



1100 Confroy Drive
Suite 1
South Boston, VA 24592

**BRIGHTER
BOLDER
BUSINESS**

INVITATION TO PREQUALIFY

For

DESIGN / BUILD PROPOSALS

To

**THE INDUSTRIAL DEVELOPMENT AUTHORITY (IDA)
OF HALIFAX COUNTY, VA**

For

**FAST-TRACKED AND SPECIALIZED CONSTRUCTION OF
TWO NEW BUILDINGS**

In

THE IDA'S SOUTHERN VIRGINIA TECHNOLOGY PARK (SVTP)



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INVITATION TO PREQUALIFY

Project Title: **Design-Build of TWO NEW BUILDINGS IN SVTP**
Issuing Agency: **Industrial Development Authority of Halifax County, Virginia**
Issue Date: **August 16, 2017**

General Contractors (Offeror) interested in submitting bids for the construction of two new buildings in SVTP, including the New CQTI Building and a New Manufacturing Shell Building, are invited to Prequalify to Propose in accordance with the Virginia Public Procurement Act, the Prequalification Procedure for Construction for this Project, and the other Prequalification Documents. Prequalification is being sought for Design / Build services. Requests for the Prequalification Documents shall be made to:

Sean Madigan, Facilities Manager
Industrial Development Authority of Halifax County, Virginia
1100 Confroy Drive, Suite 1
South Boston, Virginia 24592
Office: (434) 572-1734, Ext 106
Email: SMadigan@HalifaxVirginia.com

Two New Buildings (The Project): Halifax IDA, the buildings' owner and SVTP developer, believes that the complexities associated with the construction of the CQTI Building, as well as the accelerated schedule for completion of both buildings, make a Design-Build delivery best for this project. Halifax IDA also believes that time and cost savings can be realized by combining the delivery of both buildings under a single Design-Build contract, since they will be completed over the same time period and on pad-ready lots adjacent to each other.

CQTI Building Description: CQTI will be a newly constructed 18,000SF research and applied chemical and coating laboratory located on 5 acres +/- in the Halifax IDA's SVTP, at the intersections of US Highway 58 and Confroy Drive, South Boston, Virginia. The current project budget is \$5.2M. This building shall be Substantially Complete by July 1, 2018.

Shell Building Description: The Shell Building will be a newly constructed 38,000SF manufacturing shell building with high-bay manufacturing spaces, and single-story office/admin spaces located on 5 acres +/- in the Halifax IDA's SVTP, at the intersections of US Highway 58 and Confroy Drive, South Boston, Virginia. The current project budget is \$3.5M. This building shall be Substantially Complete by July 1, 2018.

Requests for Prequalification Documents: Prequalification Documents may be picked up at the Halifax IDA office as listed above. Otherwise, Prequalification Documents will be emailed to Offerors at Offerors risk. Interested offerors are advised to request prequalification documents as soon as possible.



Deadline for Submittal: Prequalification responses will be received at the office listed above until 2:00 p.m. local time September 15, 2017. Responses received after that time will be returned unopened. Failure to submit a proposal by the Proposal Deadline will result in disqualification.

Only those Offerors who prequalify to propose will be eligible to submit a Design/Build Proposal package, including Technical and Cost proposals, for the Project. A prequalification conference will not be held. Questions regarding the Project or this Invitation to Prequalify should be directed to Sean Madigan.



PREQUALIFICATION PROCEDURE

A. Purpose

1. This Prequalification Procedure for Design/Build has been established pursuant to 2.2-4308(A) (2) of the Code of Virginia.
2. Design/Build Offerors (herein referred to as “Offerors”) are required to comply with this Prequalification Procedure, the Virginia Public Procurement Act, and the provisions of the Prequalification Documents included in this Invitation to Prequalify to Propose.
3. The purpose of this Prequalification Procedure is to provide the Halifax IDA with a mechanism to evaluate and determine which Offerors are qualified to participate in the joined design and construction phases of the Project.
4. Only those Offerors who have duly complied with the Prequalification Procedure and have been determined to be qualified will be Prequalified to Propose, and be eligible to submit proposals for the Project.
5. The Project(s) includes Delivery of the Work, generally described in the Invitation to Prequalify above.

