication method, or other details shown in these drawings must be approved prior to proceeding with fabrication.

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WWW.FRAZIERASSOCIATES.COM

**TOWN OF BERRYVILLE**  
WAYFINDING SIGN SYSTEM  
Berryville, Virginia

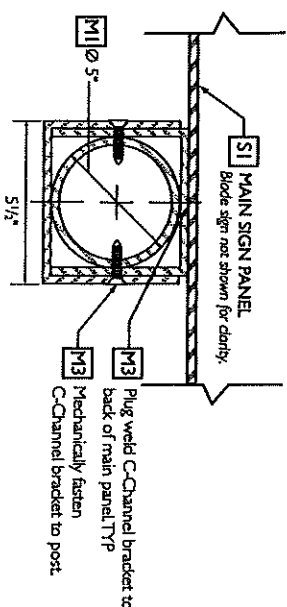
COLOR PALETTE

- P1** Pantone 287 C
- P2** Pantone 294 C
- P3** Pantone 7461 C
- P4** Pantone 346 C
- P5** Pantone 7540 C
- P6** Black
- P7** White
- P8** 314 Diamond Grade Reflective Sheeting #4090

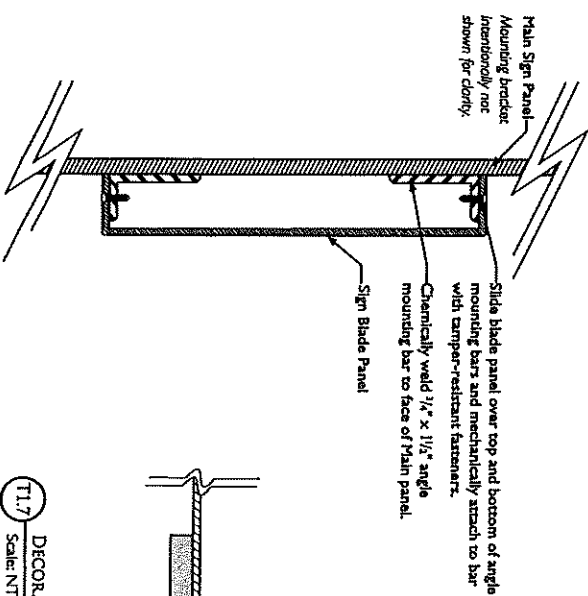
SPECIFICATIONS KEY

- M1** Color Identification
- M1** Sign Panel Specifications
- M1** Sign Mounting Specifications

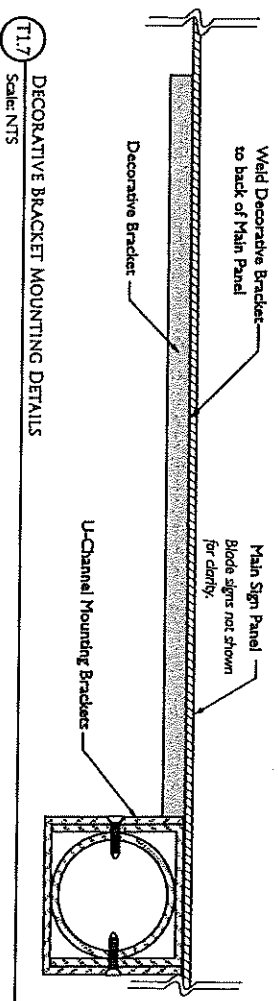
REVISION DATE	
PROJECT NO. 2022-0049	
SCALE AS SHOWN	
PROJECT MANAGER: SH	
CHECKED BY: AM	
DRAWN BY: SCH	
DATE: July 2024	
<b>TI: LARGE VEHICULAR TRAILBLAZER MOUNTING DETAILS</b>	
SHEET 17	



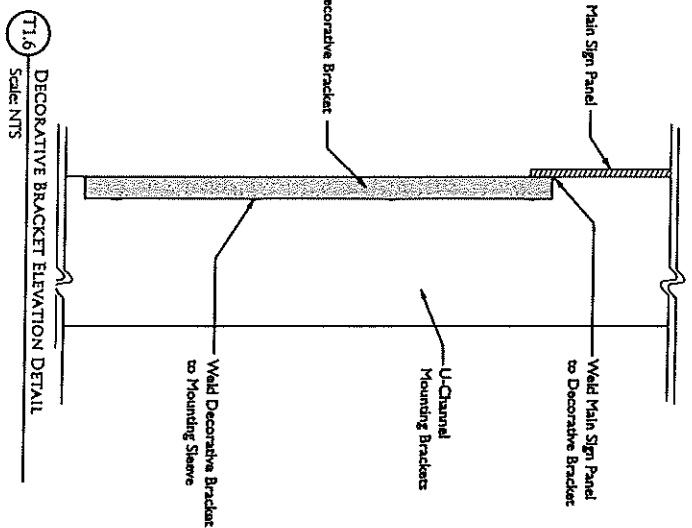
T1.4 MOUNTING BRACKET DETAILS  
Scale: NTS



T1.5 SIGN BLADE MOUNTING DETAILS  
Scale: NTS



T1.7 DECORATIVE BRACKET MOUNTING DETAILS  
Scale: NTS



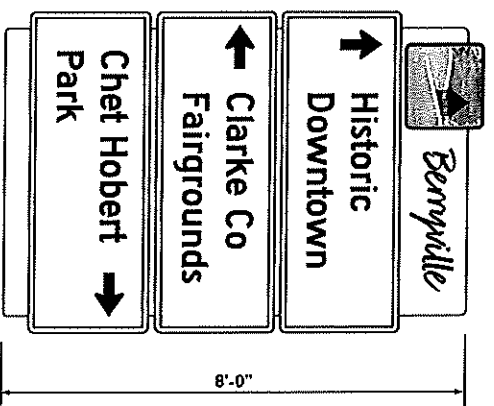
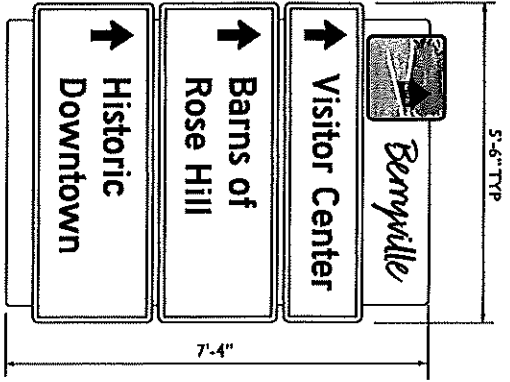
T1.6 DECORATIVE BRACKET ELEVATION DETAIL  
Scale: NTS

