



CITY OF ATLANTA

Kasim Reed
Mayor

SUITE 1900
55 TRINITY AVENUE, SW
ATLANTA, GA 30303
(404) 330-6204 Fax: (404) 658-7705
Internet Home Page: www.atlantaga.gov

DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP,
CIPC, CISCC, CIGPM
Chief Procurement Officer
asmith@atlantaga.gov

August 25, 2015

Dear Potential Bidders:

Re: FC-8366, Emergency On-Call Repairs & Maintenance for the Atlanta Streetcar Traction Power Substations

Attached is one (1) copy of **Addendum Number 1**, which is hereby made a part of the above-referenced project.

For additional information, please contact Lloyd A. Richardson, Contracting Officer, at (404) 864-8504, or by email at larichardson@atlantaga.gov.

Sincerely,

Adam L. Smith

ALS/lar



ADDENDUM NO. 1

This Addendum No. 1 forms a part of the Invitation to Bid and modifies the original solicitation package as noted below and is issued to incorporate the following:

1. **Questions and Answers.**

Total of eleven (11) questions attached hereto as Attachment No. 1.

2. **Revision of Instructions to Bidders, Item 42, Multiple Awards.**

Instruction to Bidders, Item 42, Multiple Awards is hereby revised to read: *The City reserves, at its sole discretion, the option to award to multiple Bidders. The award(s) will be based on the Scope of Work in its entirety or by components. Multiple awards may be made on the total Scope of Work or to components of the Scope of Work.*

3. **Inclusion of the Bidder's Qualification Forms in Appendix E, Additional Required Submittals.**

The Bidder's Qualification Forms are hereby incorporated and made part of Exhibit E, Additional Required Submittals and attached hereto as Attachment No. 2.

4. **Revision of Exhibit A.1, Bid Form.**

Exhibit A.1, Bid Form is hereby removed and replaced with a revised Exhibit A.1 dated 8/25/15 attached hereto as Attachment No. 3.

5. **Revision of Appendix B, Insurance and Bonding Requirements.**

Appendix B, Insurance and Bonding is hereby removed and replaced with a revised Appendix B dated 8/25/15 attached hereto as attachment No. 4.

6. **Revision of Appendix D, Supplemental Conditions, Mobilization and Equipment Staging.**

Appendix D, Supplemental Conditions, Mobilization and Equipment Staging is hereby revised to read: *The proposed price for mobilization and equipment staging shall be expressly for the purpose of reimbursing the Contractor for temporary or long-term expenses which he has incurred, and will incur, by accumulating and staging tools, apparatus, equipment, materials, and supplies, manning the work, and exercising expeditious and extraordinary effort to promote imminent prosecution and completion of emergency work activities should they occur.*

For each twelve (12) month term, the City will reimburse for expenses incurred for accumulating and staging tools, apparatus, equipment, materials, and personnel, and manning the emergency work. Payment will be divided into twelve (12) equal amounts, each amount being a part of each of the twelve (12) progress payments. Payment will be subject to the City's opinion that quantities of accumulated tools, apparatus, equipment, materials, and supplies are insufficient to prosecute the emergency work should they occur.

7. **Due date extension.**

The due date has been extended to **Friday, September 11, 2015.**

**FC-8366, Emergency On-Call Repairs & Maintenance for the Atlanta Streetcar Traction
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The Bid due date HAS been modified and Bids are due on Friday, September 11, 2015 and should be time stamped in no later than 2:00 P.M. EDT and delivered to the address listed below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP,
CIPC, CISCC, CIGPM
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S. W.
City Hall South, Suite 1900
Atlanta, Georgia 30303

****All other pertinent information is to remain unchanged****

FC-8366, Emergency On-Call Repairs & Maintenance for the Atlanta Streetcar Traction Power Substations

Addendum No. 1

August 25, 2015

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Acknowledgment of Addendum No. 1

Bidders must sign below and return this form with Bid response to the Department of Procurement.

Bidders must sign below and return this form with Bid to the Department of Procurement, 55 Trinity Avenue S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of **FC-8366, Emergency On-Call Repairs & Maintenance for the Atlanta Streetcar Traction Power Substations** on this the _____ day of _____, 20__.

