

Signature and Bond Pages: Q&A

What do I need to do if I made an error printing a name on either of these pages?

Draw a single line through the error and add your initials.

What do I need to do if I accidentally sealed the bond pages or the Power of Attorney with the incorrect seal?

Draw a single line through the incorrect seal, add your initials and apply the correct seal to the page.

Does the Surety Company need to date bond pages and Power of Attorney?

Yes, dates on the bond pages must match the dates on the power of attorney.

Can we use white-out on the signature, bond pages or Power of Attorney when an error has occurred?

No, white-out is not acceptable. If white-out has been used on any of the contract documents, contact TxDOT to let them know of the alteration and request a new set of contract documents.

Do the dates on the signature pages in the stapled packet and booklet need to match?

Yes.

Who can sign the signature and bond pages?

Individuals named during the prequalification process as authorized to sign contract documents.

Where do I view the list of individuals authorized to sign for our company?

This process occurs while completing the confidential or bidder's questionnaire. during the prequalification stage. Please see the screenshots below of the questionnaires and locations provided by TxDOT:

- Materials questionnaire (p 5):

Image 1 – Portion of the Materials Questionnaire where the authorized signer's name is listed.

7. List the names and titles of all officers or managers of the qualifying entity. This list will be used as the authorized signatories on behalf of your company.

- Bidders' questionnaire (p 7)

Image 2 – Portion of the Bidder's Questionnaire where the authorized signer's name is listed.

8. List the names and titles of all officers or managers of the qualifying entity. This list will be used as the authorized signatories on behalf of your company. If this is the first time qualifying, provide resumes for each individual listed below (see Item 14).

- Confidential questionnaire (p 20):

Image 3 – Portion of the Confidential Questionnaire where the authorized singer's name is listed.

CORPORATION BLOCK	PARTNERSHIP BLOCK
If a corporation: State of incorporation Date of incorporation Charter/File No.	If a partnership: State of organization Date of organization Is partnership general, limited or registered limited liability partnership? File No. (if Limited Partnership) General Partners/Officers: Limited Partners (if applicable):
LIMITED LIABILITY COMPANY BLOCK If an LLC: State of organization Date of organization File No. Officers or managers (with titles, if any): 	Individuals authorized to sign for the partnership:

Except for limited partners, the individuals listed in the blocks above are presumed to have full signature authority for your firm.