

5. SAFETY PROGRAMS

A. SAFETY AND SECURITY PROGRAMS

The Contractor is required to submit to the Construction Manager a copy of his safety program and any revisions and monthly updates, and the name of their authorized Safety Supervisor at the pre-construction meeting and continuously thereafter for the duration of the Contract. (Note requirements of law for posting of telephone numbers and for first aid training).

The Facility will be open to Staff and Visitors during the Contractor's performance of the work. The General Contractor has the sole and complete responsibility for the conditions of the job site, including safety of all persons and property affected by his work for the duration of the project.

The Contractor must furnish any and all accident reports to the Construction Manager within twenty-four (24) hours of the incident.

The Contractor shall protect persons, property, finishes, equipment, electrical wiring, plumbing, vehicles, adjoining property and nearby buildings, including, roads and public streets, from dust, dirt, rubbish or other nuisances arising out of the Contractor's operations or storage practices. If the Contractor damages rooms, hallways, finishes, buildings, vehicles, roads or any other property which belongs to the County or any department or agency thereof, he shall repair or replace the same to the satisfaction of the County. In the event the Contractor fails to repair or replace the said property or, in the event the County so elects, Alpha Corporation may direct the Contractor not to repair or replace that which has been damaged, but in lieu thereof, may retain from money due under the Contract an amount sufficient to ensure repair of the damage.

The Construction Manager may observe a safety violation and will immediately issue a Safety Notification to the Contractor. The Contractor is to immediately correct the unsafe condition.

B. SECURITY

It is the responsibility of the Contractor to provide security for the project duration of the construction period ending with final completion. The Contractor shall provide services to ensure the following:

1. Guarding the area of construction and erecting safety barriers, signs, etc., as needed.
2. Protecting work under his contract.
3. Protecting County personnel and the public.

SAFETY NOTIFICATION

PROJECT NAME: Surry County Electrical UPgrades

ATTENTION:

DATE:

GENERAL CONTRACTOR:

Gentlemen:

We direct your attention to the following potential unsafe condition(s) observed at the construction site by the CONSTRUCTION MANAGER while performing inspection services:

Sincerely,

ALPHA CORPORATION INC.

INSTRUCTIONS TO BIDDERS

1. PROPOSALS

Before submitting a proposal, each bidder shall carefully examine the contract documents; shall visit the site of the work (the Government Center Building) listed Electrical IFB#2017-02 and shall fully inform himself as to all existing conditions and limitations; and shall include in the proposal the cost of all items included in the contract. The Government Building will be in full operation during the Contractor's work and the Contractor is required to coordinate their work with the Construction Manager. The Base Bid is to include all costs for the **Completed Work**.

Submit the proposal on forms provided. Only information requested/required by the proposal form will be accepted. Unsolicited alternates or qualified bids will not be considered. Modifications to bids shall only be in accordance with Paragraph 15, Instructions to Bidders.

The Contractor is required to achieve Substantial Completion of the project within three (3) months after the date of receiving all applicable permits to commence construction for the Electrical Upgrades IFB #2017-02.

Fill in all blank spaces for bid prices in both words and figures. In case of discrepancy between figures and written amounts, the written amount will govern. Submit proposal in sealed opaque envelope. Indicate on outside of envelope name of bidder, his address, and name of project for which bid is submitted.

3. CONTRACT AND BONDS

Each bid shall be accompanied by a bid security in the form of a Bid Bond, a cashier's or certified check in the amount of five percent (5%) of the total bid, made payable to Surry County. This Bid Bond, cashier's check or certified check pledges that the bidder will enter into a Contract with the Owner on the terms stated in the Bid and will furnish bonds covering faithful performance of the Contract and payment of all obligations arising thereunder. Should the bidders refuse to enter into such a Contract or fail to furnish such bonds, the amount of the bid security shall be forfeited to the Owner as liquidated damages, not as a penalty.

Surety Bond shall be written on AIA Document A310, Bid Bond, and the attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the power of attorney.

All bonds shall be written by sureties or insurance companies licensed to do business in the Commonwealth of Virginia. Other bid bond forms will be acceptable if in the same format as AIA Document A310, Bid Bond.