B. Application

1. Offerors wishing to Prequalify shall submit their Application, all requested information, and all supporting documents in the following form (the term “Application” as used herein will refer collectively to the following documents):
 - a. Offeror’s Application to Prequalify.
 - b. Offeror’s Statement of Qualifications.
 - c. Surety Statement.
 - d. Any attachments containing supplemental information required by Offeror’s Statement of Qualifications.
2. Six (6) copies of the Application and all supporting documents and data must be submitted to Halifax IDA by the Deadline for Submittal.
3. Each copy of the Offeror’s Statement of Qualifications and the Application must be signed by an authorized officer or agent of the Offeror.
4. Prequalification Documents are available in accordance with the Invitation to Prequalify.



5. Applications that are incomplete or illegible, for any reason, may be rejected at the discretion of Halifax IDA. Determination of the completeness of an Application will be at the sole discretion of Halifax IDA.
6. Halifax IDA reserves the right to waive any informality and/or to request additional information from the Offerors, at Halifax IDA's discretion.
7. By submitting an Application, the Offeror agrees that Halifax IDA and/or its representative(s) may research the information provided and contact entities associated with such information, at Halifax IDA's discretion.
8. Offeror may photocopy the Prequalification Documents and provide answers directly on those copies, or the submittal may be created by the Offeror. However, the information presented and general outline shall remain as shown herein. Additional pages may be added if needed to provide complete responses.
9. Halifax IDA reserves the right to withdraw the Invitation to Prequalify issued pursuant to this Prequalification Procedure.

C. Addenda

1. Any clarification, alterations, or changes made to this Prequalification Procedure or the Invitation to Prequalify shall not be valid unless included in an addendum.
2. Addenda will be emailed or delivered to those Offerors having picked-up a Prequalification Package, or requested and confirmed their receipt of one online, from Halifax IDA.
3. No addenda modifying the Prequalification Documents will be issued within a period of forty-eight (48) hours prior to the Deadline for Submittal, excluding Saturdays, Sundays, and other legal holidays. If it is necessary to issue an Addendum within the forty-eight (48) hour period, the Deadline for Submittal shall be extended without the requirement for re-advertising.

D. Evaluation

1. The objective of the evaluation is to allow Halifax IDA and its representative(s) to determine which Offerors are qualified to perform the work required for the Project, in the short timeframe necessary to meet the project objectives. Offerors are cautioned that this is an objective process and that Offerors retain sole responsibility for adequately demonstrating their own abilities, so that they are perceived to be qualified.



2. The information contained in the Application will be evaluated by Halifax IDA and/or its representative(s).
3. Perception of the Offeror's qualification to perform will be based on the evaluation of:
 - a. Licensure(s)
 - i. The Design-Build Contracting team submitting responses to this RFP shall be a fully, properly and currently licensed "Class A" General Contractor, rated as "Unlimited" regarding its ability to perform work by the Commonwealth of Virginia; and a properly and currently licensed Architect and/or Engineer, able to perform the types of design work required for the Project(s)
 - b. Experience
 - i. Since January 1, 2012, the Offeror shall have successfully completed three (3) or more similar or comparable projects. In evaluating whether a project is similar or comparable to the Project(s), emphasis will be given to:
 - Design and construction of chemical laboratory or research facilities
 - Design and construction in excess of 50,000GSF
 - Design and construction of new manufacturing facilities
 - Design or Construction for public bodies in Virginia
 - Project of similar construction where the Offeror has self-performed at least 50% of the total contract value
 - Design/build construction having a total cost of at least \$5,000,000
 - Fast-tracked projects completed in twelve (12) months or less from issuance of Notice to Proceed.

The Offeror is responsible for providing information for Halifax IDA to assess whether the listed projects are similar or comparable to the Project and for Halifax IDA to assess whether the Offeror has the appropriate experience to perform the Project Work. Halifax IDA will assign points to identified projects based upon a pre-established rating system to determine whether the experience of the Offeror is appropriate. The Offeror is encouraged to provide information on as many projects as it can that involve the above-referenced criteria.