Drawings are design intent only and are NOT for construction. All dimensions and site conditions shall be verified by the contractor. Sign contractor/installer shall provide fully specified dimensions for all sign fabrication method, or other details shown in these drawings must be approved prior to proceeding with fabrication.

REVISION DATE	
PROJECT NO.	2022-0049
SCALE	AS SHOWN
PROJECT MANAGER	SH
CHECKED BY	AM
DRAWN BY	SCH
DATE	July 2024
<b>T1. LARGE VEHICULAR TRAILBLAZER SECTION DETAILS</b>	
SHEET 18	



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 WWW.BRAZIERASSOCIATES.COM

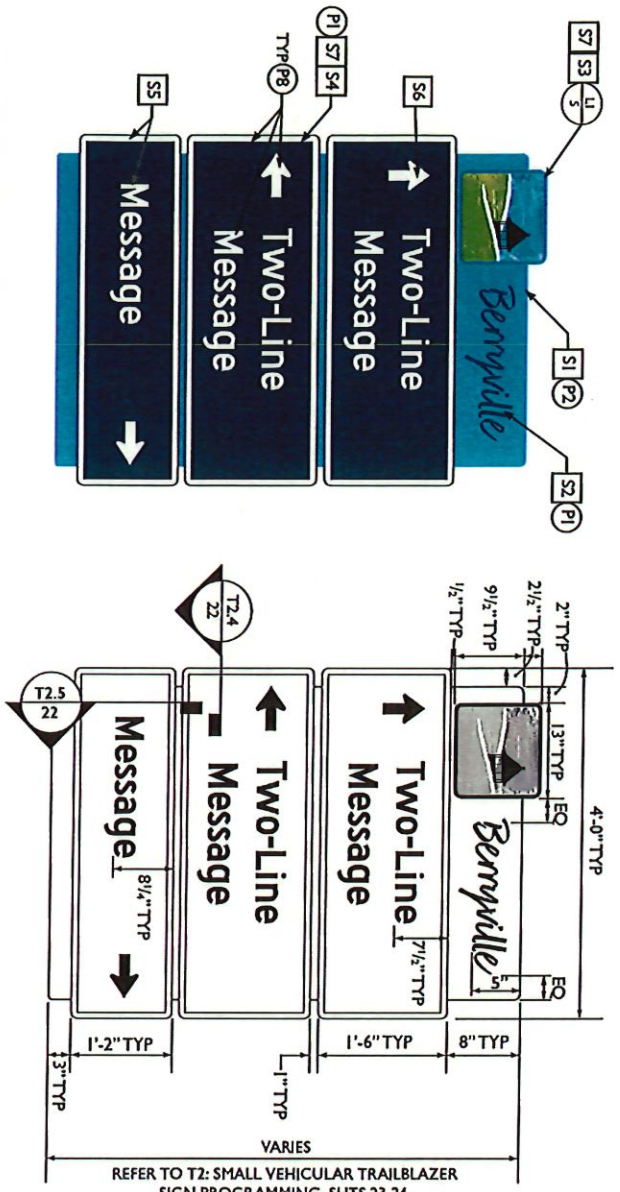
**TOWN OF BERRYVILLE**  
**WAYFINDING SIGN SYSTEM**  
 Berryville, Virginia



For sign programming and general sign locations refer to Programming Overview Map sections A-F, sheets 30-42.

Drawings are design intent only and are NOT for construction. All dimensions and site conditions shall be verified by the contractor/distributor sign contractor/subcontractor that provide fully engineered drawings for all sign types. Shop drawings as well as any changes in design, dimensions, materials, or other details shall be submitted with the sign drawings and must be approved prior to proceeding with fabrication.

 <b>FRAZIER ASSOCIATES</b> ARCHITECTURAL CONSULTANT / SIGNAGE-WAYFINDING 215 NORTH ALBERTA STREET, SUITE 100, BERRYVILLE, VA 24101 PHONE: 804.634.8222 FAX: 804.634.8223 www.frazierassociates.com	
<b>TOWN OF BERRYVILLE</b> WAYFINDING SIGN SYSTEM Berryville, Virginia	
<b>REVISION DATE</b>	Programming 10-5-2023
<b>PROJECT NO.</b>	2022-0049
<b>SCALE</b>	AS SHOWN
<b>PROJECT MANAGER</b>	SH
<b>CHECKED BY</b>	AM
<b>DRAWN BY</b>	SCH
<b>DATE</b>	July 2024
<b>TI.1 LARGE VEHICULAR TRAILBLAZER SIGN PROGRAMMING</b>	
<b>SHEET 19</b>	



**VDOT APPROVAL NOTE:** The VDOT Wayfinding Sign Program Administrator has granted a one-time adjustment for the text "Berryville" to be placed on the back of the vehicular trailblazer signs and parking directional signs.

