



Procedures

**Please visit our website at www.patebonding.com to obtain any required forms. **

To Request a Bid Bond:

- ◆ Complete a **Bid Bond Information Form**. (This form is also available to be completed on-line.)
- ◆ Bid Bonds will be issued on the surety's standard form unless a specified form is indicated or provided.
- ◆ Review specifications as maintenance bond coverage over 1 year will result in additional bond premium.
- ◆ Upon receiving bid bond **please review**, sign, notarize and submit.

To Report Bid Results:

- ◆ Complete and fax back **Bid Bond Results Form** for all contracts over \$75,000.
- ◆ Bid bonds (not used or returned to you by owner) **do not** need to be returned – please destroy.

To Request a Performance and Payment Bond:

- ◆ Complete the **Performance/Payment Bond Request Form** and return with further documentation as outlined on the request form.
- ◆ Additional information may be required when the bid spread is greater than 10%, the Owner is a Private Entity or at the request of the Surety.
- ◆ Upon receiving bonds, **please review**, sign, notarize and submit to the Owner or Engineer.

To Request a Miscellaneous Bond (License and Permit or Right-of-Way Bond):

- ◆ Complete the **Miscellaneous Bond Request Form** and return with further documentation as outlined on the request form.

To Request Consent of Surety:

- ◆ Complete a **Consent of Surety Request Form** and return with a copy of the Final Pay Application.
- ◆ Form G707 will be used unless a specified form is provided.

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

- ◆ Complete the **Request for Reference Letter, Letter of Bond Intent or Prequalification Form**.

Negotiated Projects:

- ◆ It is important to contact your agent before negotiating individual contracts to ensure that the surety can support the bonds which may be required.

Terms and Conditions

Changes to contract prices which result in a reduction or an increase in premium by \$100.00 will be adjusted accordingly.

If you have questions about your rate or additional coverage including maintenance periods over one year, please contact your agent.

Program capacity and rate structure are based on the underwriting information you supply; **keeping information current avoids potential delays.**

Please don't hesitate to contact us with any questions by phone at 651-457-6842, fax 651-457-7531 or on the web at www.patebonding.com.