- ii. The Offeror shall identify the Project Manager who will work on the Project. The identified Project Manager shall in the last five (5) years, have served as the Project Manager for the entire duration of at least one (1) design / build project of at least 25,000 Research & Development GSF. In addition, the Project Manager



shall have served as a Project Manager or similar position on at least three (3) similar or comparable successfully completed projects since January 1, 2012. The Offeror is responsible for providing information for Halifax IDA to assess whether the listed projects are similar or comparable to the Project and for Halifax IDA to assess whether the Project Manager has the appropriate experience to perform the Project. Halifax IDA will assign points to identified projects based upon a pre-established rating system to determine whether the experience of the Project Manager is appropriate. The Offeror is encouraged to provide information on as many projects as it can that involve the above-referenced criteria.

- iii. The Offeror shall identify the Superintendent who will work on the Project. The identified Superintendent shall have served as a Superintendent or similar position on at least three (3) similar or comparable successfully completed projects since January 1, 2012. The Offeror is responsible for providing information for Halifax IDA to assess whether the listed projects are similar or comparable to the Project and for Halifax IDA to assess whether the Superintendent has the appropriate experience to complete the Project(s). Halifax IDA will assign points to identified projects based upon a pre-established rating system to determine whether the experience of the Superintendent is appropriate. The Offeror is encouraged to provide information on as many projects as it can that involve the above-referenced criteria.
- c. Familiarity with the Market
 - i. Halifax County, VA permitting and building requirements, processes and officials
 - ii. Sub-contractors and suppliers able to prioritize the project to meet the project schedule
 - d. Past Performance
 - i. Past performance on other Halifax IDA projects.
 - ii. Past performance on similar or comparable Design/Build projects.
 - e. Contact information for references from owners, designers, major suppliers and subcontractors of previous similar projects (minimum of 3 in each category).
 - f. History of adverse judgments.
 - g. History of convictions and/or debarment.
 - h. History of non-compliance with governmental or nongovernmental contracts.



- i. Current and anticipated workload illustrating Offerors capacity to deliver the Project as described.
 - j. Financial Condition
 - k. Capabilities or ability to obtain satisfactory performance and payment bonding.
 - l. Possession of all required licenses, registrations, and consents necessary to perform Project.
 - m. Proposed staffing for Project.
 - n. Accuracy and completeness of each Submittal and any supplemental information.
4. Additional information or clarification may be requested after the date and time for response to this RFP. Without limiting the foregoing, Halifax IDA reserves the right to: (i) request a current financial statement, either audited or reviewed, for the Offeror including information that Halifax IDA deems relevant; (ii) request documentation related to any project referenced by the Offeror in its Application; and (iii) interview proposed project managers and superintendents at any stage of the procurement process. All such requests shall be responded to by Offerors within three (3) calendar days after receipt of such requests (or within such other longer time as may be established by Halifax IDA when making the request).
 5. It is intended that all of the information in the Submittals will be researched and verified by Halifax IDA or its representative(s).
 6. Information found to be false, misleading, or incomplete will be sufficient cause not to Qualify the Offeror.
- E. Notification of Eligibility for Proposing
1. All Offerors submitting an Application will be notified of Halifax IDA's decision.
 2. Only those Offerors determined to be qualified will be Prequalified to submit Technical and Cost Proposals.
 3. If requested, applications will be treated as trade secrets or proprietary information under Virginia Code § 2.2-4342.



4. The Owner may deny Prequalification if it finds one of the following:
 - a. The Offeror does not have sufficient financial ability to perform the contract for construction of the Project.
 - b. The Offeror does not have appropriate experience to perform the Project.
 - c. The Offeror (or any officer, director, or owner thereof) has had judgments entered against him within the past ten years for the breach of governmental or nongovernmental construction contracts.
 - d. The Offeror has been in substantial non-compliance with the terms and conditions of prior (or comparable) construction contracts with a public body without good cause.
 - e. The Offeror (or any officer, director, Owner, project manager, procurement manager, or chief financial official thereof) has been convicted within the past ten years of a crime related to governmental or nongovernmental construction or contracting, or financial mismanagement.
 - f. The Offeror (or any officer, director, or Owner thereof) is currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state, or agency of the Federal Government.
 - g. The Offeror fails to provide, in a timely manner, any information requested by the Owner relevant to 4a through 4f above.
5. In the event that an Offeror is denied prequalification, a written notification shall state the reasons for such denial of prequalification.
6. Determination by Halifax IDA will be final and conclusive. A decision denying prequalification may be appealed by the Offeror as provided in Section 2.2-4357 of the Code of Virginia. By submitting an Application, the Offeror consents to exclusive venue and jurisdiction in the Circuit Court for the County of Halifax, Virginia.
7. A list of Offerors determined to be Prequalified to Propose will be made available in the Request for Proposal Documents.