Legal Company Name of Bidder

Signature of Authorized Representative

Printed Name

Title

Date

Attachment No. 1

Questions and Answers

Questions & Answers

Questions 1: Spare Parts: I understand there are some spare parts currently stored at the VMF. Will a list of these parts be made available and will the contractor be able to utilize them at no cost to make repairs on ASC equipment?

Answer: After award of the Contract, the City may provide the Contractor with a list of spare parts currently stored at the Vehicle Maintenance Facility (VMF). At the City's discretion, the Contractor will be able to utilize the parts to make repairs on Atlanta Street Car (ASC) equipment.

The Contractor is expected to have spare parts available for emergency repairs and regularly scheduled maintenance. At a minimum, the Contractor shall have at all times as spare parts of its own the following:

- 1. Siprotec Protective Relay – 1 each*
- 2. Ground Fault Relay – 1 each*
- 3. Sitras Pro Protective Unit - 1 each*
- 4. Qualitrol Transformer Over-temperature Protection Relay – 1 each*

Questions 2: Access procedures. How will access at the VMF and Peachtree TPS be made? Will keys and or access cards be issued?

Answer: Access at the VMF and Peachtree TPSS will be provided by ASC Maintenance Personnel and MARTA Personnel.

Questions 3: Point of contact for access: Who will be the main points of contact for this contract once it is executed?

Answer: The main points of contact for this Contract once it is executed are:

- 1. Contract Administrator, Atlanta Streetcar, or designee*
- 2. Manager of Streetcar Services, Atlanta Streetcar, or designee*

Questions 4: AC Switchgear at Peachtree TPS: Is the AC switchgear at Peachtree station excluded from this contract?

Answer: Yes, the AC Switchgear at Peachtree TPSS is excluded from this Contract.

Questions 5: Can there be 30 days extension to submit this bid?

Answer: No. However, the due date is extended to September 11, 2015.

Questions 6: Annual preventive maintenance for the first year will be twice but for subsequent years (if the city chooses to extend) it will only be once. So, we would like to know if the city will take that into account for annual total for subsequent years.

Questions & Answers

Answer: During the Base Term of the Contract (1st Year), the Contractor shall be required to perform two (2) annual Traction Power Substation (TPSS) maintenance inspections (Initial and 12-Month). All subsequent 1-Year Options, the Contractor shall be required to perform one (1) annual traction Power Substation (TPSS) maintenance inspection.

Questions 7: Mobilization and Staging for Siemens will not be 2 months and will be more like 2 weeks since Siemens has put in the substations. Please advise a way to propose that since the bid form is asking for pricing for 2 months.

Answer: See Addendum No. 1, Item 4.

Questions 8: We will have local people working for Atlanta Streetcar under this bid but we would like to include the option of billing the city for travel, food and lodging if we have to fly someone in. Since this is separate from hourly rate, we would like to know where to include this information.

Answer: See Addendum No. 1, Item 6.

Questions 9: The pricing sheet calls for the quotation of 360 hours of on-call emergency repairs. Depending on the underlying assumptions, bidders can interpret this differently, making it difficult to compare the quotes. 360 hours could be 20 incidents of 18 hrs. repair-time each or 6 incidents with 60 hours each.

Answer: See revised Bid Form attached to this Addendum No.1 as attachment No. 4. The estimated unit quantities represent the total estimated quantities per unit hours for the Base Term and four (4) 1-Year Options, and are not fixed and serve only for purposes of comparing Bids.

Questions 10: With the initial costs to bring the team on-site, these scenarios can have very different costs. Can you provide us with more detailed guidance, on how many incidents are to be considered in this scenario?

Answer: See response to item no. 9

Questions 11: Appendix B, Insurance Requirements, Section 4 Notices or Cancellation & Renewal- please delete the following sentence, "Confirmation of any mailed notices must be evidenced by return receipts of registered or certified mail".

Answer: See Addendum No.1 Item No. 5.

