



**COUNTY OF FLUVANNA, VIRGINIA
Request for Proposals (RFP) #2024-04**

FINANCIAL ADVISORY SERVICES

**Issue Date: January 3, 2024
Due Date: February 13, 2024 at 2 p.m. EST**

Procurement Contact:

County of Fluvanna
Steve McVey, Purchasing Officer
132 Main Street
P.O. Box 540
Palmyra, VA 22963
Ph: (434) 591-1930 ext. 1124
Email:
smcvey@fluvannacounty.org

All sealed proposals shall be turned in no later than February 13, 2024, at 2:00 p.m. EST.

- All Proposals that are delivered via mail or are hand delivered must be addressed to the "Procurement Contact" listed above.
- Any Proposals sent in via facsimile, telephone, or email shall not be considered.
- Any Proposals that are turned in late will be rejected and returned unopened.

Proposal documents may be picked up at the Fluvanna County Department of Finance located at 132 Main Street, 2nd floor, Palmyra, VA 22963 or by clicking on the following link:
<https://www.fluvannacounty.org/rfps>.

TABLE OF CONTENTS

1) PURPOSE.....3

2) BACKGROUND.....3

3) SCOPE OF SERVICES.....4

4) PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS5

5) EVALUATION AND AWARD CRITERIA.....7

6) GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS TO BIDDERS AND CONTRACTORS.....8

VENDOR DATA SHEET.....9

PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA10

CERTIFICATION OF NO COLLUSION.....11

OFFEROR STATEMENT.....12

1) PURPOSE

a) The County of Fluvanna, Virginia (the “County”) is seeking the services of a qualified firm, with a proven track record of providing successful municipal financial advisory services, to provide pertinent advice and counsel to County concerning developments in the financial community in general and municipal finance in particular, to enable County to remain in the best possible financial posture.

2) BACKGROUND

a) **The County:** Fluvanna County, also referred to herein as “the County” is located in Central Virginia at the foothills of the Blue Ridge Mountains. The County serves an area of 290 square miles with a population of approximately 28,055. The County Seat is located in Palmyra with its County Administration Building located at 132 Main Street. The County’s fiscal year begins on July 1 and ends on June 30. The form of government is a Board of Supervisors/County Administrator and elected officials known as Constitutional Officers: Treasurer, Commissioner of Revenue, Sheriff, Commonwealth’s Attorney, and Clerk of the Circuit Court.

b) The County’s outstanding debt obligations as of June 30, 2023:

- i) General Obligation School Bonds \$61,331,511
- ii) Infrastructure and State Moral Oblig. Rev. Bond 630,000
- iii) Water & Sewer Revenue Bonds 9,047,249
- iv) Capital Leases 6,135,212
- v) Qualified Energy Conservation Revenue Bonds 4,997,952

c) The following projects are potential borrowing in the next one to two years:

- i) Zion Crossroads Water and Sewer System;
- ii) County Government Center

3) The County received its first formal public credit ratings in July 2008. Standard & Poor’s provided a rating of AA- with remarks of “strong wealth and income levels, developing local economy has access to the Charlottesville core based statistical area, and solid financial performance with positive operating results and strong reserves.” In May 2014, Standard & Poor’s raised its long-term rating for Fluvanna County to AA, with a more recent reaffirmation. In November 2022, Moody’s reaffirmed its existing rating of Aa2 for the County.

a) The County has an adopted debt policy, which establishes fiscally conservative parameters in how much outstanding debt the County and its residents should have, and a desired ceiling on annual debt service as well. The policy has the following thresholds:

	Policy	Actual
Ratio of Outstanding County Debt to Total Assessed Values	3.50%	1.91%
Annual Debt Service to General Fund Revenues	12.00%	14.89%

i) A copy of the County’s financial policies and Annual Comprehensive Financial Report (ACFR) can be found on the County’s website at <https://www.fluvannacounty.org/finance/page/financial-reports>.