APPLICATION TO PREQUALIFY: (Reproduce this “Application to Prequalify” on Offeror’s letterhead), and submit as follows:

Sean Madigan, Facilities Manager
Industrial Development Authority of Halifax County, Virginia
1100 Confroy Drive, Suite 1
South Boston, Virginia 24592

RE: Application to Prequalify as Design-Builder
For Two New Buildings in SVTP

The undersigned Offeror, being familiar with the Project description outlined in the Prequalification Documents, hereby submits this proposal to Prequalify for the New CQTI and/or Shell Building Project(s), in accordance with the Prequalification Documents.

The undersigned further certifies that additional research into this Offeror’s history and past work may be performed by Halifax IDA or its representatives, and that insurance and bonding requirements for the Project can be met.

Following is a list of the documents and information comprising our entire Application:

1. This signed Application to Prequalify;
2. The Offeror’s Statement of Qualifications, signed and notarized;
3. A Surety Statement in a form similar to the Sample Surety Statement; and
4. Any Attachments containing supplemental information required by the Offeror’s Statement of Qualifications.

This Application is submitted in consideration for Prequalification to propose on the contract to be the Offeror on the Halifax IDA’s Two New Buildings in SVTP.

Sincerely,

(Authorized Signature of Offeror’s Representative)



OFFEROR'S STATEMENT OF QUALIFICATIONS

Offerors must furnish ALL of the information sought in this Statement of Qualifications.

I. General Information

Offeror's Name: _____

Mailing Address: _____

Street Address (if different from mailing address):

Phone Number: _____

Email Address: _____

Check type of organization: Corporation: Type: _____

Sole Proprietor Joint Venture Partnership

Other (describe): _____

Contact Name: _____

Contact Title: _____

Contact Phone No: _____

VA License No: _____

Designated Employee: _____

Title: _____



IF YOUR ORGANIZATION IS A CORPORATION, provide the following:

State of Incorporation: _____

Date of Incorporation: _____

Federal I.D. #: _____

<u>Officers</u>	<u>Name</u>	<u>Years in Position</u>
President:	_____	_____
Vice President:	_____	_____
Secretary:	_____	_____
Treasurer:	_____	_____

IF YOUR ORGANIZATION IS A PARTNERSHIP, provide the following:

Date organized: _____

Type of partnership: _____

List of General Partners (if applicable):

<u>Name</u>	<u>Phone #</u>	<u>Years as G.P.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



IF YOU OPERATE AS A SOLE PROPRIETORSHIP OR INDIVIDUAL, provide the following:

Date of Organization: _____

Name of Owner: _____

IF THE FORM OF YOUR ORGANIZATION IS OTHER THAN THOSE LISTED ABOVE, describe it and name the principals:

Description: _____

<u>Name</u>	<u>Phone #</u>	<u>Position</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



IF YOU OR YOUR ORGANIZATION HAS EVER OPERATED UNDER ANY OTHER NAME(S), PLEASE IDENTIFY

<u>Other Business Name</u>	<u>License #</u>	<u>Years of Operation</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

II. Financials

Include a Balance Sheet for the last fiscal year completed, preferably through the second calendar quarter of 2017; and declare cash on hand as of the date of making this application

III. Bonding

Please have your Bonding Company execute a statement similar to the Sample Surety Statement and attach the completed and signed statement to this completed Statement of Qualifications.

1. Bonding Company's name: _____
 Address: _____

Representative (Attorney-in-fact): _____

2. Is the Bonding Company listed on the United States Department of the Treasury (570 Circular) list of acceptable surety corporations?

Yes ___ No ___

3. Is the Bonding Company licensed to transact surety business in the Commonwealth of Virginia?

Yes ___ No ___



IV. Judgments

In the last ten years, has your organization, or any officer, director, partner or owner, had any judgments entered against it or them for the breach of contracts for governmental or non-governmental construction; or has your organization initiated litigation or filed complaint(s) pertaining to bidding?