Attachment No. 2

Appendix E, Additional Required Submittals Bidder's Qualifications

BIDDER'S QUALIFICATIONS - SAFETY AND HEALTH HISTORY FORM

1. EXPERIENCE MODIFICATION RATE			
1A. List your firm's Interstate Experience Modification Rate (EMR) for the three (3) most recent years and total hours worked.			
	20____	20____	20____
a. EMR	_____	_____	_____
b. Hours Worked	_____	_____	_____
1B. If the state where the jobsite is located has an EMR rating system, provide the state EMR for the three (3) most recent years and total hours worked.			
	20____	20____	20____
a. EMR	_____	_____	_____
b. Hours Worked	_____	_____	_____
2. SAFETY PERFORMANCE			
2A. List safety performance incident rates for the three (3) most recent years:			
	20____	20____	20____
a. OSHA Recordable Incident Rate	_____	_____	_____
b. Lost Workday Case Incident Rate	_____	_____	_____
2B. Use your OSHA No. 200 Log to fill in the three (3) most recent years:			
	20____	20____	20____
a. Number of first aid cases	_____	_____	_____
b. Number of lost workday cases.	_____	_____	_____
c. Number of restricted workday cases.	_____	_____	_____
d. Number of cases with medical attention only.	_____	_____	_____
e. Number of fatalities.	_____	_____	_____
3. Check your type of work:			
___ Non-Residential Building		___ Earthwork	
___ Heavy (Non-Highway) Construction		___ Concrete	
___ Mechanical		___ Architectural	
___ Electrical			
___ Other (State Type): _____			

SAFETY AND HEALTH HISTORY (Continued)

4. Are accident reports (OSHA 200) and report summaries sent to the following and how often?

	No	Yes	Monthly	Quarterly	Annually
a. Project Superintendent/Site Mgr.	—	—	—	—	—
b. Vice President/Mgr. of Construction	—	—	—	—	—
c. Safety Director	—	—	—	—	—
d. President of Firm	—	—	—	—	—

5. Do you hold site safety meetings for field employees both Manual and Non-Manual?

Yes ___ No ___

How Often?

Weekly ___ Bi-Weekly ___ Monthly ___ Less Often, As Needed ___

6. Do you conduct project safety inspections?

Yes ___ No ___

If yes, who conducts this inspection?

TITLE

HOW OFTEN?

7. How are accident records and accident summaries kept? How often are they reported?

	No	Yes	Monthly	Annually
a. Accidents totaled for the entire company	—	—	—	—
b. Accidents totaled by project	—	—	—	—
(1) Subtotalled by superintendent	—	—	—	—
(2) Subtotalled by foreman	—	—	—	—

8. How are the costs of individual accidents kept? How often are they reported?

	No	Yes	Monthly	Annually
a. Costs totaled for the entire company	—	—	—	—
b. Costs totaled by project	—	—	—	—
(1) Subtotalled by superintendent	—	—	—	—
(2) Subtotalled by foreman ___	—	—	—	—

SAFETY AND HEALTH HISTORY (Continued)

9. List key Safety and Health personnel planned for this project. Please list name, expected position and safety performance on their last three projects (OSHA Recordable and Lost Workday Case Incident (LWCI) rates). When a project has not been specified, list key company personnel.

NAME	POSITION	PROJECT	OSHA	LWCI

10. Do you have a written safety program?

Yes ___ No ___

If yes, submit a copy for evaluation.

11. Do you have an orientation program for new hires?

Yes ___ No ___

If yes submit a copy for evaluation. Does it include instruction on the following?

	Yes	No		Yes	No
a. Head protection	___	___	i. Fire protection	___	___
b. Eye protection	___	___	j. First aid facilities	___	___
c. Hearing Protection	___	___	k. Emergency procedures	___	___
d. Respiratory protection	___	___	l. Toxic substances	___	___
e. Safety belts and lifeline	___	___	m. Trenching and excavation	___	___
f. Scaffolding	___	___	n. Signs, barricades, flagging	___	___
g. Perimeter guarding	___	___	o. Electrical safety	___	___
h. Housekeeping	___	___	p. Rigging and crane safety	___	___
			q. Road Safety (Driving)	___	___

SAFETY AND HEALTH HISTORY (Continued)

12. Do you have a program for newly hired or promoted foremen?

Yes ___ No ___

If yes submit a copy for evaluation. Does it include the following?

	Yes	No		Yes	No
a. Safe work practices	___	___	e. First aid procedures	___	___
b. Safety supervision	___	___	f. Accident investigation	___	___
c. Toolbox meetings	___	___	g. Fire protection and prevention	___	___
d. Emergency procedures	___	___	h. New worker orientation	___	___

13. Do you hold craft "toolbox" safety meetings?

Yes ___ No ___

How Often?

