



SCOTT COUNTY
ECONOMIC DEVELOPMENT AUTHORITY
190 BEECH STREET, SUITE 202
GATE CITY, VA 24251
Phone: (276) 386-2525 Fax: (276) 386-6158
E-mail: jkilgore@scottcountyva.com www.scottcountyva.org



INVITATION TO BID – FOR ROOF TOP UNITS QUARTERLY MAINTENANCE

The Scott County Economic Development Authority is soliciting bids for quarterly maintenance of roof top units at the TTEC building, 420 Riverside Park Lane, Weber City, VA 24290.

Bids should be labeled “TTEC Roof Top Units Maintenance” and submitted to John Kilgore, Executive Director, Scott County Economic Development Authority, 190 Beech Street, Suite 202, Gate City, VA 24251 no later than 2:00 p.m. on Thursday, November 1, 2018. Any proposals received after this date and time will not be considered. All bids must be signed by an official agent or representative of the company submitting the bid.

Candidates must hold a Virginia Class A, B, or C (as appropriate for amount of your bid) Contractor’s license, and include the Virginia License Number with your bid.

Contract terms and conditions will be negotiated upon selection of the winning bidder. All contractual terms and conditions will be subject to review by Scott County Attorney and will include budget, schedule, and other necessary items pertaining to the project.

Any bidder must submit the PROOF OF AUTHORITY TO CONDUCT BUSINESS IN VIRGINIA FORM, which is attached to this Invitation to Bid with their bid or proposal.

To schedule an on-site visit, please contact Penny Horton at (276) 386-2525.

The Scott County Economic Development Authority reserves the right to reject all bids and to waive any informalities or irregularities in any bid. Procurement will be in conformance with Virginia Public Procurement Act (Va. Code Sections 2.2-4300 et. seq.) and Scott County Public Procurement Ordinance. Contract document will contain provisions prohibiting discrimination, prohibiting employment of illegal alien workers, and requiring a drug free workplace so as to comply with the foregoing legislation and will be subject to approval by the County Attorney as to legal form.

ISSUED: Friday, October 12, 2018
Scott County Economic Development Authority
190 Beech Street, Suite 202
Gate City, VA 24251
(276) 386-2525

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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

The attention of each offeror or bidder is directed to § 2.2-4311.2 of the *Code of Virginia*, which requires an offeror or bidder organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the *Code of Virginia*, as amended, or as otherwise required by law, to include in its proposal or bid the Identification Number issued to such offeror or bidder by the Virginia State Corporation Commission (SCC). Furthermore, any offeror or 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*, as amended, or as otherwise required by law, shall include in its proposal or bid a statement describing why the offeror or bidder is not required to be so authorized. Failure to provide the required information may result in the rejection of the proposal or bid. If the proposal or bid is accepted by the County, the undersigned agrees that the requirements of the *Code of Virginia* § 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 offeror's/bidder'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 offeror's/bidder'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 offeror/bidder 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 more space 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): _____

By: _____ Title: _____
(typed or printed)

Date: _____ Authorized Signature: _____

PLEASE RETURN THIS PAGE WITH PROPOSAL OR BID - REQUIRED