Yes ___ No ___

If yes, please on a separate attachment, state the person or entity against whom each judgment was entered, give the location and date of each judgment, describe the project involved, and explain the circumstances relating to each judgment, including the names, addresses and phone numbers of persons who might be contacted for additional information.

V. Convictions and Debarment

If you answer yes to any of the following, please on a separate attachment, identify the person or entity against whom each conviction or debarment was entered, give the location and date of each conviction or debarment, describe the project involved, and explain the circumstances relating to each conviction or debarment, including the names, addresses and phone numbers of persons who might be contacted for additional information.

1. In the last ten years, has your organization or any officer, director, partner, owner, project manager, procurement manager or chief financial officer of your organization:
 - a. ever been fined or adjudicated of having failed to abate a citation for building code violations by a court or local building code appeals board?

Yes ___ No ___

- b. ever been found guilty on charges relating to conflicts of interest?

Yes ___ No ___

- c. ever been convicted on criminal charges relating to contracting, construction, bidding, bid rigging or bribery?

Yes ___ No ___

- d. ever been convicted: (i) under Va. Code Section 2.2-4367 et seq. (Ethics in Public Contracting); (ii) under Va. Code Section 18.2-498.1 et seq. (Va. Governmental Frauds Act); (iii) under Va. Code Section 59.1-68.6 et seq. (Conspiracy to Rig Bids); (iv) of a criminal violation of Va. Code Section 40.1-49.4 (enforcement of



occupational safety and health standards); or (v) of violating any substantially similar federal law or law of another state?

Yes ___ No ___

e. ever been convicted of employing illegal aliens on construction projects?

Yes ___ No ___

2. Is your organization or any officer, director, partner or owner currently debarred from bidding or contracting to do work for any local government, any agency of any state government, or any agency of the federal government for any reason?

Yes ___ No ___

VI. Compliance

If you answer yes to any of the following, please on a separate attachment, give the date of each termination order, payment, or finding of non-compliance; describe the project involved; and explain the circumstances relating to each termination order, payment, or finding of non-compliance, including the names, addresses and phone numbers of persons who might be contacted for additional information.

1. Has your organization, or any officer, director, partner or owner:
a. ever been terminated on a contract for Cause?

Yes ___ No ___

b. within the last five years, made payment of actual and/or liquidated damages for failure to complete a project by the contracted date?

Yes ___ No ___

2. Has your organization, or any officer, director, partner or owner, in the last three years, received a final order for willful and/or repeated violation(s) for failure to abate issued by the United States Occupational Safety and Health Administration or by the Virginia Department of Labor and Industry or any other government agency?

Yes ___ No ___



3. Have any Performance or Payment Bond claims ever been paid by any surety on behalf of your organization, or any officer, director, partner or owner?

Yes ___ No ___

4. Has your organization, or any officer, director, partner or owner, been found to be in substantial non-compliance with the terms and conditions of prior construction contracts with any public body in the Commonwealth of Virginia in the past ten (10) years?
5. Have you or your organization, or any officer or partner thereof, ever failed to complete a contract?

Yes ___ No ___

If yes, provide details for all such contracts, including dates, on a separate attachment.

VII. Experience

If your organization has multiple offices, provide the following information for the office that would handle projects under this prequalification. If that office has limited history, list its experience first.

1. Provide, as an attachment, a resume for the project manager and the superintendent proposed to be assigned to this Project. Describe, for each individual, the background and experience that would qualify him or her to be project manager or superintendent on the Project. Provide supporting documentation for the proposed project manager and superintendent, identifying at least two design / build projects of at least 50,000 GSF, and at least \$5,000,000 where the individual served as the Project Manager or similar position for the entire duration of the project and where the project was successfully completed on time and on budget. The Offeror is responsible for providing information for Halifax IDA to assess whether the listed projects are similar or comparable to the Project and for Halifax IDA to assess whether the proposed project manager and superintendent have the appropriate experience to perform the Project. Halifax IDA will assign points to identified projects based upon a pre-established rating system to determine whether the experience of the Project Manager and Superintendent is appropriate. The Offeror is encouraged to provide information on as many projects as it can that involve the above-referenced criteria so as to maximize the accumulation of points.
2. Attach a list of all projects, giving address, size, dollar value, and completion date for each that your organization has commenced or completed since January 1, 2012.



Provide for each, the name, address, and phone number, for the Owner's and Designer's contact or representative.

