

ALABAMA LICENSING BOARD FOR GENERAL CONTRACTORS

BID LIMIT INCREASE REQUEST

Telephone: 334-272-5030 www.genconbd.alabama.gov **Fax: 334-395-5336**

Submit this form along with the indicated supporting documentation to the following address:

**Alabama Licensing Board for General Contractors
2525 Fairlane Drive, Montgomery, AL 36116**

Suggestion: For immediate confirmation of delivery of your bid limit increase package, please request a signature upon receipt.

Company Name:		Alabama License No.:
Address:		
Contact Name:	Email:	
Current Bid Limit:	Requested Bid Limit:	

Supporting Documents: (Please notate below, the documents being submitted, attach them to this form, and submit to the Board’s office.)

___ **1) Current Company Financial Statement:** *Code of Alabama 1975; Section 34-8-2*
The Board considers “current financial information” as being no more than one year old at the time of submission. The Board will accept an audited, reviewed, or compiled financial statement, completed in accordance with **US GAAP**, prepared by a Certified Public Accountant or a Licensed Public Accountant approved by the Board. The Alabama Dept. of Transportation booklet will also be accepted. **Confidential Financial Statement Booklets or pages thereof used by this office in prior years and cash or tax based financial statements are not acceptable. Deficits are not acceptable. Attach current financial statement.**

To utilize one of the following items: the company’s financial statement currently on file must be less than one year old at the time we receive your bid limit increase request.

___ **2) Line of Credit:** *Alabama Administrative Code 230-X-1-.02*
A line of credit letter, from a state or federal chartered bank or savings association, may be used to increase working capital to the same level of the licensee’s net worth if the applicant’s working capital meets the \$10,000 minimum requirement. Page 3 of this packet contains the required format to be used by your financial institution. **Attach Line of Credit Letter.**

___ **3) Parent Company/Personal Statement:** *Alabama Administrative Code 230-X-1-.02*
Parent Company/Personal Financial Statements may be used to increase a company’s bid limit by one level. Parent Company/Personal Financial Statements must be no more than one year old at the time of submission. The Board will accept an audited, reviewed or compiled financial statement, completed in accordance with **US GAAP** by a Certified Public Accountant or a Licensed Public Accountant approved by the Board. It must be submitted with a completed, signed and notarized guaranty agreement form (page 4 of this packet). The form must be signed by all parties listed on the personal statement. When using a personal/parent company financial, the value of the ownership of the licensee shall not be included or considered. **Attach personal financial statement and guaranty agreement form.**

The Undersigned hereby represent(s) that the foregoing statements and answers to interrogatories are true to the best of their knowledge, information and belief. The Undersigned also understands the financial information submitted determines the bid limit for the licensee.

****Original Signatures are Required****

Printed Name: _____ FEIN# or SS#: _____
Owner / Principle Printed Name and FEIN# or Social Security Number

Signature: _____ Date: _____

CHECK COMPANY STATUS AND SIGN: SOLE PROPRIETOR PARTNER LL MEMBER OFFICER OF CORPORATION

AFFIDAVIT

STATE OF _____ CITY OF _____ COUNTY OF _____

Subscribed and sworn to before me, the undersigned Notary Public, in and for the State and City or County aforesaid this _____ day of _____ in the year _____.

My commission expires: _____.

Notary Public

Notary Signature

NOTARY SEAL

STATE LICENSING BOARD FOR GENERAL CONTRACTORS

SAMPLE

LINE OF CREDIT LETTER

A LINE OF CREDIT LETTER FROM A STATE OR FEDERAL CHARTERED BANK OR SAVINGS ASSOCIATION MAY BE USED TO INCREASE WORKING CAPITAL TO THE SAME LEVEL OF THE APPLICANT'S NET WORTH IF THE APPLICANT'S WORKING CAPITAL FIGURE MEETS THE \$10,000 MINIMUM REQUIREMENT.

YOUR BANK WILL NEED TO FOLLOW THE BELOW FORMAT

THE SIGNED LINE OF CREDIT LETTER MUST BE WRITTEN ON THE BANK / SAVINGS ASSOCIATION'S LETTERHEAD INCLUDING THE BANK NAME AND PHYSICAL/MAILING ADDRESS. THE LETTER SHOULD BE TO THE GENERAL CONTRACTOR IN THE NAME IN WHICH YOU ARE LICENSED WITH THIS AGENCY.

Date

Dear (contractor):

In connection with your application for **(New License, Renewal, or Bid Limit Increase)** of an Alabama General Contractors License, a line of credit in the amount of \$_____ is established for (license holder/applicant). The line of credit shall be maintained for a period of one year from the date of issuance.

Sincerely,

Printed name of signee
Title
Name of Lending Institute

THIS FORMAT TO BE USED FOR BOARD APPROVAL

NOTE: If **CORPORATE** financial statement is submitted to increase working capital and/or net worth of licensee, complete **corporate section**, sign and have NOTARIZED. If **personal financial statements** are submitted, complete **personal guarantor section** and have NOTARIZED (signature of all persons named on financial statements, such as SPOUSE, is required). All personal or corporate financials must be signed, with an opinion letter by a CPA, and submitted along with this form.

***** MUST BE NOTARIZED *****
GUARANTY AGREEMENT

I/We, the undersigned person(s), natural or corporate, do hereby pledge and agree to guarantee the debts and obligations of the within named CONTRACTOR for all debts and obligations arising of the contracting activities of the CONTRACTOR as defined by ALABAMA CODE ANNOTATED, Section 34-8-1.

This GUARANTY AGREEMENT is executed at the request of (**organization name**) _____, the CONTRACTOR to which this document is applicable for the express purpose of providing additional financial security and stability to, and for, said CONTRACTOR in order that they may obtain a license to engage in contracting in the State of Alabama, BOARD for General Contractors.

I/We, the undersigned GUARANTOR(s), agree and contract to pay any and all debts and obligations of said CONTRACTOR as provided for above should they fail or refuse to pay and/or default on same.

I/We, the undersigned GUARANTOR(s), agree to furnish and supply the BOARD with any and all financial reports, statements and information to which they may request in order to provide evidence of my/our financial security and stability.

This document and the obligation undertaken shall expire and shall become null and void known the expiration of any license granted the CONTRACTOR by the BOARD or upon joint request, in writing, of the undersigned GUARANTOR(s) and the CONTRACTOR, with approval of the BOARD, provided, however, that any and all debts and obligations for, or arising out of work in progress, upon the expiration, nullification and/or cancellation of this agreement, shall be covered and the GUARANTOR(s) herein shall remain liable for same.

CORPORATE SECTION

PERSONAL GUARANTOR SECTION

(Name of Corporation)

(Name of Personal Guarantor)

(Signature of Corporate Official)

(Signature of Personal Guarantor)

(Name and Title of Corporate Official)

(Signature of Spouse)

As a corporate official, I am fully authorized to bind and obligate the said corporation to the terms and conditions of this document as stated herein.

NOTARY PUBLIC

State of: _____

County of: _____

Sworn and subscribed before me this _____ day of _____, 20____.

My commission expires: _____.

Signature: _____.

Notary Seal