The contract agreement will be on a form similar to that which is bound in the specifications. The completion date of construction will be as indicated in the proposal. The successful bidder simultaneously with the execution of the contract agreement will be required to furnish a performance bond and a payment bond in an amount equal to one hundred percent (100%) of the contract price, said bonds shall be secured from a surety company licensed to do business in Virginia and acceptable to Surry County.

4. LISTING OF SUBCONTRACTORS

The experience and responsibility of subcontractors may have bearing on the choice of a contractor by the Owner.

The apparent low bidder shall deliver to the Program Manager within 48 hours (not including Saturday, Sunday or State Holidays) for approval, a list of the names of subcontractors to be employed for each of the principal parts of the work and the corresponding dollar amounts. Each principal part shall mean a subcontract dollar value in excess of \$5,000.00. Such a list shall be binding upon the Contractor; however, the Owner has a right to reject any or all subcontractors listed or unlisted which Owner and/or Program Manager feels is unqualified to do the work. Owner may withhold awarding contract to any particular bidder if one or more of his proposed subcontractors are considered by the Owner to be unqualified.

5. INTERPRETATIONS OF PLANS AND SPECIFICATIONS

N/A

6. ADDENDA OR BULLETINS

Any addenda or bulletins issued during the time of bidding shall become part of the documents provided to the bidders for the preparation of the bid, shall be covered in the bid, and shall be made a part of the contract.

7. RIGHT TO NEGOTIATE

The Owner reserves the right to negotiate with the lowest responsive and responsible Bidder to obtain a contract price with funds available to the Owner whenever such low bid exceeds the Owner's availability of funds for the work.

8. AWARD OF CONTRACT

The contract will be awarded, as soon as possible, to the bidder submitting the lowest responsible bid. Any alternates on the proposal form will not be prioritized and will be selected based upon the Owner's interests and available funds.

The Owner reserves the right to waive any technicalities or formalities in any bid or in the bidding. The accepted bidder(s) shall assist and cooperate with the Owner in preparing formal Contract Agreement(s) and within five (5) days following its presentation shall sign and deliver four (4) complete sets of contract documents to the Owner, including but not limited to: the Agreement, the Performance Bond, Payment Bond, Hold Harmless Agreement, and all necessary Certificates of Insurance.

The successful bidder(s), upon failure or refusal to enter in the Contract and/or to furnish the required Performance Bond, Payment Bond, and other required documents within the time specified, shall pay to the Owner as liquidated damages, an amount equal to the bid guaranty deposited with the bid or a portion thereof equal to the difference between the bid security and or next highest acceptable bid.

9. QUALIFICATIONS

Time is of the essence. The contractors' and subcontractors' past performance, organization, equipment and ability to perform and complete their contract within Three (3) months after receipt of permits for IFB#2017-02 will be considered in awarding this contract.

10. COST BREAKDOWN

The Contractor shall, before starting his work, submit to the Program Manager a cost loaded schedule of values showing the cost of various segments of the work according to construction activity, the total amount equaling the contract price. This breakdown shall be used as the basis for the payment of estimates as stated in the contract documents.

11. RIGHT TO REJECT PROPOSALS

The Owner reserves the right to reject any or all proposals, to waive irregularities or informalities as may be deemed in the Owner's interest.

12. BID BOND OR CHECKS OF SUCCESSFUL BIDDERS

Bid Bond or Checks of successful bidder will be returned upon acceptance of the 100% performance bond and separate 100% payment bond. Checks of other bidders, not previously forfeited, will be returned as soon as it is determined that the bids represented by the checks will receive no further consideration by the Owner.

13. WITHDRAWAL OF BIDS

Bids may be withdrawn by written or telegraphic request received from bidders prior to the time fixed for the bid opening. Telegraphic requests must be received by the Owner in written form before the bid opening. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened except as permitted in Section 11-54(i) of the Code of Virginia as outlined below.

A bidder may withdraw his bid from consideration if the bid price was substantially lower than other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn.

The bidder must submit to the Owner his original work papers, documents and materials used in the preparation of the bid within one (1) day or twenty-four (24) hours after the date fixed for submission of bids. Such work papers shall be delivered to the Owner by the bidder in person or by registered mail.