T2 VEHICULAR TRAILBLAZER SIGN DETAILS  
Scale: 3/4" = 1'-0"

SIGN WIDTH	SIGN HEIGHT	QUANTITY
4'-0"	4'-3"	3
4'-0"	5'-4"	1
4'-0"	5'-10 1/4"	2
4'-0"	7'-0"	6
<b>TOTALS</b>		<b>12</b>

**NOT FOR REFERENCE**  
**DO NOT USE**

**NOTES:**

- T2 VEHICULAR TRAILBLAZER SIGN:**
- S1 MAIN PANEL FABRICATION:** To be a single, 0.25" thick, cut aluminum panel and painted as indicated. Sign panel radii shall be 2".
- S2 MAIN PANEL MESSAGE:** "Berryville" to use Better Times font with a 4.5" capital letter and to be painted on top and back of main panel. Refer to T2.VDOT Approval Note.
- S3 LOGO PANEL:** "Berryville Logo" to be 1/4" thick and mechanically flush-mounted to top of the main panel using tamper-resistant fasteners. Face of panel shall use digital printing process on reflective sheeting, electronically cut sheeting and apply to unpainted aluminum surface following 3M manuf. specifications and overlay with 1170C. No fasteners shall be visible on face of sign. Logo shall be provided as a scalable digital file, refer to L1 on sheet 5.
- S4 SIGN BLADE FABRICATION:** To be a single, 0.125" thick aluminum pan with 1.125" deep edges. Blade panel shall be reflective and have corner radii of 2". Sign blade to be mechanically attached to main panel using tamper-resistant fasteners. No fasteners shall be visible on face of sign blade.
- S5 SIGN BLADE MESSAGE:** Shall use FHWA Series D2000EX with "4" capitals, and have a 0.8" wide reflective border.
- S6 SIGN BLADE ARROWS:** Shall be 4" height x 6" length arrows. Refer to T2: Vehicular Trailblazer Sign Programming, sheets 23-24.
- S7 SIGN BLADE FACE:** Shall use digital printing process by certified 3M printer/sign fabricator to 3M Diamond Grade (DGG) #4090 reflective sheeting, electronically cut sheeting and apply to unpainted aluminum surface following 3M manuf. specifications and overlay with 1170C.
- S8 PAINT COLORS:** All exposed surfaces to be primed and painted using Matthews Paints:Stain, and Matthews Paint Super Stain Clearcoat or approved equals. Color match paint to Pantone colors specified.

**FRAZIER ASSOCIATES**  
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PHONE: 540.863.2323 FAX: 540.863.2822  
www.frazierinc.com

**TOWN OF BERRYVILLE**  
WAYFINDING SIGN SYSTEM  
Berryville, Virginia

**COLOR PALETTE**

- P1** Pantone 287 C
- P2** Pantone 284 C
- P3** Pantone 7461 C
- P4** Pantone 344 C
- P5** Pantone 7540 C
- R6** Black
- R7** White

**SPECIFICATIONS KEY**

- S81** Color Identification
- S82** Sign Panel Specifications
- S83** Sign Mounting Specifications

**REVISION DATE**

--	--

**PROJECT NO.** 2022-0049

**SCALE:** AS SHOWN

**PROJECT MANAGER:** SH

**CHECKED BY:** AM

**DRAWN BY:** SCH

**DATE:** July 2024

**T2: SMALL VEHICULAR TRAILBLAZER SIGN DETAILS**

**SHEET 20**





**FRAZIER ASSOCIATES**  
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**TOWN OF BERRYVILLE**  
 WAYFINDING SIGN SYSTEM  
 Berryville, Virginia

**SPECIFICATIONS KEY**

- ☉ Color Identification
- ☐ Sign Panel Specifications
- ☐ Sign Mounting Specifications

**REVISION DATE**

NO.	DATE	DESCRIPTION

PROJECT NO. 2022-0049

SCALE: AS SHOWN

PROJECT MANAGER: SH

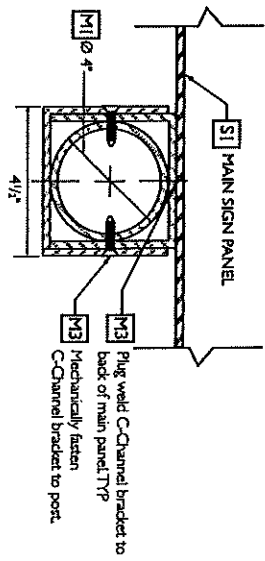
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DRAWN BY: SCH

