

ATTACHMENTS B-G
REQUIRED FORMS

*Forms B, C, D and E shall be submitted with the Bidder’s Bid Package.
Forms F and G are provided for informational purposes and shall be utilized in the resultant contract.*

ATTACHMENT B1 - COMPANY INFORMATION----- 2
ATTACHMENT B2 - PROJECT-SPECIFIC INFORMATION ----- 3
ATTACHMENT C - COMPANY REFERENCES & CURRENT PROJECTS ----- 6
ATTACHMENT D - PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VA----- 8
ATTACHMENT E - BID BOND----- 9
ATTACHMENT F - PERFORMANCE BOND----- 11
ATTACHMENT G - PAYMENT BOND----- 13

ATTACHMENT B1 - COMPANY INFORMATION

1. Name of Business: _____

Other Business Names (including dba(s), T/As), etc.) used during past ten (10) years, if applicable:

2. Type of Business: ☐ Proprietorship ☐ Partnership ☐ Corporation ☐ Other: _____
(Specify)

3. Name/Title of Owner or Chief Executive Officer: _____

4. Federal DBE and/or Virginia SWaM firm? ☐ NO ☐ YES # _____ DUNS # _____

5. Key contact person for Bid Questions and/or Contract Administration:

Printed Name: _____ Phone: _____

Email address: _____

6. How many years has the firm been in the business of providing the services required by this IFB? _____

7. How many persons does the firm currently employ? _____

8. Address of local office/shop from which work will be provided: _____

9. Is all the equipment required by this IFB and/or necessary to efficiently and effectively perform the services under this IFB operative and presently in the firm's equipment inventory?

☐ YES ☐ NO. If NO, explain. _____

10. What licenses or permits does the firm possess that are applicable to performing the services required?

VA Class A Contractor's License # (attach copy) _____

Other (attach): _____

11. Subcontractors to be utilized if contract is awarded under this IFB.

Please note that Contractor will be required to submit copies of Subcontractor licensing as applicable and obtain City approval of specific Subcontractors prior to use on this project.

Subcontractor's Name	Types of Work To Be Performed	% Of Total Work To Be Performed

12. Is the firm currently removed from a vendor's list or debarred from conducting business or submitting bids on contracts by any Commonwealth of Virginia agency or local government, or agency of the Federal government See Section entitled "Debarment Status"? ☐ YES ☐ NO

If yes, explain and provide information regarding the debarment and the local or federal government or agency contact information (name, title, telephone number and email address).

NAME OF COMPANY: _____

ATTACHMENT B2 - PROJECT-SPECIFIC INFORMATION

A. PROPOSED EQUIPMENT LISTING

Describe and list all equipment/machinery proposed for use in completing the requirements of this Work. Please note that all equipment is subject to City approval prior to use.

Equipment information will not be considered for bid evaluation purposes.

Description of Equipment	Model Number	Model Year	Attachments

Attach additional pages if needed.

NAME OF COMPANY: _____

PROJECT-SPECIFIC INFORMATION (cont'd)

B. NAME & TITLE OF PROPOSED PROJECT SUPERINTENDENT:

Number of years with company: _____

Number of years in industry: _____

C. LONG LEAD ITEMS:

If the Contractor determines during preparation of the Bid Sheet for this project that any of the bid items are be considered “Long Lead Items” which will impact Critical Path, list those items below:

Description of Long Lead Item	Manufacturer	Estimated delivery time

Attach additional pages if needed.

NAME OF COMPANY: _____

PROJECT-SPECIFIC INFORMATION (cont'd)**D. PROPOSED EQUALS (*only if applicable*):**

If the Bidder intends to propose any “equals” to items listed in the IFB documents with specific brand names/manufacturers, list those items below and include documentation in the Bid Package for these “Proposed Equals”:

Proposed Equal - Description	Manufacturer in IFB	Proposed by Bidder

All “Proposed Equals” are subject to City, Dominion Virginia Power and/or other utility company review and approval. See Plans for required manufacturers of certain materials; some substitutions are not allowable.

NAME OF COMPANY: _____

ATTACHMENT C - COMPANY REFERENCES & CURRENT PROJECTS

A. REFERENCES

Provide at least three (3) references (other than the City) for contracts/projects similar in scope in this IFB. References should be for current work or projects completed within the last three (3) years. The City may be included in addition to the three (3) references requested.

Please Type or print legibly.

1. Firm Name: _____

Contact Name & Title: _____

Email Address: _____

Phone number: _____

Project Title: _____ Annual Contract Amount: \$_____

2. Firm Name: _____

Contact Name & Title: _____

Email Address: _____

Phone number: _____

Project Title: _____ Annual Contract Amount: \$_____

3. Firm Name: _____

Contact Name & Title: _____

Email Address: _____

Phone number: _____

Project Title: _____ Annual Contract Amount: \$_____

You may add other references and/or examples of experience

NAME OF COMPANY: _____

B. CURRENT PROJECTS & CONTRACTS

List major projects (no more than 5) and municipality contracts in which your company is **currently** involved and provide the following information:

Description / Name of Project or Contract	Owner / Municipality / Location	Contract \$ Value	Project Start Date & Expected Duration	Percent Complete if project

ATTACHMENT D - PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VA

***THIS FORM MUST BE SUBMITTED WITH YOUR BID/PROPOSAL.
FAILURE TO INCLUDE THIS FORM SHALL RESULT IN REJECTION OF YOUR BID/PROPOSAL***

Pursuant to Virginia Code §2.2-4311.2, a bidder/offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its bid/proposal the identification number issued to it by the State Corporation Commission ("VA SCC"). Any bidder/offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its bid or proposal a statement describing why the offeror is not required to be so authorized.