Weekly ___ Bi-Weekly ___ Monthly ___ Less Often, As Needed ___

14. Do you have a written Hazard Communication program?

Yes ___ No ___

If yes, how is it implemented on each project?

15. Do you have/require Material Safety Data Sheets (M.S.D.'s) for material/chemicals/equipment?

Yes ___ No ___

If yes, explain field procedure for informing craft workers about potential hazards:

SAFETY AND HEALTH HISTORY (Continued)

16. List three (3) client references that could verify the quality and management commitment of your safety program.

Name	Address	Phone No.
a. _____	_____ _____	_____
b. _____	_____ _____	_____
c. _____	_____ _____	_____

BIDDER'S QUALIFICATIONS – KEY PERSONNEL

Bidder must provide a listing of personnel and certifications and accreditations for key personnel.

Submission of these names constitutes a commitment to use these individuals if the Bidder is selected, and changes may be made only with the prior written consent of the City.

1) Construction Manager / Superintendent / Owner

Essential Duties and Responsibilities:

- Has overall responsibility for the successful completion of work performed under the contract in compliance with the contract, required timeline(s) and City of Atlanta standard details and applicable laws;
- Reads, understands, interprets, and enforces safety policies and practices as well as plans, specifications, shop drawings and local building codes;
- Schedules and documents all required inspections, quality testing, or other compliance requirements;
- Supervises the completion of daily reports (such as units complete, safety reports, EEO meetings and weekly unit cost worksheets, etc.);
- Confers with personnel to resolve complaints and grievances within work force; and
- Attends Superintendent Meetings.

Minimum Qualifications:

- Educational and experience includes: Four (4) year engineering degree or equivalent combinations of technical training and/or related experience;
- Minimum of five (5) years of Construction/Electrical Management experience in a civil engineering construction environment demonstrating a record of successful completion of projects on time and on budget; and
- Experience in sidewalk /roadway construction programs of at least \$4 Million.

2) Safety Manager

Essential Duties and Responsibilities:

- Develops monitors and coordinates Safety Plan and continuous safety training program.

Minimum Qualifications:

- 10+ years of related construction/electrical industry related experience; or
 - 5 years' experience if possessing a Certified Safety Professional (CSP) Certification or Safety and Health degree; and
 - Average of twenty-four (24) hours of formal safety training each year for the past four years.
-

The contactor must include the following with their submittal package:

- A list of all personnel performing inspections and repairs under this contract;
- Documentation of certifications and accreditations for all personnel performing inspections and repairs under this contract; and
- Documentation of completion of safety and inspection training program within the past five (5) years for all personnel performing inspections and repairs under this contract.

Attachment No. 3

Revised Exhibit A.1, Bid Form

BID FORM
FC-8366, Emergency On-Call Repairs & Maintenance for the Atlanta
Streetcar Traction Power Substations

In witness whereof, the Bidder(s) hereto has (have) executed this Bid Form this _____ day of _____, 2015

Company Name:

Street Address:

City: _____ State: _____ Zip
Code: _____

Telephone: _____ Fax:

Name of Person Signing:

Title:

Signature:

BID FORM

FC-8366, Emergency On-Call Repairs & Maintenance for the Atlanta Streetcar Traction Power Substations

Line Item	Description	Unit	Estimated Quantity (See note 2)		Estimated Unit Price		Estimated Extended Price	
1	Mobilization & Equipment Staging	12 Twelve Month	5	X		=		
2	TPSS Annual Preventive Maintenance Inspection	Each	6	X		=		
3	Labor Rate Per Hour for Inspection Repairs Authorized by the Contract Coordinator for TPSS	Hours	400	X		=		
4	Labor Rate per Hour for On-Call Emergency TPSS Repairs	Hours	1800	X		=		
Annual Total:								

Annual Total in Words {base year plus four (4) one (1) year options}:

Note:

1. Bids must be on ALL line items in order to be considered for award.
2. Estimated quantities are not fixed and serve only for purposes of comparing Bids.