4) SCOPE OF SERVICES

a) The level of effort/participation will vary from task to task, it is anticipated that the range of services will include, but not necessarily be limited to, the following:

- i) General Services
 - (1) Review capital projects contemplated by County and work with the County Administrator, and/or Finance Director, or other County officials as determined by the County Administrator in

- developing options, plans, and strategies for financing planned capital improvements, taking into consideration costs and effects that various alternatives have on County's financial standing.
- (2) Strategies to further enhance and maintain the County's Aa2/AA bond rating, including analysis and comparison of current bond rated localities, current peer group and steps necessary to achieve the higher rating.
 - (3) Status of current and projected market conditions.
 - (4) Financial and debt policies.
 - (5) Long-term financial planning.
 - (6) Compliance with the Securities and Exchange Commission's continuing disclosure requirements.
 - (7) On-going advice concerning the County's outstanding financings including, but not limited to, identification of refunding options, and debt service reserve funds.
- ii) Specific Services
- (1) Develop necessary time schedules to assure that all work is initiated and completed in a timely manner including all work associated with the issuance of bonds and notes.
 - (a) Advise County officials on bond sales climate and make recommendations with respect to whether sales of bonds should be competitive or negotiated.
 - (b) Assist County staff in the selection of bond underwriting firms (the "Investment Banker") for the negotiated sale of bonds including the following;
 - (i) Develop draft Request for Proposal (RFP);
 - (ii) Assist and participate in oral interview and selection process;
 - (iii) Upon selection, assist County staff and Bond Counsel in bringing an Investment Banker on board and up-to date in as timely a fashion as possible, so that County's ongoing process of issuing bonds will experience no delay or inconvenience.
 - (c) Assist in the preparation and development of all bond documents, the presentation to the rating agencies, and the preparation, review, and printing of the Official Statement.
 - (d) In the event of a competitive or negotiated sale of bonds, assist County in the sale of bonds to the Investment Banker including recommendations to County on timing of sales, specific bond purchase contract requirements, good faith deposit checks, bond maturities, interest rates, discount or premiums offered by the Investment Banker, and investments of bond proceeds resulting from the sale.
 - (e) Assist the County Administrator or designee including but not limited to:
 - (i) On request, attend Board of Supervisors meetings,
 - (ii) On request, provide staff training on financial mechanisms.
 - (2) The extent and character of the work to be done by the firm shall be subject to the general control and approval of the County Administrator or his authorized representative. The firm shall not comply with requests and/or orders issued by others than the Administrator or representative acting with his authority for County.
 - (3) Financing Strategies
 - (a) The Offeror/Contractor shall provide the firm's opinion in assessing when the County should seek a stand-alone status or be part of multi-locality issuance for VPSA obligations or when referendum process for County general obligation bonds should be sought.
 - (b) In addition, provide the firm's opinion on how the County can maximize funding through the State's Literary Loan Fund process.
 - (c) The Offeror/Contractor shall provide the firm's opinion in assessing when the County should seek a stand-alone status or be part of multi-locality issuance for VRA obligations or consider a negotiated or competitive bid process for underwriting services for water/sewer related financings.

5) **PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS**

a) **GENERAL INSTRUCTIONS**

- i) **RFP Response:** In order to be considered for selection, interested parties must submit a complete response to this RFP. Failure to comply with all criteria listed herein may be cause to reject an Offeror's proposal
- ii) **RFP Questions:** Address questions concerning this RFP to:

Steve McVey, Purchasing Officer
P.O. Box 540
132 Main Street
Palmyra, VA 22963
Ph: (434) 591-1937
smcvey@fluvannacounty.org

Offerors shall submit any questions in writing. Written responses, including the questions, will be posted with the RFP. Questions will not be accepted after January 30, 2024, at 10 a.m. EST.

