In order for us to process your bonds in a timely manner, please follow these procedures accordingly. Please allow at least **5 to 7 full business days’** notice from the time you want to receive the bond with each request.

**REMEMBER, you, as the Contractor, are always the “Principal”**

**BID BONDS** will be required when:

You are bidding as a “Prime” (direct to Owner)

Review the specifications from the **Owner/Obligee (i.e. City & County, etc.)**. You will need to get a **Bid Bond** if stated in the specifications.

Also, if you are to provide a Bid Bond, please check the specifications to see if there is a specific bid bond form. If there is a specific form, please attach the form to our Bond Request Form (see attached).

**\*\* DO NOT WRITE ON THE ORIGINAL BID BOND FORM –**

**please leave it blank for the surety to complete.\*\***

**NEVER** issue Performance and Payment bonds on jobs **bidding**…these bonds are issued when you receive a Contract and are LOW BIDDER, and only when requested by the specifications from the owner.

**The following information is what is required to complete the Bond Request Form for bids:**

PRINCIPAL/BIDDING ENTITY: - Exact Legal Name (i.e. ABC Company, Inc.)

PRINCIPAL COMPLETE ADDRESS: - 123 Main Street, Anywhere, AZ 12345

OWNER/OBLIGEE: The exact name/address of the Owner/Obligee (could be owner or General Contractor) requesting the Bid Bond – **do not abbreviate the name…type full name and address**.

PROJECT & SCOPE OF WORK: Type in the complete name and address of Project, including their Contract Number (if applicable)

ESTIMATED CONTRACT PRICE $: This is our approximate cost of bid. Allow 10% cushion on the high side.

BID DATE/TIME: Enter the date and time of when the project bids (not when you want the bond returned to your office).

BID BOND PERCENTAGE: This is the Percentage of Bid Bond (usually specified by Owner/Obligee in specs) **Never type dollar amount, unless specified.**

BOND FORM: Type in either **Standard AIA Form** if no bond form was provided in the spec’s, or **Attached** if form has been provided.

START & COMPLETION DATES: Always complete the Start Date and the Completion Dates and/or Completion Time

PENALTIES: You will need to read the **Liquidated Damages** section of the specs to find the amount per day.

MAINTENANCE GUARANTEE: This is your Company’s Maintenance Guarantee. Read the bid specs to find this information. Standard is **One Year from Date of Completion** unless otherwise specified.

PAYMENTS: Read specs, but most of the time it will say **Monthly Progress** which you will type in the space provided.

SUB TRADES: Check with the Estimator to find out if any work will be subbed. If work is to be subbed out, then you will need to type in their dollar amount of their bid (guestimate)

NOTES: Whenever there is a Bid Bond Form to be attached to the Bond Request Form, email with these pages to your contact.

CONTACTS:

**BID RESULTS:** All bid results should be sent within 2-3 business days after the bid.

**PERFORMANCE & PAYMENT BONDS:**

**Performance & Payment Bonds** are issued only after you bid a project and have been awarded the Contract. Never when a job bids. These bonds are not always required. The specification book will inform you if there will be a bond needed, and you Bid Proposal will either include percentage or dollars as an add to the base bid proposal. Please type the EXACT AMOUNT required for the Performance & Payment Bond.

Once we receive the Contract you will follow the procedures listed below:

1. See if there are forms provided in the Contract document &/or specifications. If forms are provided, you will attach all the forms to your Bond Request Form (see attached).

**\*\* DO NOT WRITE ON THE ORIGINAL BOND FORMS –**

**please leave it blank for the surety to complete.\*\***

1. You will first see if a Bid Bond was originally issued for the job. If there is a Bid Bond then you can use the same Bond Request Form for the Performance & Payment Bonds. You will need only to add the additional information stated below:
	1. Enter the Dollar Amount of the Contract with the exact amount of the bond required for the Performance & Payment Bond
	2. Enter the Contract Date, Job Number, and Bond Form
2. If there was not a Bid Bond originally issued, then you will type the Bond Request Form just as you would for a Bid Bond, except type the additional information stated above under 2a and 2b.
3. Attach a copy of the Contract (if instructed to) to the Bond Request Form and email to your contact. If you do not have a Contact and receive a Notice to Proceed letter indicating to provide the bonds, you must state on the Bond Request Form the EXACT contract date.

**SURETY LETTERS/COMMERCIAL BONDS (Permit, Court, Fringe Benefit):**

If a Bid Proposal requires information regarding our ability to provide bonds for their projects, you will request a letter from the Surety as follows:

1. LETTERS: Type on the Bond Request Form with the same information as if it were a Bid Bond request, except indicate under the LETTER REQUESTS section of the form. Please specifiy if the request is a Prequalification, Letter of Intent, Good Guy/Sunshine letter.
2. COMMERCIAL BONDS: Type of the Bond Request Form with the same information as if it were a Performance & Payment Bond request, except indicate under the MISC BOND section of the form. Again, if a specific owner form is required, please be sure to attach it to your Bond Request Form.
3. After you have typed the Bond Request form, you will attach a copy of all pertinent documentation (i.e. previous letter from Surety on bonding capability, bond forms, copy of specs stating necessary information from the Surety).
4. Email the request to your contact.

**EXECUTION OF BONDS:**

Following is the procedure upon receipt of the Bid &/or Performance & Payment Bonds:

1. The person signing must be an Officer of the company whereas his/her name appears on the Contractor’s license.
2. An individual may be required to witness the bond. If indicated, the person receiving the bond can witness, as long as not the signatory or notary.
3. You must seal the document (by the Company Name on the signature page) with the Corporate Seal. The bond will be rejected without the seal.

**ALWAYS MAKE A COPY OF THE BOND FOR YOUR RECORDS.**

**All requests for every bond (Bid Bond, Performance & Payment Bond, Permit Bonds, etc.), Letters of Intent, and Prequalification Letters MUST HAVE A BOND REQUEST FORM FULLY COMPLETED.**

If you should have any questions, please call. We will assist you with any questions you may have regarding the various types of bond requests.