3. Attach a list of your organization's projects in progress, if any, at the time of this statement. At a minimum, provide project names and addresses, contract amounts, percentages complete and contact names and numbers for the Designers and owners.
4. Attach a list of additional projects, if any, that your organization anticipates it will be working on at the same time that it would be working on this Project. Unless already provided in response to 2 above, provide for each, the name, address, and phone number, for the Owner's and Designer's contact or representative.
5. Identify three (3) or more successfully completed projects since January 1, 2012 which are similar or comparable to the Project for which you are seeking prequalification. In evaluating whether a project is similar or comparable to the Project, emphasis will be given to:
 - Upfit design and construction of manufacturing facilities, including manufacturing, assembly, laboratory/research and associated health and safety and climatic controls;
 - Design and construction in excess of 50,000 GSF
 - Design and construction for public bodies in Virginia
 - New construction where the Offeror has self-performed at least 50% of the total contract value
 - New construction having a total cost of at least \$5,000,000.

The Offeror is responsible for providing information for Halifax IDA to assess whether the listed projects are similar or comparable to the Project and for Halifax IDA to assess whether the Offeror has the appropriate experience to perform the Project. Halifax IDA will assign points to identified projects based upon a pre-established rating system to determine whether the experience of the Offeror is appropriate. The Offeror is encouraged to provide information on as many projects as it can that involve the above-referenced criteria so as to maximize the accumulation of points. Please submit the following form for each identified project. (See form on next page).



Completed Similar Project Identification Form

Name of Project:

Address:

Size of Project such as: (gross square feet, height, or stories plus sub-surface levels, total cost)

Owner's Name:

Address:

Phone Number:

Contact Name and Email:

Designer's Name:

Address:

Phone Number:

Contact Name and Email:

Start Date:

Finish Date:

Original Schedule Duration and Actual Duration:

Original Contract Amount:

Final or current Contract Amount:

More than 50,000 GSF: Yes No

Percentage of contract value self-performed:

Public Contract in Virginia: Yes No

Narrative Project Description, i.e., function of building, and component building systems:



VIII. References

On a separate sheet, provide contact names and information for three (3) references in the following categories:

- A. Designers/Engineers
- B. Major Subcontractors and Suppliers
- C. Owners
- D. Accountant / Banks

IX. Proprietary Information

Please check here if Offeror requests that all information submitted as part of the prequalification process be considered a trade secret or as proprietary information subject to the provisions of Virginia Code § 2.2-4342.

X. Signatures

The undersigned certifies under oath that the information contained in this Statement of Qualifications and attachments hereto is complete, true and correct as of the date of this Statement.

Offeror: _____

Authorized Name (Print): _____

Signature: _____

Title: _____ Date: _____



ATTACHMENTS TO STATEMENT OF QUALIFICATIONS

Sample Surety Statement: Halifax IDA Two New Buildings in SVTP
(Surety Company Letterhead)

(Date)

Sean Madigan, Facilities Manager
Industrial Development Authority of Halifax County, Virginia
1100 Confroy Drive, Suite 1
South Boston, Virginia 24592

RE: (Insert Offeror's Name)
Project: Two New Buildings in SVTP
Owner: Industrial Development Authority of Halifax County Virginia

Dear Mr. Madigan:

(Insert Offeror's name) has been a client of (Surety Company) for over ____ years. During that time, we have supported this firm in their pursuit of projects in \$ _____ range and have provided performance and payment bonds for the firm over that timeframe in excess of \$ _____. (Insert Offeror's name) has a total bonding capacity of \$ _____ and currently available bonding capacity of \$ _____.

If (Insert Offeror's name) is selected for the project, it is our present intention to provide performance and payment bonds each in an amount equal to 100% of the total contract amount. Please note that this authorization is subject to the corporation accepting an award of the contract and making application to us on or about the time the work is to commence, and our satisfaction with the prevailing underwriting conditions, including but not limited to acceptable contract terms and job specifications, acceptable bond forms and confirmation of full financing.

(Surety Company) is licensed to transact surety business in the Commonwealth of Virginia and is listed in the latest issuance of the United States Department of Treasury, Federal Register, Circular 570: Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies.

Please feel free to contact us if you have any questions.

Yours very truly,

(Insert Name)
Attorney-In-Fact
(Surety Company)