Such mistake shall be proved only from the original work papers, documents, and materials delivered to the Owner as required herein.

Failure of bidder to submit his original work papers, documents and materials used in the preparation of this bid at the time, date and place required shall constitute a waiver by that bidder of his right to claim any mistake in his bid.

No bid shall be withdrawn under this section when the result would be the awarding of the contract on another bid of the same bidder.

No bidder who is permitted to withdraw a bid shall for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit directly or indirectly from the performance of the project for which the withdrawn bid was submitted without the approval of the Owner.

If the bid is withdrawn under authority of this section, the next lowest responsive and responsible bidder shall be deemed to be the low bidder on the project.

When the procedure set forth in the paragraphs above is utilized, original work papers, documents, and materials used in the preparation of the bid must be submitted in an envelope or package separate and apart from the envelope containing the bid marked clearly as to the contents.

15. REQUEST FOR INTERPRETATIONS OR SUBSTITUTIONS

Within fifteen (15) days after Award of Contract, submit to the Architect through the Program Manager, a complete list of major products which are proposed for installation with the name of the manufacturer, trade name and model.

To: Tyrone Franklin, Surry County Administrator

Submitted By: _____

Date: _____

Having carefully examined the IFB#2017-02 "Electrical Upgrades" IFB as well as the premises and conditions affecting the work, the undersigned proposes to furnish all materials, labor, equipment and services, including applicable taxes, for a lump sum consideration of:

BASE BID (Including Bid Alternate) – Surry County Electrical Upgrades, Government Center Surry County, Virginia.

_____ Dollars

(\$ _____) **TOTAL BASE BID**

ADDENDUM #DATE

(List all addenda with dates, if any issued. If no addenda is issued, write the word "none.")

TIME OF COMPLETION

Work shall commence immediately upon contract signing or upon Notice To Proceed. Owner anticipates Award of Contract/Notice to Proceed for IFB#2017-02 by July 1, 2017. All work shall be substantially complete within 3 months of receiving all permits to start construction for IFB# 2017-02.

BID SECURITY

If notified of the acceptance of this bid within sixty (30) calendar days after the date fixed for the opening of the bids, the undersigned agrees to execute and deliver to the Owner the Contract and Contractor's Bonds within ten (10) calendar days from the date of notification and, to faithfully and properly complete the work with the best interest of the Owner, the safety of the public and in accordance with first class workmanship.

The undersigned agrees the Owner may retain five percent (5%) of the contract amount.

Attached hereto is a cashiers check/certified check in the amount of _____ or Bid Bond (AIA Document A310 or from Bid Bond Surety Company authorized to do business in the State of Virginia and acceptable to the Authority), none of which shall be less than five percent (5%) of the principal's bid, made payable to the Owner.

The Undersigned agrees, if awarded the Contract, to comply with all provisions regarding commencement, performance, completion and acceptance of the work described in the above mentioned specifications and as stipulated in his proposal and the construction contract. In case of failure on his part to execute the said contract and bond and commence work thereon, the check or bid bond shall be paid as liquidated damages for such failure; otherwise, the check or bid bond accompanying this proposal shall be returned to the Undersigned.

It is agreed that the Undersigned has complied with and/or will comply with all requirements concerning licensing and with all other Local, State and National Laws and that no legal requirement has been or will be violated in

making or accepting this proposal, in awarding the contract to him and/or in the prosecution of the work required thereunder.

The Undersigned declares that the person or persons signing this proposal is/are fully authorized to sign the proposal on behalf of the firm listed and to fully bind the firm listed to all the conditions and provisions thereof. It is agreed that no person or persons or company other than the firm listed below or as otherwise indicated hereinafter has any interest whatsoever in this proposal of the Contract that may be entered into as a result thereof and that in all respects the proposal is legal and fair, submitted in good faith without collusion or fraud.

Respectfully submitted this _____ day of _____, 20____.

(Name of Firm)

(Mailing Address of Firm)

(City/State/Zip Code of Firm)

(_____)

(Phone Number)

By _____

Title _____

General Contractor Number: _____

4. QUALITY ASSURANCE

A. **OBSERVATION OF WORK**

1. Site Observation - The Construction Manager/Owner will periodically inspect the construction.

The General Contractor will be responsible for construction means, methods, sequence or procedures, safety precautions and programs in connection with the work.