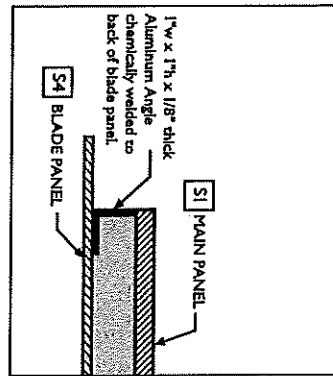
DATE: July 2024

**T2: SMALL VEHICULAR**  
**TRAILBLAZER SECTION**  
**DETAILS**

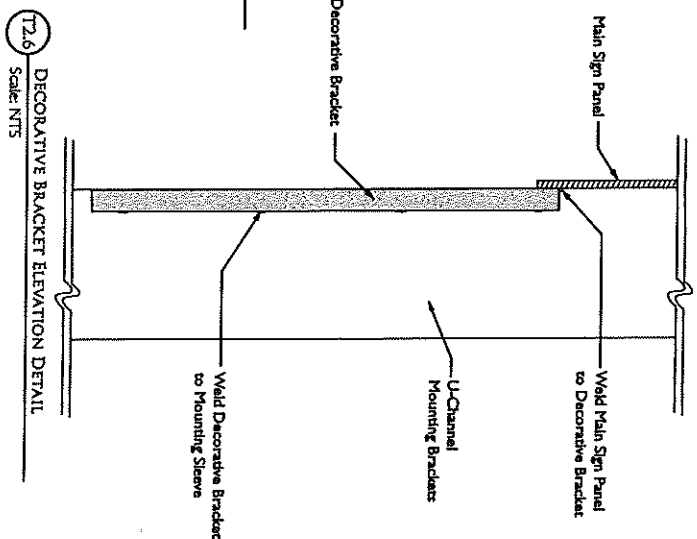
SHEET 22



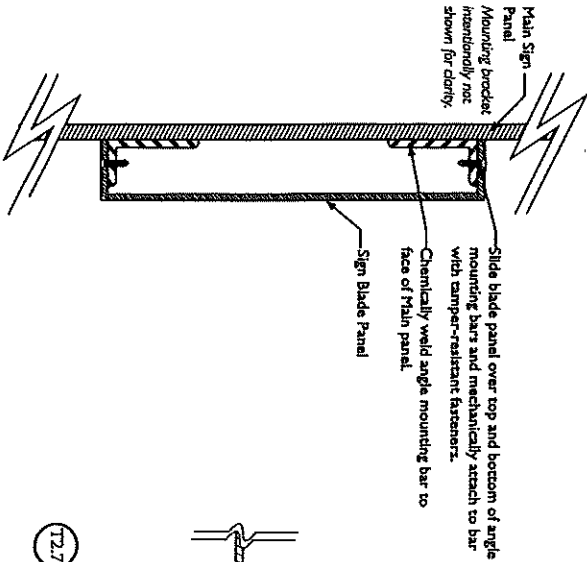
**T2.3** MOUNTING BRACKET DETAILS  
 Scale: NTS



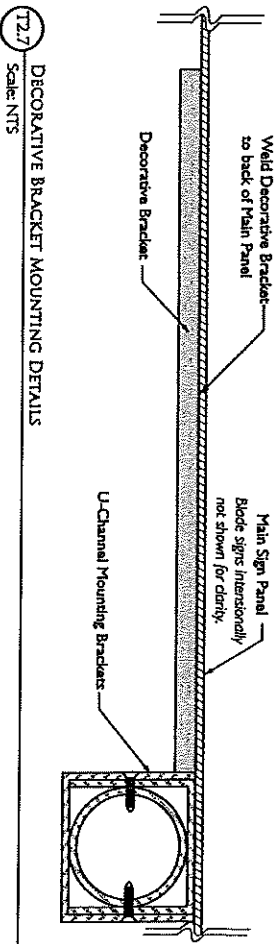
**T2.4** SIGN BLADE ALUMINUM ANGLE DETAIL  
 Scale: NTS



**T2.6** DECORATIVE BRACKET ELEVATION DETAIL  
 Scale: NTS

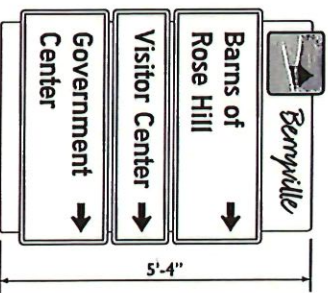
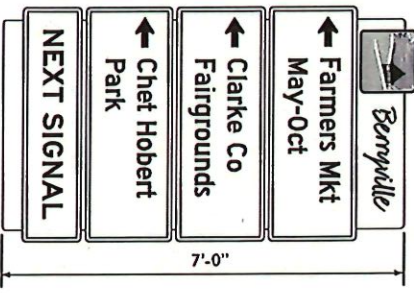
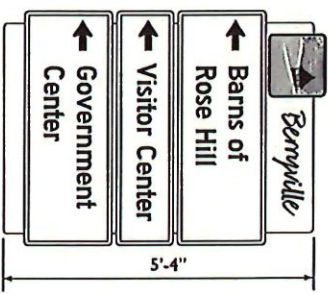
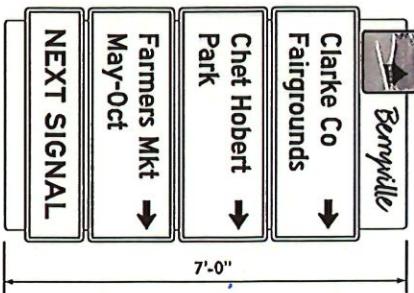
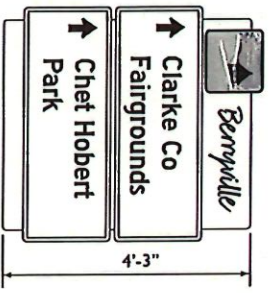
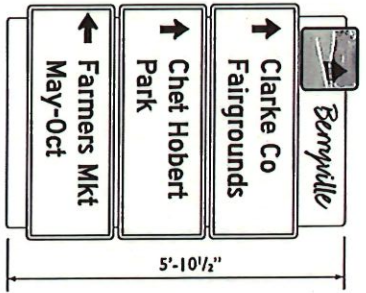
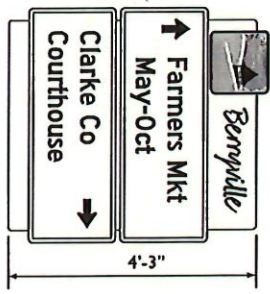
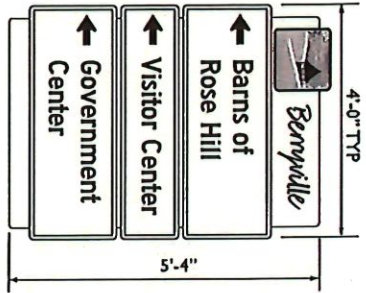


**T2.5** SIGN BLADE MOUNTING DETAILS  
 Scale: NTS




**T2.7** DECORATIVE BRACKET MOUNTING DETAILS  
 Scale: NTS

DRAWING IS DESIGN INTENT ONLY AND IS NOT FOR CONSTRUCTION. ALL CONDITIONS AND SITE CONDITIONS SHALL BE VERIFIED BY THE CONTRACTOR/INSTALLER. SIGN MANUFACTURER SHALL PROVIDE THE REQUIRED DRAWINGS FOR ALL SIGN TYPES. SHOP DRAWINGS AS WELL AS SIGN TYPES, DIMENSIONS, MATERIALS, FABRICATION METHOD, OR OTHER DETAILS SHOWN IN THESE DRAWINGS MUST BE APPROVED PRIOR TO PROCEEDING WITH FABRICATION.



