



OVERVIEW

To Request a Bond

Please complete and submit the proper form to request one of the following types of bonds.

- ◆ **Bid Bond**
Upon receiving the bid bond, **please review**, sign, notarize and submit to the Obligee.
Please be sure to complete and return the **Bid Results Form** as soon as possible.
- ◆ **Performance and Payment Bond**
Upon receiving bonds, **please review**, sign, notarize and submit to the Obligee or their representative.
Retain a copy for your file. You may be asked by a sub or supplier for a copy of your bond.
- ◆ **Miscellaneous Bond (License and Permit or Right-of-Way Bond)**
Upon receiving bonds, **please review**, sign, notarize and submit to the Obligee.
Retain a copy for your file.
- ◆ **For other types of bonds, please contact our office**

To Request a Reference Letter, Letter of Bond Intent or Prequalification

*Complete and submit the **Request for Reference Letter, Letter of Bond Intent or Prequalification Form**.*

To Request a Consent of Surety (G707)

*Complete and submit the **Consent of Surety Request Form**.*

Other Important Information and Considerations

- ◆ Contact your agent with any questions about your rate. Note that additional surcharges may be required for extended maintenance periods over one year or projects that may run longer than 12 months.
- ◆ For negotiated projects, it is important to contact your agent before negotiating individual contracts to ensure that the surety can support any bonds which may be required.
- ◆ Changes to contract prices which result in a change in premium by \$100.00 may be adjusted accordingly.
- ◆ Program capacity and rate structure are based on the underwriting information you provide; **keeping information current avoids potential delays.**