2. Code Inspection - The Contractor has the SOLE obligation to schedule and notify the various County, State and other inspection agencies and the Program Manager for the proper inspections as prescribed by the applicable code and permit requirements. The costs for all inspections are to be paid by the Contractor. Prior to calling for said inspection, the Contractor shall notify the Construction Manager and/or his consultants in order to review the work if so required.

B. **REJECTION**

Should a case arise where a deficiency is discovered and the Construction Manager recommends rejection of a part of the work, the following procedures shall be implemented:

1. Construction Manager shall make an investigation of the problem and review all the pertinent facts with the Contractor.
2. After consultation with the Contractor and the Construction Manager, if an order of non-compliance is appropriate, the Construction Manager will formally notify the Contractor of the work to be rejected. This will be accomplished by issuing a Notice of Defective or Non-Conforming Work.
3. The Construction Manager shall then issue a Notice of Defective or Non-Conforming Work form which will consist of three (3) elements as follows:
 - a. A concise description which clearly and thoroughly defines work which is rejected;
 - b. References to the provisions of the contract which are deficient, and;
 - c. The allowable time for correction of non-conforming work is three (3) calendar days from the date of the Notice of Non-Conformance was issued.
4. Three methods exist for the resolution of a Notice of Defective or Non-Conforming Work:
 - a. The Contractor shall correct, at his expense, the defective work
 - b. County, at the Contractor's expense, shall correct the defective work.
 - c. At the opinion of the County, the defective or non-conforming work may remain as is with an equitable adjustment by reduction of the contract amount. (This would be accomplished by a Change Order).

- d. A Resolution of Defective or Non-Conforming Work will be issued when all corrective measures have been completed.
- e. The Construction Manager shall log the date the Notice of Defective or Non-Conforming Work was issued and the date the Resolution of Defective or Non-Conforming Work was issued.

NOTICE OF DEFECTIVE OR NON-CONFORMING WORK

PROJECT NAME:

NONC NO.:

GENERAL CONTRACTOR:

DATE:

NOTICE:

Gentlemen:

You are hereby notified that the following work has been found to be defective or not in accordance with the Contract Documents:

See Attached EXHIBIT Date _____

This Notice of Defective or Non-Conforming work is a demand of the Construction Manager that the above identified rejected work shall be brought into conformity with the Contract Documents by no later than the time fixed herein below. Failure on the part of the Contractor to comply with this demand within the time allowed with constitute a breach of contract and will, in addition, constitute neglect and failure to perform pursuant to which neglect and failure, the Owner will, after three (3) days written notice to the Contractor, be entitled under the terms of the General Conditions to make good the above mentioned deficiencies with deduction of the cost thereof from any payment due to become due to the Contractor.

The General Conditions provides that the Contractor shall promptly correct all work rejected and that the Contractor shall bear all costs of correcting such rejected work. It is the opinion of the Construction Manager that taking all circumstances into consideration, the Contractor must have completed the aforesaid no later than the close of the business day on _____. The designation of the space of time allowed is not an extension of time, does not alter the pace of the construction progress schedule, and does not extend the time for making good deficiencies on any earlier notices of defective or non-conforming work. It is the time within which the deficiencies must have been made good or the omissions supplied under pain of giving rise to a right of the Owner to have the work performed directly and promptly at the expense of the Contractor.

Sincerely,

ALPHA CORPORATION INC.

- cc. Owner
- Office
- Field
- Site

**ATTACHMENT
RESOLUTION OF NON-CONFORMING WORK**

PROJECT NAME: Surry County Electrical Upgrades	NONC NO.:
ATTENTION:	DATE:
GENERAL CONTRACTOR:	

This is to inform you that the above referenced Notice is hereby dissolved.

Your letter of _____ notified us that work rejected by Notice of Defective or Non-Conforming Work Number _____ as described in Exhibit 'A' dated _____ and enclosed herewith, has been corrected.

Pursuant to our inspection of the work made _____, we herewith dissolve the Notice of Defective of Non-Conforming Work dated _____.

Respectfully,

ALPHA CORPORATION, INC.