Any Bidder/Offeror described herein that fails to provide the required information or for whom such signed exception is not considered valid by the City, may not receive an award unless a waiver is granted, in writing, by the City Manager or his designee.

If this bid/proposal for goods or services is accepted by the City of Falls Church, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please check the appropriate line below and provide the requested information:

- ☐ A. Bidder/offeror is a Virginia business entity organized and authorized to transact business in Virginia by the VA SCC; or
- ☐ B. Bidder/offeror is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the VA SCC.

**A or B. Firm's Identification Number
as issued by the VA SCC:**

This IS NOT the same as a Tax ID Number ("TIN")

VA SCC ID Number must be provided.

- ☐ C. Bidder/offeror is a Sole Proprietorship and therefore is not required to have a VA SCC number.
- ☐ D. Bidder/offeror does not have an Identification Number issued to it by the SCC and such bidder/offeror is not required to be authorized to transact business in Virginia by the SCC for the following reason(s): (see attached) **Please attach additional sheets of paper if you need to explain why such bidder/offeror is not required to be authorized to transact business in Virginia. Falsification of such statement may be cause for debarment.**

Please attach additional sheets of paper if you need to explain why such bidder/offeror is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9)

Legal Name of Bidder/Offeror

Authorized Signature

Date

Print or Type Name and Title

ATTACHMENT E - BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, _____
 (Contractor's Name)

of _____
 (Contractor's Address)

(hereinafter called the "Principal"), and _____, a corporation organized and existing under the laws of the State of _____, with its principal office in _____, and authorized to do business in the Commonwealth of Virginia as a surety (hereinafter called the "Surety"), are held and firmly bound unto THE CITY OF FALLS CHURCH with its principal offices at 300 Park Avenue, Falls Church, VA 22046 (hereinafter called the "Obligee") in the full and just sum which is equal to 5% of the total amount of the Principal's Bid (as that term is defined below), as submitted to the Obligee (such total amount referred to herein as the "Total Bid"), in good and lawful money of the United States of America, to be paid upon demand of the Obligee, for the payment of such sum well and truly to be made, the Principal and the Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally and firmly by these presents. The Total Bid is the aggregate amount (including amounts set forth with respect to any and all Alternates) set forth on the Principal's Bid Form for performance of the work described below, as submitted to and maintained by the Obligee (such Bid Form referred to herein as the "Bid"). The Surety hereby acknowledges and agrees that the Bid shall be deemed to be incorporated by reference in this Bid Bond to the same extent as if set forth fully herein.

WHEREAS, the Principal intends to submit, or has submitted to the Obligee, a Bid for the Principal to perform work for the Obligee, designated as:

 (hereinafter called the "Project") and,

WHEREAS, the Principal desires to provide this Bid Bond in lieu of a certified check or cash escrow otherwise required to accompany the Principal's Bid.

NOW THEREFORE, THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT, if the Bid be accepted by the Obligee, and if the Principal shall, within ten (10) days after the date of receipt of a written Notice of Award from the Obligee or any agency or department thereof, (i) execute a Contract in accordance with the Bid and upon the terms, conditions and price set forth therein, in the form and manner required by the Obligee, (ii) execute a sufficient and satisfactory Performance Bond in the amount of 100% of the total Contract Sum and a sufficient and satisfactory Payment Bond in the amount of 100% of the total Contract Sum, each payable to the Obligee, in a form and with a surety satisfactory to the Obligee, and (iii) provide the Obligee with copies of all required insurance policies, then this obligation is to be void; otherwise this obligation shall be and remain in full force and in the event of the failure of any or all of the foregoing requirements to be satisfied within the time period specified above, the

Principal immediately shall pay to the Obligee, upon demand, the lesser of: (a) the amount hereof and (b) the difference between the Bid and the next low bid for the Project, in each case in good and lawful money of the United States of America, not as a penalty, but as liquidated damages.

IN WITNESS WHEREOF, the Principal and Surety have caused this Bid Bond to be signed and sealed in _____(____) counterparts, each of which shall be deemed an original by their duly authorized officers this _____ day of _____, 20____.

(Seal)

Principal

By: _____

Name: _____

Title: _____

(Seal)

Surety

By: _____
Attorney-in-Fact
(Attach Copy of Power of Attorney)

Name: _____

Title: _____

IMPORTANT: Surety companies executing bonds must appear on the Treasury Department's most current list (Circular 570, as amended) and be authorized to transact business in Virginia. Powers of Attorney must be attached and valid through date of Bond.