Attachment No. 4

Revised Appending B, Insurance and Bonding Requirements

APPENDIX B

INSURANCE REQUIREMENTS

FC-8366, Emergency On-Call Repairs & Maintenance for the Atlanta Streetcar Traction Power Substations

A. Preamble

The following requirements apply to all work under the agreement. Compliance is required by all Contractors/Consultants. **To the extent permitted by applicable law, the City of Atlanta (“City”) reserves the right to adjust or waive any insurance requirements contained in this Appendix B and applicable to the agreement.**

1. Evidence of Insurance Required Before Work Begins

No work under the agreement may be commenced until all insurance requirements contained in this Appendix B, or required by applicable law, have been complied with and evidence of such compliance satisfactory to City as to form and content has been filed with City. Contractor/Consultant must provide City with a Certificate of Insurance that clearly and unconditionally indicates that Contractor/Consultant has complied with all insurance requirements set forth in this Appendix B and applicable to the agreement. If the Contractor/Consultant is a joint venture, the insurance certificate should name the joint venture, rather than the joint venture partners individually, as the primary insured. In accordance with the solicitation documents applicable to the agreement at the time Contractor/Consultant submits to City its executed agreement, Contractor/Consultant must satisfy all insurance requirements required by this Appendix B and applicable by law, and provide the required written documentation to City evidencing such compliance. In the event that Contractor/Consultant does not comply with such submittal requirements within the time period established by the solicitation documents applicable to the agreement, City may, in addition to any other rights City may have under the solicitation documents applicable to the agreement or under applicable law, make a claim against any bid security provided by Contractor/Consultant.

2. Minimum Financial Security Requirements

All companies providing insurance required by this Appendix B must meet certain minimum financial security requirements. These requirements must conform to the ratings published by A.M. Best & Co. in the current Best's Key Rating Guide - Property-Casualty. The ratings for each company must be indicated on the documentation provided by Contractor/Consultant to City certifying that all insurance requirements set forth in this Appendix B and applicable to the agreement have been unconditionally satisfied.

For all agreements, regardless of size, companies providing insurance or bonds under the agreement must meet the following requirements:

- i) Best's Rating not less than A-
- ii) Best's Financial Size Category not less than Class VII, and
- iii) Companies must be authorized to conduct and transact insurance contracts by the Insurance Commissioner, State of Georgia.

- iv) All bid, performance and payment bonds must be underwritten by a U.S. Treasury Circular 570 listed company.

If the issuing company does not meet these minimum requirements, or for any other reason is or becomes unsatisfactory to City, City will notify Contractor/Consultant in writing. Contractor/Consultant must promptly obtain a new policy or bond issued by an insurer acceptable to City and submit to City evidence of its compliance with these conditions.

Contractor/Consultant's failure to comply with all insurance requirements set forth in this Appendix B and applicable to the agreement will not relieve Contractor/Consultant from any liability under the agreement. Contractor/Consultant's obligations to comply with all insurance requirements set forth in Appendix B and applicable to the agreement will not be construed to conflict with or limit Contractor/Consultant's/Consultant's indemnification obligations under the agreement.

3. Insurance Required for Duration of Contract

All insurance required by this Appendix B must be maintained during the entire term of the agreement, including any renewal or extension terms, and until all work has been completed to the satisfaction of City.

4. Notices of Cancellation & Renewal

Contractor/Consultant must, notify the City of Atlanta in writing at the address listed below by mail, hand-delivery or facsimile transmission, within 2 days of any notices received from any insurance carriers providing insurance coverage under this Agreement and Appendix B that concern the proposed cancellation, or termination of coverage.

Enterprise Risk Management
68 Mitchell St. Suite 9100
Atlanta, GA 30303
Facsimile No. (404) 658-7450

Contractor/Consultant shall provide the City with evidence of required insurance prior to the commencement of this agreement, and, thereafter, with a certificate evidencing renewals or changes to required policies of insurance at least fifteen (15) days prior to the expiration of previously provided certificates.

5. Agent Acting as Authorized Representative

Each and every agent acting as Authorized Representative on behalf of a company affording coverage under this contract shall warrant when signing the Acord Certificate of Insurance that specific authorization has been granted by the Companies for the Agent to bind coverage as required and to execute the Acord Certificates of Insurance as evidence of such coverage. City of Atlanta coverage requirements may be broader than the original policies; these requirements have been conveyed to the Companies for these terms and conditions.

