

Execution of Contract

Non-Collusion Affidavit, and Debarment Certification and Gift Ban Certification

Form can be found at: <http://www.ncdot.org/doh/preconstruct/ps/contracts/Letting/execontract.html>

- Prepare 2 **originals** of the fully executed contract
- The Contract # (C_____) and County should be shown on the top left corner of all pages of the form
- Type in the Full name of the Contractor on the *Full name of Corporation* line
- The **Prequalified** address should be shown on the *Address as Prequalified* line (**this information is provided in the Award Letter**)
- Put a one line mark thru over the title **that does not apply** under the *Attest* and *By* signature lines
- Print or type Signer's name under the *Attest* and *By* signature lines
- Affix Corporate Seal*
- Notarize (**be sure the notary seal and the notaries expiration date is included**)
- Enclose all 3 pages of the form – If LLC, please enclose only one page

Contract Payment Bond

Form can be found at: <http://www.ncdot.org/doh/preconstruct/ps/contracts/Letting/ppb1.html>

- Prepare 2 **originals** of the Contract Payment Bond
- The Contract # (C_____) and County should be shown on the top left corner of all pages of the form
- Date of Payment Bond Execution** is to be date of award or date bond completed
- Print or type Name of **Principal Contractor**
- Print or type Name of **Surety**
- Print or type in the **Amount of Bond**
- Print or type in the **Contract ID No.** (C_____)
- Print or type in the **County Name**

2nd Page Contract Payment Bond

- The Contract # (C_____) and County should be shown on the top left corner of the form
- Print or type **Surety Company Name**
- Affix **Seal of Surety Company**
- Print, stamp or type name of **Attorney-in-Fact**
- Signature of **Attorney-in-Fact**
- Witness signature and print or type in **Witness's** name
- Signature of **Witness**
- Print or type **Address of Attorney-in-Fact**

3rd Page Contract Payment Bond

- The Contract # (C_____) and County should be shown on the top left corner of the form
- Print or type **Full name of Corporation**
- Print or type **Address as prequalified**
- Put a one line mark thru over the title **that does not apply** under the **By** signature line
- Print or type signer's name
- Put a one line mark thru over the title **that does not apply** under the **Attest** signature line
- Print or type **Attest Signer's** name
- Affix Corporate Seal**

4th Page Contract Payment Bond

- Attach **original** Power of Attorney form ... Be sure date on Power of Attorney and the execution date on the Bond are the same)

Contract Performance Bond

Form can be found at: <http://www.ncdot.org/doh/preconstruct/ps/contracts/Letting/ppb1.html>

- Prepare 2 **originals** of the Contract Performance Bond
- The Contract # (C_____) and County should be shown on the top left corner of all pages of the form
- Print or type *Date of Performance Bond Execution*
- Print or type *Name of Principal Contractor*
- Print or type *Name of Surety*
- Print or type *Amount of Bond*
- Print or type *Contract ID No.* (C_____))
- Print or type *County Name*

2nd Page

Contract Performance Bond

- The Contract # (C_____) and County should be shown on the top left corner of the form
- Print or type *Surety Company Name*
- Affix *Seal of Surety Company*
- Print, stamp or type name of *Attorney-in-Fact*
- Attorney-in-Fact* signature
- Witness* signature and print or type in *Witness's* name
- Print or type *Address of Attorney-in-Fact*

3rd Page

Contract Performance Bond

- The Contract # (C_____) and County should be shown on the top left corner of the form
- Print or type *Full name of Corporation*
- Print or type *Address as prequalified*
- Put a one line mark thru over the title **that does not apply** under the **By** signature line
- Print or type *By Signer's* name
- Affix Corporate Seal*
- Put a one line mark thru over the title **that does not apply** under the **Attest** signature line
- Print or type *Attest Signer's* name

4th Page

Contract Performance Bond

- Attach **original** Power of Attorney form ... Be sure date on Power of Attorney and the execution date on the Bond are the same)

REMEMBER: You have 14 days from receipt of the Award letter to return this information.