- iii) **Ownership of Proposals:** Ownership of all data, materials, and documentation originated and prepared for the County pursuant to the RFP shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act ("FOIA"). Any proprietary or trade secrets material submitted must be identified as such prior to disclosure to the County, and must indicate the specific words, figures, or paragraphs specifically, and with a reason why such material is proprietary or a trade secret under Virginia law in strict conformance with Virginia Code 2.2-4342 and FOIA. Any classification not made in strict conformance with the requirements of Virginia Code or not meeting the definition of a "trade secret" or "propriety" shall be ineffective and such information shall not be held confidential and shall be subject to public inspection. The classification of an entire proposal document is not acceptable and will result in rejection and return of the proposal.
- iv) **Due Date:** Sealed copies of the proposal must be received by the Purchasing Officer no later than 2:00 p.m. EST on February 13, 2024. Proposals must be addressed to:

Steve McVey, Purchasing Officer
P.O. Box 540
132 Main Street
Palmyra, VA 22963

Any Proposals that are turned in late will be rejected and returned unopened. Any Proposals sent in via facsimile, telephone, or email shall not be considered.

b) **PROPOSAL PREPARATION**

- i) The County will follow the evaluation process and selection criteria described in this Request for Proposals. In order to provide each Offeror an equal opportunity for consideration, adherence to a standardized proposal format is required. The format of each proposal must contain the following elements organized into separate chapters and sections, as the Offeror may deem appropriate. The following paragraphs provide guidelines to each Offeror for information to include in the proposal:
 - (1) **Cover Letter** - Provide a cover letter that confirms the Offeror's understanding of this Request for Proposal, an overview of the history and qualifications of the firm.
 - (2) **Forms** - All forms required to be submitted under this RFP must be included in the Proposal as an Appendix.
 - (a) Certificate of No Collusion
 - (b) Offeror Statement

- (c) Proof of Authority to Transact Business in Virginia
 - (d) Vendor Data Sheet
- (3) **Qualifications** - Statement of qualifications and any additional information that the Offeror considers pertinent to its qualifications for the projects and which respond fully to the Scope of Work described herein. "Additional Information" is defined as:
- (a) Licenses to conduct services required by the Code of Virginia, if applicable;
 - (b) Specify any additional individuals who will be assigned to the contract, the level of their experience including credentials, related experience, training, and education of the personnel; and
 - (c) Sample documents and/or reports, relating to the services.
- (4) **Proposed Sub-Consultants** - The Offeror shall clearly state whether it is proposing to subcontract any of the work herein. The names of all proposed sub-consultants shall be provided. By proposing such firm(s) or individuals, the Offeror assumes full liability for the sub-consultant's performance. The Offeror shall state the amount of previous work experience with the sub-consultant(s).
- (5) **Project Approach** – The proposal must address in depth the Offeror's plan to meet the requirements of each of the tasks and activities outlined in the Scope of Services of this RFP. The work plan must discuss the staffing level(s) required to complete each task, as well as the relative effort that each member of the proposed project team will devote to the project. The work plan also must include a task-by-task schedule of the time required to complete the project. The proposal should also discuss documentation and/or authorizations which will be required from the County, anticipated problem areas, proposed solutions to the problem areas, etc.
- (a) Work plan steps should be supported by the proposed hours the Offeror agrees to commit to assist the County plus the hours and resources required by the County's staff to assist. The Offeror should clearly specify who primary responsibility for each work plan element; the Offeror or the County's staff.
 - (b) Management Plan and Timetable: Offeror should set forth estimates of response times to contacts from County staff or elected officials. This section should discuss the availability of staff for meetings and presentations either on the County's premises or at the Offeror's offices during both normal working hours and outside normal working hours. Normal working hours for County are 8:00 a.m. to 5:00 p.m. Monday through Friday, except holidays.
- (6) **Cost of Services**
- (a) Include a statement of fees, including the method of determining fees, for general services and for specific services.
 - (i) General obligation bond issuances;
 - (ii) Lease revenue bond issuance's through Fluvanna;
 - (iii) Stand-alone VPSA issuances, and;
 - (iv) Utility system revenue bonds.
 - (b) Please note if there is a maximum issuance amount where the fee is fixed. Also, discuss how the fee would be impacted or different for Bank Qualified or VRA.
 - (c) An allowance for travel and other costs directly related to this engagement will be reimbursed at actual cost supported by appropriate invoices. The proposal should include an estimate of the anticipated out-of-pocket expenses.
 - (d) Provide prices for other services, including a rating agency trip without a debt issuance.
 - (i) Offerors are reminded that all fees shall remain fixed for the initial three-year contract term.
- (7) **Representative Projects** – This section of the Offeror's Proposal should list and describe representative clients currently serviced focusing on similar services and especially services provided to other Virginia agencies, localities, and public bodies. Describe the local office