In addition, each and every agent shall warrant when signing the Acord Certificate of Insurance that the Agent is licensed to do business in the State of Georgia and that the Company or Companies are currently in good standing in the State of Georgia.

6. Certificate Holder

The **City of Atlanta** must be named as certificate holder. All notices must be mailed to the attention of **Enterprise Risk Management at 68 Mitchell Street, Suite, 9100, Atlanta, Georgia 30303.**

7. Project Number & Name

The project number and name must be referenced in the description section of the insurance certificate.

8. Additional Insured Endorsements Form CG 20 26 07 04 or equivalent

The City must be covered as Additional Insured under all insurance (except worker's compensation and professional liability) required by this Appendix B and such insurance must be primary with respect to the Additional Insured. **Contractor/Consultant must submit to City an Additional Insured Endorsement evidencing City's rights as an Additional Insured for each policy of insurance under which it is required to be an additional insured pursuant to this Appendix B. Endorsement must not exclude the Additional Insured from Products - Completed Operations coverage. The City shall not have liability for any premiums charged for such coverage.**

9. Mandatory Sub-Contractor/Consultant Compliance

Contractor/Consultant must require and ensure that all subContractor/Consultants/subconsultants at all tiers to be sufficiently insured based on the scope of work performed under this agreement.

10. Self Insured Retentions, Deductibles or Similar Obligations

Any self insured retention, deductible or similar obligation will be the sole responsibility of the contractor.

11. Task Order

Evidence of compliance with insurance requirements must be provided on a Task Order basis prior to the issuance of any Notice to Proceed.

B. Workers' Compensation and Employer's Liability Insurance

Contractor/Consultant must procure and maintain Workers' Compensation and Employer's Liability Insurance in the following limits to cover each employee who is or may be engaged in work under the agreement. :

Workers' Compensation. **Statutory**

Employer's Liability:

Bodily Injury by Accident/Disease **\$1,000,000 each accident**
Bodily Injury by Accident/Disease **\$1,000,000 each employee**
Bodily Injury by Accident/Disease **\$1,000,000 policy limit**

C. Commercial General Liability Insurance

Contractor/Consultant must procure and maintain Commercial General Liability Insurance on form (CG 00 00 01 or equivalent) in an amount not less than **\$1,000,000 per occurrence subject to a \$2,000,000 aggregate**. The following indicated extensions of coverage must be provided:

- Contractual Liability
- Broad Form Property Damage
- Premises Operations
- Personal Injury
- Advertising Injury
- Fire Legal Liability
- Medical Expense
- Independent Contractor/Consultants/SubContractor/Consultants
- Products – Completed Operations
- Explosion, Collapse and Underground (XCU) Liability
- Additional Insured Endorsement* (primary& non-contributing in favor of the City of Atlanta)
- Waiver of Subrogation in favor of the City of Atlanta

D. Commercial Automobile Liability Insurance

Contractor/Consultant must procure and maintain Automobile Liability Insurance in an amount not less than **\$1,000,000** Bodily Injury and Property Damage combined single limit. The following indicated extensions of coverage must be provided:

- Owned, Non-owned & Hired Vehicles
- Waiver of Subrogation in favor of the City of Atlanta

If Contractor/Consultant does not own any automobiles in the corporate name, non-owned vehicle coverage will apply and must be endorsed on either Contractor/Consultant's personal automobile policy or the Commercial General Liability coverage required under this Appendix B.

E. Professional Liability Insurance

Contractor/Consultant shall procure and maintain during the life of this contract Professional Liability Insurance in an amount of **\$1,000,000** per occurrence and annual aggregate. The policy will fully address the Contractor/Consultant's professional services associated with the scope of work contained in this document. The policy will include at least a three year Extended Reporting Provision.

F. Performance Bond and Payment Bond

Contractor/Consultant shall furnish a Payment Bond and a Performance Bond to the City in an amount equal to **100 percent of the total contract value** and for the duration of the entire term. The person executing the Bonds on behalf of the surety shall file with the Bonds a general power of attorney unlimited as to amount and type of bonds covered by such power of attorney, and certified by an official of said surety. **Be a U.S. Treasury Circular 570 listed company.**