Need to add "NEXT SIGNAL" panel to T2.10

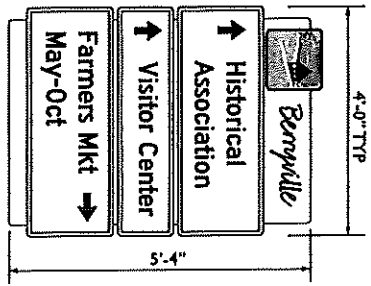
- T2 SIGN NOTES:**
1. For sign details refer to T2: Small Vehicular Trailblazer Sign Details, sheets 20-22.
  2. For general sign locations refer to Vehicular Programming Overview Map Section Details A-F, sheets 30-42.

 <b>FRAZIER ASSOCIATES</b> ARCHITECTURE-GEOGRAPHY-DESIGN-WAYFINDING 215 NORTH ROBERTS STREET, STAUNTON, VA 24401 PHONE: 540.261.1111 WWW.FRAZIERASSOCIATES.COM	
<b>TOWN OF BERRYVILLE</b> WAYFINDING SIGN SYSTEM Berryville, Virginia	
<b>REVISION DATE</b>	Programming 10-5-2023
<b>PROJECT NO.</b>	2022-0049
<b>SCALE</b>	AS SHOWN
<b>PROJECT MANAGER</b>	SH
<b>CHECKED BY</b>	AM
<b>DRAWN BY</b>	SCH
<b>DATE</b>	July 2024
<b>T2: SMALL VEHICULAR TRAILBLAZER SIGN PROGRAMMING</b>	
<b>SHEET 23</b>	

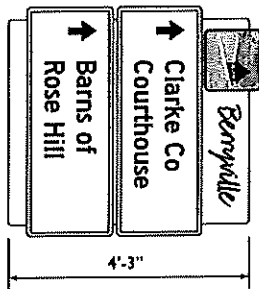


**FRAZIER ASSOCIATES**  
 ARCHITECTS-COMMUNITY DESIGN-WAYFINDING  
 215 NORTH ALBERT STREET, SUITE 200  
 BERRYVILLE, VIRGINIA 22813  
 www.frazierassociates.com

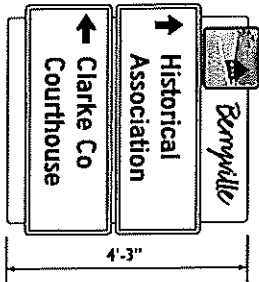
**TOWN OF BERRYVILLE**  
 WAYFINDING SIGN SYSTEM  
 Berryville, Virginia



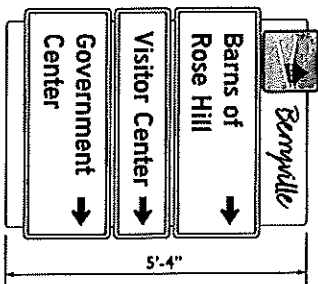
T2.11



T2.12



T2.13



T2.14

**T2 SIGN NOTES:**

1. For sign details refer to T2: Small Vehicular Trailblazer Sign Details, sheets 20-22.
2. For general sign locations refer to Vehicular Programming Overview Map; Section Details A-F, sheets 30-42.

SHEET 24

**REVISION DATE**

Programming 10-5-2023

PROJECT NO. 2022-0049

SCALE AS SHOWN

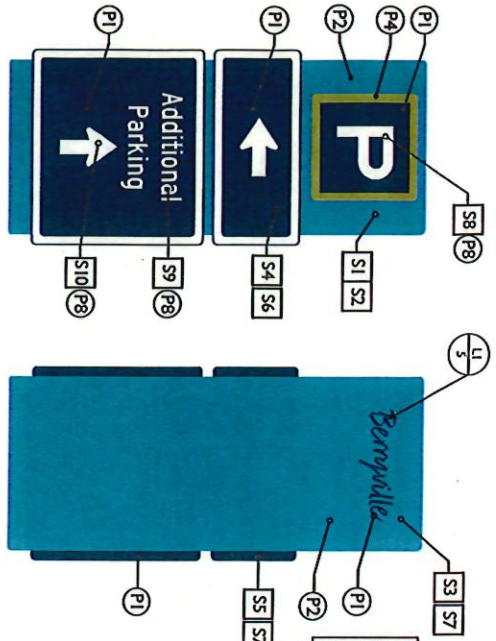
PROJECT MANAGER: SH

CHECKED BY: AM

DRAWN BY: SCH

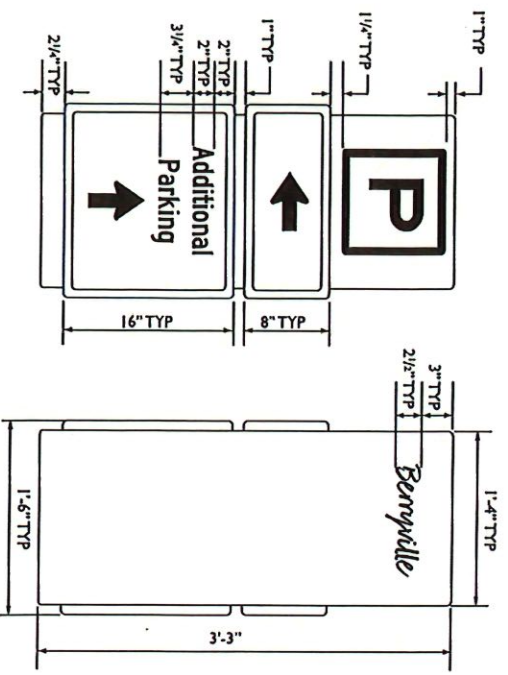
DATE: July 2024

**T2: SMALL VEHICULAR  
 TRAILBLAZER SIGN  
 PROGRAMMING**



**VDOT APPROVAL NOTE:** The VDOT Wayfinding Sign Program Administrator has granted a one-time adjustment for the text "Berryville" to be placed on the back of the vehicular trailblazer signs and parking directional signs.

