CENTRAL FLORIDA EXPRESSWAY AUTHORITY

**Form 781-21B**

## CENTRAL FLORIDA EXPRESSWAY AUTHORITY

**INSTRUCTIONS AS TO EXECUTION OF AFFIDAVIT AND SURETY RELEASE**

1. If the Contractor is a corporation, the document must be signed by its President and his/her signature attested by its Secretary or Assistant Secretary, with the corporate seal affixed. When the name of the Corporate Secretary or Assistant Secretary is signed as Attestor, the title must be typed below the signature.
2. If the Contractor is a partnership, the document must be signed by one of the partners.
3. Any pending suits for labor, materials or liability damages against the Contractor in connection with the Contract and work are to be listed in the spaces provided on the form. If space is inadequate, attach additional sheets of paper thereto with initials of deponent and surety affixed and dated. Proof of adequate liability insurance coverage, in effect during the life of the Contract, must be attached when tort liability claims are listed.
4. The execution thereof must be sworn to before a notary public by the officer of the corporation, or a co-partner of the partnership, or the individual as the case may be.
5. The Contractor will enter the amount actually subcontracted to Disadvantaged Business Enterprise (DBE) Contractor(s) under item 5 on page 1 of the document. The Contractor will enter the amount actually paid to DBE Contractors. Contractors not meeting DBE goals/dollar amounts must attach a satisfactory explanation, which will be acceptable to the Central Florida Expressway Authority.
6. The certificate of surety company must be executed in the name of the surety company by its President, Vice President, or other chief executive officer, or properly authorized agent, the corporate seal affixed, and the execution acknowledged by such officer or agent.
7. If the certificate is executed in the name of the surety company by an agent, a power-of-attorney with raised corporate seal, dated the date of execution, must accompany the document and must grant the agent the authority to execute consents for the release of retained percentages and/or final estimates on engineering and construction contracts, or similar authority. The power-of-attorney language authorizing execution of consent for the release of retained percentages must be authorized by the surety company. Power-of-attorney certificates will be rejected where there is no assurance that such language is not the surety’s original language.

THE USUAL POWER-OF-ATTORNEY FOR EXECUTION OF BONDS DOES NOT GRANT THE POWER TO EXECUTE THESE CONSENTS.

1. If the surety’s officer or agent who executes the document is not a Florida Resident Agent, the document must be countersigned by a Florida Resident Agent.
2. Each power-of-attorney must be an original copy, be certified to by manual signature, unless evidence is furnished in original form that the surety company has authorized the use of facsimile signatures.
3. Failure to comply with the above requirements will result in return of the document and delay in payment of the final estimate.