experience including the project name and location, brief description of the project, description of the scope of services provided, and principal contact person. The Offer must include a description of every project it has worked on in the last two (2) years for Virginia (including any department or agency thereof) or a Virginia public body such must include the client name, a contact point for client, and a brief description of the type of services provided.

- (8) **Other Requirements** - The proposal package must also include:
- (a) The RFP document with any addenda acknowledgements filled out and signed as required (see attachments hereto).
 - (b) A detailed response to all requirements, general, specific, functional and technical as defined within this RFP (see Section 3 “Scope of Services”).
 - (c) A sufficient description of the experience and knowledge base of the Offeror to show the Offeror’s capabilities should be included in the proposal. At a minimum, the description of the experience and knowledge base of the Offeror included in the proposal should include, but not necessarily be limited to, the following:
 - (i) A brief description of the history and mission of the Offeror, including the Offeror’s background and mission statement, the length of time the Offeror has been in business, a description of the Offeror’s organizational structure and a description of the Offeror’s customer make-up;
 - (ii) A statement of how long the Offeror has provided services similar to the Services requested herein;
 - (iii) A general description of the Offeror’s experience and background in providing services similar to the Services requested herein;
 - (iv) Any other relevant information about the experience and knowledge base of the Offeror which is deemed to be material;
 - (v) Resume of each key employee engaged in the services, including the roles of each and an overview of their previous experience with similar projects; and
 - (vi) Background Information including at minimum: most recent year’s financials (prefer audited) and a disclosure of any past and pending litigation.
 - (d) Description of the typical assistance the Offeror will require of County staff.
- (9) **Client References** – Offerors shall provide a minimum of four (4) client references that are similar in size and scope to the County’ Project that have utilized similar Services. All client customers in the State of Virginia must be provided, regardless of circumstances.
- (10) **Other** – The County is not responsible for failure to locate, consider and evaluate qualification factors presented outside this format.
- (11) **Oral Presentation** – Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The County will schedule the time and location of these presentations. Oral presentations are an option of the County and may or may not be conducted.
- (12) **Incurred Expenses** – The County will not be liable for any cost incurred by Offerors in preparing and submitting proposals. Offerors may not collect proposal preparation charges from the County of Fluvanna as a result of cancellation of this RFP.
- (13) **Addenda** – Return the RFP cover sheet and all addenda acknowledgments, if any, signed and filled out as required. By submitting a proposal Offerors certify that all information provided in response to this RFP is true and accurate.
- ii) **Submittal Instructions**
- (1) **Each Offeror must submit one (1) original hard copy, Three (3) copies and one (1) electronic copy of its proposal on a USB flash drive/memory stick.**
 - (2) **An authorized representative of the Offeror shall sign proposals. All information requested should**

be submitted. Failure to submit all information requested may result in the County requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the County.