ATTACHMENT F - PERFORMANCE BOND

KNOW ALL MEN BY THESE HERE PRESENT: that

Name of Contractor: _____

Address of Contractor: _____
(STREET, CITY, STATE, (ZIP CODE)

a (Corporation, Partnership or Individual), hereinafter called "Principal", and

(Name of Surety) _____,

(Address of Surety) _____,
(STREET, CITY, STATE) (ZIP CODE)

hereinafter called "Surety", are held and firmly bound unto THE CITY OF FALLS CHURCH with its principle offices at 300 Park Avenue, Falls Church, Virginia 22046, hereinafter called the "City", in the sum of _____ dollars, (\$_____) in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain contract with the City, dated the _____ day of _____, 20____, a copy of which is hereto attached and made a part hereof for:

Project Name/Contract #

WHEREAS, the Principal desires to provide this Performance Bond in lieu of a certified check or cash escrow otherwise required upon or after Contract Execution.

NOW, THEREFORE, if the Principal shall commence work well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said contract during the original term thereof, and any extensions thereof which may be granted by the City, with or without notice to the Surety and during one year guaranty period, and if he shall satisfy all claims and demands incurred under such contract, and shall fully indemnify and save harmless the City from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the City all outlay and expense which the City may incur in making good any default, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or the work to be performed thereunder or the specifications accompanying the same shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the work or to the specifications.

IN WITNESS WHEREOF, this instrument is executed in ____ (__) counterparts, each one of which shall be deemed an original, this the ____ day of _____, 20____.

<p>ATTEST:</p> <p>Principal Secretary</p> <p>_____</p> <p>Witness as to Principal</p> <p>_____</p> <p>Notary Public Commission Expires:</p>	<p>PRINCIPAL:</p> <p>_____</p> <p>By: _____ (SEAL)</p> <p>Address: _____</p> <p>_____</p>
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<p>ATTEST:</p> <p>Surety Secretary:</p> <p>_____</p> <p>(SEAL)</p> <p>Witness as to Surety</p> <p>_____</p> <p>Notary Public Commission Expires:</p>	<p>SURETY:</p> <p>_____</p> <p>By: (Attorney-in-Fact)</p> <p>_____</p> <p>Address: _____</p> <p>_____</p>
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NOTE: Date of Bond must not be prior to date of Contract. If Contractor is Partnership, all general partners should execute Bond.

IMPORTANT: Surety companies executing bonds must appear on the Treasury Department's most current list (Circular 570, as amended) and be authorized to transact business in Virginia. Powers of Attorney must be attached and valid through date of Bond.

ATTACHMENT G - PAYMENT BOND

KNOW ALL MEN BY THESE HERE PRESENT: that

Name of Contractor: _____

Address of Contractor: _____
(STREET, CITY, STATE) (ZIP CODE)

a (Corporation, Partnership or Individual), hereinafter called "Principal", and

(Name of Surety)_____.

(Address of Surety) _____, _____, _____
 (STREET, CITY, STATE) (ZIP CODE)

hereinafter called "Surety", are held and firmly bound unto THE CITY OF FALLS CHURCH with its principle offices at 300 Park Avenue, Falls Church, Virginia 22046, hereinafter called the "City", in the sum of _____ dollars, (\$_____) in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain contract with the City, dated the _____ day of _____, 20____, a copy of which is hereto attached and made a part hereof for:

(Project Name and Contract #)

NOW, THEREFORE, if the Principal shall promptly make payment to all persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the prosecution of the work provided for in such contract, and any authorized extension or modification thereof, including all amounts due for materials, repairs on machinery, equipment and tools, consumed or used in connection with the construction of such work, and all insurance premiums on said work and for all labor performed in such work whether by subcontractor or otherwise, then this obligation shall be void; otherwise it shall remain in full force and effect.

PROVIDED, FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or the work to be performed thereunder or the specifications accompanying the same shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the work or to the specifications.

PROVIDED, FURTHER, that no final settlement between the City and the Principal shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in _____(____) counterparts, each one of which shall be deemed an original, this the _____ day of _____, 20_____.

<p>ATTEST:</p> <p>Principal Secretary</p> <p>_____</p> <p>Witness as to Principal</p> <p>_____</p> <p>Notary Public Commission Expires:</p>	<p>PRINCIPAL:</p> <p>_____</p> <p>By: _____ (SEAL)</p> <p>Address: _____</p> <p>_____</p>
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<p>ATTEST:</p> <p>Surety Secretary:</p> <p>_____</p> <p>(SEAL)</p> <p>Witness as to Surety</p> <p>_____</p> <p>Notary Public Commission Expires:</p>	<p>SURETY:</p> <p>_____</p> <p>By: (Attorney-in-Fact)</p> <p>_____</p> <p>Address: _____</p> <p>_____</p>
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NOTE: Date of Bond must not be prior to date of Contract. If Contractor is Partnership, all general partners should execute Bond.

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