**No "Additional Parking" signs will be fabricated or installed. No up arrows will be fabricated or installed.**



**P1** PARKING STAND-ALONE DIRECTIONAL SIGN DETAILS  
Scale: 1" = 1'-0"

Drawings are design intent only and are NOT for construction. All dimensions and file conditions shall be verified by the contractor/fabricator. Sign contractor/fabricator shall provide fully engineered drawings for all sign types. Shop drawings as well as any changes in design, dimensions, materials, fabrication method, or other details shown in these drawings must be approved prior to proceeding with fabrication.

**NOTES:**

- P1:** PARKING STAND-ALONE DIRECTIONAL.
  - S1** MAIN SIGN PANEL: Use .25" thick, aluminum sign panel. Color match paint colors to Pantone colors specified. Height of panel will vary.
  - S2** MAIN PANEL SIGN FACE: Shall use digital printing process by certified 3M printer/sign fabricator to 3M Diamond Grade (DGG) #4090 reflective sheeting electronically cut sheeting and apply to unpainted aluminum surface following 3M manu. specifications and overlay with 1170C. Process colors shall match Pantone colors specified.
  - S3** MAIN PANEL SIGN BACK: To be painted as specified with "Berryville" centered and located at the top of the main panel. The sign panel corners shall have a 2" radii. Refer to P1/VDOT Approval Note.
  - S4** BLADE PANEL SIGN FACE: Shall use digital printing process by certified 3M printer/sign fabricator to 3M Diamond Grade (DGG) #4090 reflective sheeting, electronically cut sheeting and apply to unpainted aluminum surface following 3M manu. specifications and overlay with 1170C. Process colors shall match colors specified.
  - S5** BLADE PANEL: Use .125 thick, pan aluminum sign. Sign blade to be mechanically attached to main panel using tamper-resistant fasteners. No fasteners shall be visible on face of sign blade. Back of panel to be painted as specified.
  - S6** BLADE PANEL BORDER: To be .8" wide and sign panel corners shall have a 2" radii.
  - S7** PAINT COLORS: All exposed surfaces shall be primed and painted using Matthews acrylic polyurethane paint color matched to color specified. Painted surfaces shall have a UV protective coat of Matthews Paint #42228SP-Satin Clear Topcoat, or approved equal, applied to painted surfaces only.
  - S8** PARKING ICON: To be 10" sq. with a .8" border and centered on Main Panel. "P" shall use FHWA Series F2000EX, with 6" capital, centered.
  - S9** MESSAGE: To use FHWA Series C2000EX, with 2" caps and centered text.
  - S10** ARROWS: Shall be 4" wide x 6" height and centered.
- SIGN FABRICATOR NOTES:**
- For sign programming refer to P1: Stand-Alone Parking Sign Programming, sheet 27.

P1: PARKING STAND-ALONE SIGN	7
QUANTITY	7

**TOWN OF BERRYVILLE**  
WAYFINDING SIGN SYSTEM  
Berryville, Virginia

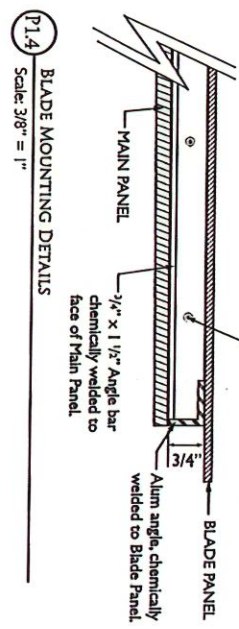
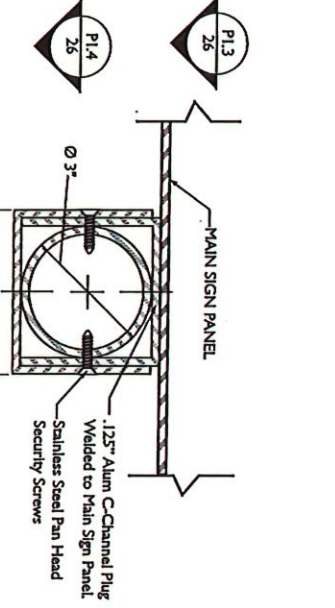
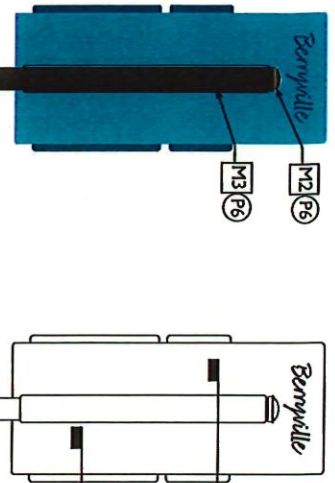
**COLOR PALETTE**

- P1** Pantone 287 C
- P2** Pantone 284 C
- P3** Pantone 7461 C
- P4** Pantone 366 C
- P5** Pantone 7540 C
- P6** Black
- P7** White
- P8** 3M Diamond Grade Reflective Sheeting #4090

**SPECIFICATIONS KEY**

- #** Color Identification
- #S** Sign Panel Specifications
- #M** Sign Mounting Specifications