Enclosure: Exhibit 'A'

cc: Owner
Office
Field
Site

**ATTACHMENT I
NOTICE OF NON-COMPLIANCE LOG**
(Surry County Electrical Upgrades)

PROJECT: _____

A/E: _____

OF _____

PAGE ___

NONC. NO.	DESCRIPTION	DWGS/SPEC REFERENCE	ISSUE DATE	TO CONTRACTOR	ACTION TAKEN BY G.C. DATE	DATE CLEARED

SURRY COUNTY PROJECT NO: BC2017-02 Surry County Electrical Upgrades, Surry County, VA.

THIS AGREEMENT, made and entered into this _____ day of _____ by and between Surry County, Virginia, hereinafter called the Owner, and _____ hereinafter called the Contractor, whose address is _____.

WITNESSETH: WHEREAS, the Owner intends to have the Electrical Upgrades in the Government Center as listed in the IFB and Addendum #1 performed for the Surry County in Surry County, Virginia.

WHEREAS, the Contractor agrees to perform the work for the sum herein stated.

NOW THEREFORE, the Owner and the Contractor for the consideration hereinafter provided agree as follows:

ARTICLE 1. SCOPE OF WORK

The work to be performed shall be as follows:

The project is generally described as the Installation of New LED Lighting 2X2 and 2X4 and other sizes as needed inside the Government Center Building and detailed in Addendum #1.

The Contractor agrees to furnish all labor, materials and equipment to complete the work as required and shown above which are hereby made a part of this contract by reference. It is understood and agreed by the parties hereto that all work shall be performed as required in the Contract Documents and shall be subject to inspection and approval of the Owner or its authorized representative. The relationship of the Contractor to the Owner hereunder is that of an independent Contractor.

ARTICLE 2. TIME OF COMPLETION

The Contractor shall commence the work promptly upon the date established in the Notice to Proceed and be 100% complete within Three (3) Months after receipt of necessary permits to start construction. If there is no Notice to Proceed, the date of commencement of the Work shall be the date of this agreement or such other date as may be established therein.

ARTICLE 3. CONTRACT SUM

The Owner agrees to pay, and the Contractor agrees to accept in full performance of this contract, the sum of _____, which sum also include the cost of a 100% Performance Bond and 100% Payment Bond, said bonds having been posted by the Contractor Pursuant to State Law.

ARTICLE 4 PAYMENT

The Owner agrees to pay the Contractor from time to time as the work progresses, but no more than once each month after the date of Notice to Proceed, and only after complying with the General Conditions and

completion of the value of the labor performed and, subject to the requirements for the General Conditions, ninety-five percent (95%) of the value of materials furnished in place or on-site.

ARTICLE 5. INDEBTEDNESS

Before final payment is made, the Contractor must submit evidence in the form of a final waiver of lien or claim to the Owner that all payrolls, materials bills, subcontracts and outstanding indebtedness in connection with the work have been paid or what arrangement have been made for the payment.

Payment will be made without unnecessary delay and after receipt of such evidence as mentioned above and final acceptance of the work by the owner.

ARTICLE 6. ADDITIONAL WORK

In its understood and agreed by the parties hereto that no money will be paid to the Contractor for any additional labor or materials furnished unless a new contract in writing or a modification hereto for such additional materials or labor has been executed by the Owner and Contractor. The Owner specifically reserves the right to modify or amend this contract and the total sum due hereunder either by enlarging or restricting the scope of work.

ARTICLE 7. ACCEPTANCE

The work shall be inspected for acceptance by the Construction Manager and Owner promptly upon receipt of the notice from the Contractor that the work is complete and ready for inspection.

ARTICLE 8. DISPUTES PERTAINING TO PAYMENT FOR WORK

Should disputes arise respecting the value of any work done, or any work omitted, or any extra work which the said Contractor may be required to perform, or respecting any other elements involved in this contract, the said dispute shall be brought to the attention of the Program Manager who will attempt to settle matters. If he/she is unsuccessful, the dispute will be brought to the attention of Surry County and their decision shall be final and conclusive. Any claims, disputes or other matters in question between the parties to this Agreement shall not be subject to binding arbitration. Any and all claims or disputes, or other matters in question between the parties arising out of or relating to this Agreement or a breach thereof shall be resolved by appropriate proceedings in the Surry County Circuit Court, and in no other forum.

