

# APPENDIX C

## Required Licenses Form

The attention of each bidder is directed to Virginia Code §§ 54.1-1100, et. seq., which requires certain licenses for contractors, tradesmen, and others. Each bidder is required to determine which license, if any, it is required to have under such sections.

Complete the following:

Bidder \_\_\_\_\_ does have \_\_\_\_\_ does not have a Virginia Contractor's License. (Check appropriate blank.)

If bidder has a Virginia Contractor's License, circle the class bidder has and list the number.  
Licensed "Class A", "Class B", or "Class C" Virginia Contractor Number \_\_\_\_\_  
Identify Specialty \_\_\_\_\_

If bidder has another type of Virginia License, please list the type and number:  
Type of license: \_\_\_\_\_ Number: \_\_\_\_\_

Bidder is a \_\_\_\_\_ resident or \_\_\_\_\_ nonresident of Virginia. (Check appropriate blank.  
See Virginia Code §§ 54.1-1100, et. seq.)

The attention of each Bidder is directed to Virginia Code § 2.2-4311.2, which requires a 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, shall include in its bid the Identification Number issued to such bidder by the Virginia State Corporation Commission (SCC). Furthermore, any bidder that is not required to be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bid a statement describing why the bidder is not required to be so authorized. Please complete the following by checking the appropriate line that applies and providing the requested information:

- A. \_\_\_\_\_ Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such bidder's Identification Number issued to it by the SCC is \_\_\_\_\_.
  
- B. \_\_\_\_\_ Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such bidder's Identification Number issued to it by the SCC is \_\_\_\_\_.
  
- C. \_\_\_\_\_ Bidder does not have an Identification Number issued to it by the SCC and such bidder is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

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

The undersigned states that it has made a best or good faith effort to seek the participation of and utilize local, Small, Minority-Owned, Women-Owned, and Service Disabled Veteran-Owned businesses as suppliers and subcontractors whenever possible for this Project.

State the complete legal name of the bidder, exactly as it is recorded with the State Corporation Commission, if recorded there.

LEGAL NAME

BY \_\_\_\_\_ TITLE  
(TYPED NAME: \_\_\_\_\_ )

SIGNED NAME \_\_\_\_\_

DELIVERY ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT EMAIL ADDRESS \_\_\_\_\_

ESCROW ACCOUNT REQUESTED (if applicable): YES \_\_\_\_\_ NO \_\_\_\_\_

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