- (3) All forms attached to this RFP must be fully completed, executed by the Offeror and returned as a part of Offer's Proposal.
- (4) Offers shall be prepared simply and economically, providing a straightforward, concise description of firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- (5) Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph of the corresponding section of the RFP. It is also helpful to repeat the text of the requirement as it appears in the RFP.
- (6) **Each proposal shall be in writing and received in hard copy by the deadline. Oral proposals, proposals received by telephone, fax, telegraph, or email shall be rejected.**

6) EVALUATION AND AWARD CRITERIA

- a) The County will follow the evaluation and selection criteria described in this RFP. The County shall evaluate proposal and intends to award the contract to the firm that makes the best overall proposal. The firm selected will be required to demonstrate its ability to provide the services required effectively with complete impartiality and without any conflict of interest. The selection of a Successful Offeror shall be based on the following criteria:
 - i) Qualifications and Experience 30 points
 - ii) Portfolio of Services Offered 15 points
 - iii) Proposed Marketing Approach 20 points
 - iv) Proposed Price/Commission 25 points
 - v) References 10 points
- b) The Evaluation Committee will independently read and rate each proposal.
- c) The Evaluation Committee may make such reasonable investigations as it deems proper and necessary to determine the ability of the Offeror to perform the work.
- d) The County reserves the right to make such additional investigations as it may deem necessary to establish competency and financial stability of any Offeror. If, after the investigation, the evidence of competency and financial stability is not satisfactory, such proposal may be rejected in the sole opinion of the County.
- e) Cost will not be considered in evaluating the Proposals.
- f) Award(s) shall be made to as many Bidders/Offerors as deemed necessary to fulfill the anticipated requirements of the County.
- g) The award(s) shall be based on the Offeror(s)' ability to meet all RFP requirements and the right is reserved to make the award to other than the lowest priced Offeror when it is in the best interest of the County and consistent with the Virginia Procurement Act, the County's Code, the County's Procurement Policies and Procedures and other applicable law. The provisions set forth herein are for contractual goods/services rendered to the County of Fluvanna, Virginia and this solicitation is done under Virginia Code Section 2.2-4302.2(A)(3) as a competitive negotiation for goods and/or nonprofessional services. Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those

submitting proposals, on the basis of the factors involved in the Request for Proposal, including price. Negotiations shall then be conducted with each of the offerors so selected. Price shall be considered but need not be the sole or primary determining factor. After negotiations have been conducted with each offeror so selected, the public body shall select the offeror(s) which, in its opinion, have made the best proposals and provides the best values, and shall award the contract to those offeror(s).

- h) The County's General Terms, Conditions, and Instructions to Bidders and Contractors are attached hereto and incorporated herein by reference as Appendix I and are a material part hereof. These provisions bind all Offerors. Further, the conditions and requirements of this RFP, including, but not limited to, County's General Terms, Conditions, and Instructions to Bidders and Contractors, are a material part of any contract awarded between the County and the successful Offeror(s).
- i) Contract Term – The contract term shall be for a period of three (3) years with the option to renew for two (2) additional one (1) year periods to be exercised in the sole discretion of the County. Contract prices shall remain firm for the initial term of the contract.
- j) For future contract periods, price increases shall be limited to the percentage increase in the Consumer Price Index, Urban Wage Earners and Clerical Workers (CPI-W), U.S. City Average, All Items for the most recently published twelve months as published by the U.S. Department of Labor, Bureau of Labor Statistics. The base price to which any adjustments will be made shall be the prices in effect during the contract term prior to the proposed term.

7) GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS TO BIDDERS AND CONTRACTORS

ATTACHED AS APPENDIX I

VENDOR DATA SHEET

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive.

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Vendor’s Primary Contact:

Name: _____ Phone: _____

3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:
 _____ Years _____ Months

4. Vendor Information:

FIN or FEI Number: _____ If Company, Corporation, or Partnership

5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

I certify the accuracy of this information.