REVISION DATE	
PROJECT NO.	2022-0049
SCALE:	AS SHOWN
PROJECT MANAGER:	SH
CHECKED BY:	AM
DRAWN BY:	SCH
DATE:	July 2024
P1: PARKING STAND-ALONE DIRECTIONAL SIGN DETAILS	
SHEET 25	



P1.2 PARKING STAND-ALONE SIGN MOUNTING  
Scale: 3/4" = 1'-0"

**P1: MOUNTING:**

- M1** POST: Use 3" OD, round, aluminum post with Ornamental Post & Panel Manuf.: 500-3, pole base cover, or an approved equal. All exposed surfaces shall be primed and painted using Matthews acrylic polyurethane paint color matched to color specified. Painted surfaces shall have a UV protective coat of Matthews' Paint #422285P-Satin Clear Topcoat, or approved equal, applied to painted surfaces. Post shall be break-away as required.
- M2** POST CAP: Use Ornamental Post and Panel Manuf.: 3-DC dome cap or an approved equal. Paint as specified.
- M3** MOUNTING BRACKET: To be two, 125" thick, C-Channel aluminum brackets sized to fit around 3" aluminum post. One C-Channel bracket to be welded to back of sign panel, Second C-Channel bracket to slide over back bracket and mechanically attach to post.
- M4** Any reinforcement, fasteners, or fittings shall be painted so as to be inconspicuous. All exposed hardware shall be tamper-resistant, non corrosive fasteners. The size and quantity to be determined by fabricator's structural engineer.

**P1: INSTALLATION NOTES:**

1. Refer to P1: Parking Stand-Alone Sign Programming, sheet 27 for sign programming.
2. For general sign locations refer to Vehicular Programming Overview Map: Section Details A-F, sheets 30-42.

**FRAZIER ASSOCIATES**  
ARCHITECT-ENGINEER-DESIGNER-INTERIOR DESIGNER  
210 NORTH AVENUE STREET, SUITE 100, 34111  
BERRYVILLE, VA 22813  
www.frazierassociates.com

**TOWN OF BERRYVILLE**  
WAYFINDING SIGN SYSTEM  
Berryville, Virginia

**COLOR PALETTE**

- P1** Pantone 287 C
- P2** Pantone 284 C
- P3** Pantone 7461 C
- P4** Pantone 346 C
- P5** Pantone 7540 C
- P6** Black
- P7** White
- P8** 3M Diamond Grade Reflective Sheeting #1090

**SPECIFICATIONS KEY**

<b>#</b>	Color Identification
<b>#</b>	Sign Panel Specifications
<b>#</b>	Sign Mounting Specifications
<b>REVISION DATE</b>	

**P1: STAND-ALONE PARKING DIRECTIONAL MOUNTING DETAILS**

**SHEET 26**

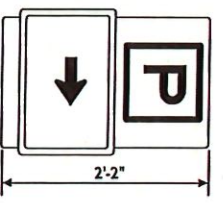
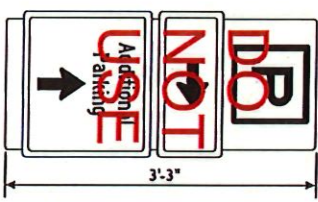
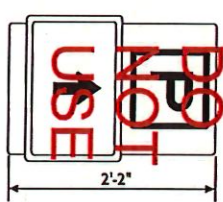
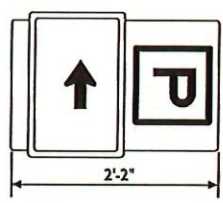
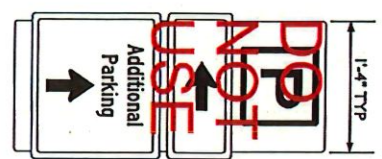
PROJECT NO.	2022-0049
SCALE AS SHOWN	
PROJECT MANAGER:	SH
CHECKED BY:	AM
DRAWN BY:	SCH
DATE:	July 2024

Drawings are design intent only and are NOT for construction. All dimensions and site conditions shall be verified by the fabricator. Sign contractor/fabricator shall provide fully engineered drawing for sign fabrication method, or other details shown in these drawings must be approved prior to proceeding with fabrication.



**FRAZIER ASSOCIATES**  
 ARCHITECTURE-COMMUNITY DESIGN-PLANNING  
 213 NORTH AUDUBON STREET, SUITE 100, VA 24180  
 PHONE 540.883.8232 FAX 540.883.8233  
 WWW.FRAZIERASSOCIATES.COM

**TOWN OF BERRYVILLE**  
 WANDERING SIGN SYSTEM  
 Berryville, Virginia



**PI: NOTES:**

1. Refer to PI: Parking Stand-Alone Sign Directional Sign Details, sheets 25-26.
2. For general sign locations refer to Vehicular Programming Overview Map; Section Details A-F; sheets 30-42.

REVISION DATE	
PROJECT NO.	2022-0049
SCALE AS SHOWN	
PROJECT MANAGER:	SH
CHECKED BY:	AM
DRAWN BY:	SCH
DATE:	July 2024
<b>PI: PARKING STAND-ALONE SIGN PROGRAMMING</b>	
SHEET 27	

