

**COMPLETE AND INCLUDE EACH OF THE Three (3) FOLLOWING FORMS IN YOUR PROPOSAL.**

**PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA**

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

**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 # \_\_\_\_\_

5. Key contact person for Proposal Questions and/or Contract Administration:  
 Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Title: \_\_\_\_\_ Email address: \_\_\_\_\_

6. How many years has the firm been in the business of providing the services required by this RFP? \_\_\_\_\_ years

7. How many persons does the firm currently employ? \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time

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

9. What certificates, licenses or permits does the firm possess that are applicable to performing the services required?  
 \_\_\_\_\_

Subcontractors to be utilized if contract is awarded.

*Please note that Contractor will be required to submit copies of Subcontractor licensing as applicable and obtain City approval of specific Subcontractors prior to beginning work.*

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

10. 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).

**REFERENCES**

**NAME OF COMPANY:** \_\_\_\_\_

Submit at least three (3) references for contracts similar in scope to these requirements. References should be for current work or contracts within the last three (3) years. One (1) reference may be from the city

**Please Type or print legibly.**

1. Firm/Municipality Name: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

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

Phone number: \_\_\_\_\_

Camp Title(s): \_\_\_\_\_

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2. Firm/Municipality Name: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

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

Phone number: \_\_\_\_\_

Camp Title(s): \_\_\_\_\_

\*\*\*\*\*

3. Firm/Municipality Name: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

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

Phone number: \_\_\_\_\_

Camp Title(s): \_\_\_\_\_