ARTICLE 9. TERMINATION FOR BREACH, ETC

IF the Contractor shall be adjudged bankrupt or if he should make a general assignment for the benefit of his creditors or if a receiver should be appointed on account of his insolvency, or if he or any of his subcontractors violate any of the provisions of this contract, the Owner may serve written notice upon him of its intention to terminate said contract; and unless, within ten (10) days after the serving of such notice, such violation shall cease, the Owner then may take over the work and prosecute same to completion by contract or by any other method it may deem advisable for the account and at the expense of the Contractor. The

Owner may take possession of and utilize in completing the work, such materials, appliances, paint, and any other property belonging to the Contractor as may be on the site of the work and necessary therefore. The Owner may, at any time upon ten (10) days written notice to the Contractor, terminate (without prejudice to any right of remedy of the Owner) the whole or any portion of the work for the convenience of the Owner.

ARTICLE 10. OWNER'S RIGHT TO WITHHOLD CERTAIN AMOUNT AND MAKE APPLICATION THEREOF.

The Owner may withhold from payment to the Contractor such an amount or amounts as, in its judgment, may be necessary to pay just claims against the Contractor or any subcontractor for labor and services rendered and materials furnished in and about the work. The Owner may apply such withheld amounts on the payment of such claims in its discretion. In so doing, the Owner shall be deemed the agent of the Contractor and payments so made by the Owner shall be considered as payment made under the Contract by the Owner as to such payment made in good faith. Such payments may be made without prior determination of the claim or claims.

ARTICLE 11. LIABILITY AND INDEMNIFICATION

The Contractor agrees that it/he shall at all times protect and indemnify and save harmless, Surry County and all institutions, agencies, departments, authorities and instrumentalities of the County and any member of their governing bodies or of their boards or commissions or any of their elected or appointed officers or any of their employees or authorized volunteers as described in the General Conditions of the project specifications which are included herein by reference, from any and all claims, damages of every kind and nature made, rendered or incurred by or in behalf of any person or corporation whatsoever, including the parties hereto and their employees that may arise, that occur or grow out of any acts, actions, work or other activity done by the said Contractor in the performance and execution of this Contract.

ARTICLE 12. SUBCONTRACTOR

No part of this contract shall be sublet by the Contractor without prior written approval of the Owner.

ARTICLE 13. LIQUIDATED DAMAGES

Should the Contractor fail to Substantially Complete the work on or before the Substantial Completion Date, the Contractor shall pay the Owner the sum of \$50.00 for each consecutive calendar day that the terms of the Contract remain unfulfilled.

For each consecutive calendar day that the work remains incomplete after the date established for the Final Completion, the Contractor will pay the Owner the additional sum of \$100.00 for each calendar day beyond the said Final Completion Date that the work remains uncompleted. Permitting the Contractor to continue and finish the work or any part of it after the time fixed for its completion, or after the date to which the time for completion may have been extended, shall in no way operate as a waiver on the part of the Owner of any of his rights under the Contract. Liquidated damages will be calculated and assessed based on provisions defined in the General Conditions and the date upon which the Program Manager and Owner certify that all

items on the Substantial Completion "Punch List" are complete. The sums mentioned above shall represent the actual measure of liquidated damages which the Owner will sustain per diem by failure of the undersigned to complete the Work at the times stipulated. The sum is in no way to be considered a penalty.

ARTICLE I4. VIRGINIA PUBLIC PROCUREMENT ACT.

Contractor agrees to comply with all of the mandatory provisions of the Virginia Public Procurement Act, which are incorporated herein by reference, including those concerning non-discrimination, payment of subcontractors, employment of aliens, maintaining a drug free workplace and maintaining all state licenses and SCC corporate registration. Contractor's tax identification number is _____.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

CONTRACTOR: .

BY: _____

ATTEST

BY: _____ TITLE: _____

BY: _____ TITLE: _____

OWNER:

SURRY COUNTY

BY: _____ TITLE: _____

ATTEST

BY: _____ TITLE: _____

BY: _____ TITLE: _____

APPROVED AS TO FORM:

ATTORNEY

BY: _____ TITLE: _____