Sign	Route	Direction of travel	Location measured from CL of streets	Notes from road review	Type of Sign	Notes
T1.2	7B	East	704' E of Enders and Shirley Funeral Home, 87" from EOP	Across from Clarke County Ruritan sign	Multi-Arrow Directional/ Three panes: Historic Downtown; Clarke Co Fairgrounds; Chet Hobert Park	
Gateway sign	7B	East	206' E of Clarke Co HS entrance, 25'6" from EOP	W of exit from Rosemont Manor by goats	Modified Historic District marker "Welcome to Historic Berryville, Est 1798"	
T2.11	7B	East	475' E of Hermitage Blvd	On property line between CCS Admin building and neighbor to the west	Multi-Arrow Directional/ Three panes: Historical Association; Visitor Center; Farmers Mkt May-Oct	
T2.12	7B	East	370' E of Rice Street	In front of Family Dollar immediately in front of power pole	Multi-Arrow Directional/ Two panes: Clarke Co Courthouse; Barns of Rose Hill	
P7	7B	East	Just before intersection, 7B and 340	Replace current Park and Shop sign	P with R arrow below (directs onto S. Buckmarsh)	
T2.13	7B	East	144' E of 340	Where parking spot and meter was removed from in front of old pharmacy	Multi-Arrow Directional/ Two panes: Clarke Co Courthouse; Historical Association	
P5	7B	East	250' E of 340	Hegan's Alley	P with R arrow below (directs onto S. Church)	
T2.14	7B	East	30' W of Chalmers Ct	Replace current BCCGC sign	Multi-Arrow Directional/ Three panes: Barns of Rose Hill; Visitor's Center; Government Center	
Gateway sign	7B	West	200' W of Clermont Ln	At property line	Modified Historic District marker "Welcome to Historic Berryville, Est 1798"	
T1.1	7B	West	1510' W of Clermont Ln	32' w of power pole 57577	Multi-Arrow Directional/ Three panes; Barns of Rose Hill, Visitor's Center, Historic Downtown	
T2.4	7B	West	605' W of Page St	In front of CC Historical Society	Multi-Arrow Directional/ Two panes: Clarke Co Courthouse; Farmers Market May-Oct	
P2	7B	West	871' W of Page St	Replace Park and Shop sign near BOCC	P with L arrow below (directs onto S. Church)	
T2.3	7B	West	66' W of Page St	Replace current BCCGC sign	Multi-Arrow Directional/ Three panes: Barns of Rose Hill; Visitor Center, Government Center	carry over Library pictograph
T2.5	7B	West	514' W of Smith St	At 316 W Main St	Multi-Arrow Directional/ Three panes: Clarke Co Fairgrounds, Chet Hobert Park, Farmers Mkt May-Oct	
T2.6	7B	West	60' W of CCHS entrance	Just past the CCHS entrance	Multi-Arrow Directional/ Two panes: Clarke Co Fairgrounds; Chet Hobert Park	
Gateway sign	340	North	Intersection of 340 and S. Church	Next to pump station	Modified Historic District marker "Welcome to Historic Berryville, Est 1798"	HOA owns this property
T2.9	340	North	188' N of Swan Ave	At property line between 116 and 118 S. Buckmarsh	Multi-Arrow Directional/ Four panes: Farmers Mkt May-Oct; Clarke Co Fairgrounds; Chet Hobert Park; NEXT SIGNAL	
T2.10	340	North	340' N of Swan Ave	Between 100 and 112 S. Buckmarsh	Multi-Arrow Directional/ Four panes: Barns of Rose Hill; Visitor Center; Government Center	Need to add NEXT SIGNAL
P5 (duplicate)	340	North	Intersection of Crow and 240		P with R arrow (directs onto Crow)	
Gateway sign	340	South	1167' S of 7E ramp	At Bank of Clarke property corner	Modified Historic District marker "Welcome to Historic Berryville, Est 1798"	
T2.7	340	South	289' S of Treadwell St		Multi-Arrow Directional/ Four panes: Farmers Mkt May-Oct; Clarke Co Fairgrounds; Chet Hobert Park; NEXT SIGNAL	
P6	340	South	174' S of 7B	At 340 sign in front of Enders FH	P with L arrow below (directs onto Crow)	
T2.8	340	South	68' S of Academy	Move to where Tourist info sign is	Multi-Arrow Directional/ Three panes: Barns of Rose Hill; Visitor Center, Government Center	Relocation of Homespun and Tourist Info signs are preapproved by VA Logo

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
 requester. Do not  
 send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<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"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.	Exempt payee code (if any) _____
	<input type="checkbox"/> Other (see instructions) _____	Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions.	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)**

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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

	Social security number																											
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="4"></td> <td style="text-align: center;">-</td> <td colspan="4"></td> <td style="text-align: center;">-</td> <td colspan="4"></td> </tr> </table>																		-					-				
				-					-																			
	or																											
	Employer identification number																											
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="4"></td> <td style="text-align: center;">-</td> <td colspan="4"></td> <td colspan="4"></td> </tr> </table>																		-									
				-																								

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

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

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

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

**General Instructions**

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

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-NEC (nonemployee compensation).
- 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), and 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.

**Caution:** If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

**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; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. 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*, later, for further information.

**Note:** If you are a U.S. person and 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).

**Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding.** Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441-1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(j)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

## What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

- **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note for ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

- **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

- **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

- **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

- **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

### Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

### Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

**Note:** A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

### Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.

- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.

- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.

- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5. <sup>2</sup>
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

<sup>1</sup> See Form 1099-MISC, Miscellaneous Information, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

**Line 6**

Enter your city, state, and ZIP code.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/EIN](http://www.irs.gov/EIN). Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

\* Note: The grantor must also provide a Form W-9 to the trustee of the trust.

\*\* For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Go to [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.



Town of Berryville  
Vendor Registration

Please fill out the information below and the attached W-9 form to be registered as a vendor with the Town of Berryville.

Your company's legal name: \_\_\_\_\_

Business Type: \_\_\_\_\_

What kind of products/services does your company offer?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Website: \_\_\_\_\_

Company Address : \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Name of person representing the company: \_\_\_\_\_

Phone : \_\_\_\_\_ Fax: \_\_\_\_\_

Email : \_\_\_\_\_

Payment Method: \_\_\_\_\_ Check \_\_\_\_\_ P-card

**\*If you accept VISA, you are required to accept P-card payments.**

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**For Town Office Use Only**

Certificate of Insurance Required: \_\_\_\_\_ Yes \_\_\_\_\_ No

Contractor's License Required: \_\_\_\_\_ Yes \_\_\_\_\_ No