Signed: _____ Title: _____

Date: _____

PLEASE RETURN THIS PAGE WITH BID SUBMISSION – [REQUIRED]

PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

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

Pursuant to Virginia Code §2.2-4311.2, an Offeror/Bidder 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 proposal/bid the identification number issued to it by the State Corporation Commission (“SCC”). Any Offeror/Bidder 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 proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the County Administrator, as applicable. If this quote for goods or services is accepted by the County of Fluvanna, Virginia, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met. Please complete the following by checking the appropriate line that applies and providing the requested information. **PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.**

A. ____ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is _____.

B. ____ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is _____.

C. ____ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

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

Legal Name of Offeror/Bidder _____

Date _____

Authorized Signature _____

Print or Type Name and Title _____

PLEASE RETURN THIS PAGE WITH BID SUBMISSION – [REQUIRED]

CERTIFICATION OF NO COLLUSION

The undersigned, acting on behalf of _____, does hereby certify in connection with the procurement and proposal to which this Certificate of No Collusion is attached that:

This bid is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce; nor is this bid the result of, or affected by, any act of fraud punishable under Article 1.1 of Chapter 12 of Title 18.1 of the Code of Virginia, 1950, as amended (18.2-498.1 et seq.).

Respectfully submitted this _____ day of _____, 20 ____.

Complete if Bidder is an Entity:

WITNESS the following duly authorized signature and seal:

Name of Entity: _____

By: _____ (SEAL)
Signature

Print Name: _____

Print Title: _____

STATE OF _____

COUNTY/CITY OF _____, to-wit:

The foregoing instrument was acknowledged before me this ___ day of _____ (month),
_____ (year) by _____ (Print Name),
_____ (Print Title) on behalf of _____ (Name of Entity).

Notary Public [SEAL]

My commission expires: _____

Notary registration number: _____

Complete if Bidder is a Sole Proprietor:

Witness the following signature and seal:

_____ (SEAL)
Signature

Print Name: _____

STATE OF _____

COUNTY/CITY OF _____, to-wit:

The foregoing instrument was acknowledged before me this ___ day of _____ (month),
_____ (year) by _____ (Print Name), a sole proprietor.

Notary Public [SEAL]

My commission expires: _____

Notary registration number: _____

PLEASE RETURN THIS PAGE WITH BID SUBMISSION - [REQUIRED]

OFFEROR STATEMENT

The undersigned Bidder/Offeror (hereinafter "Bidder") hereby certifies that the Bidder has carefully examined all instructions, plans, conditions, specifications and other documents or items of this Invitation for Bid or Request for Proposals and hereby submits this bid/proposal pursuant to such instructions, plans, conditions, specifications and other documents or items. By submitting a bid/proposal, the Bidder covenants and agrees that he has satisfied himself, from his own investigation of conditions to be met, that he fully understands his obligation and that he will not make any claim for, or have right to cancellation or relief from the resulting contract because of any misunderstanding or lack of information; Certifies and warrants that the Bidder is properly licensed to provide the goods/services specified in the Request for Proposal and has the appropriate License or Certificate and classification(s) required to perform the work included in the scope of the proposal documents, prior to submitting the proposal, in accordance with Title 54.1, Chapter 11 of the Code of Virginia. If a Bidder shall fail to obtain the required license prior to submission of his proposal, he shall be deemed to be in violation of § 54.1-1115 of the Code of Virginia (1950), as amended, and his proposal will not be considered; Bidder further agrees that conditions herein have been carefully read and this proposal is submitted subject to all requirements stated herein. The undersigned hereby acknowledges and agrees, if this proposal is accepted, to furnish all services agreed upon in strict accordance with the contract.

Complete if Bidder is an Entity: WITNESS the following duly authorized signature and seal:

Name of Entity: _____

By: _____ (SEAL)

Signature

Print Name: _____

Print Title: _____

STATE OF _____

COUNTY/CITY OF _____, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____ (month), _____ (year) by _____ (Print Name), _____ (Print Title) on behalf of _____ (Name of Entity).

[SEAL]

Notary Public

My commission expires: _____

Notary registration number: _____

Complete if Bidder is a Sole Proprietor: Witness the following signature and seal:

_____ (SEAL)

Signature

Print Name: _____

STATE OF _____

COUNTY/CITY OF _____, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____ (month), _____ (year) by _____ (Print Name), a sole proprietor.

[SEAL]

Notary Public

My commission expires: _____

Notary registration number: _____

PLEASE RETURN THIS PAGE WITH BID SUBMISSION - [REQUIRED]