

## **INSTRUCTIONS FOR BID/PROPOSAL BOND FORM**

(Return completed and attached to bond or check)

### 1. **General Information**

In order for your bid/proposal bond or deposit to be acceptable to the City of Los Angeles, Department of Airports, every bidder/proposer must comply with Los Angeles City Charter Section 371 (d), and Los Angeles Administrative Code Division 10; Chapter 1; Article 2; Section 10.15(d), which requires that the bid/proposal be accompanied by one of the following (please check whichever you are using):

- (a) Certified check issued by a bank in the City of Los Angeles
- (b) Cashier's check issued by a bank
- (c) Surety bond by corporate surety company ("bid/proposal bond")  
**If a surety bond is used, please read and complete #3 carefully.**

### 2. **Amount**

The amount of the bid/proposal bond or deposit shall be in the amount of "not less than ten percent (10%) of the aggregate sum of the bid" [Los Angeles Administrative Code (Section 10.15 (d))], unless the Instructions to Bidders/Proposers expressly states a fixed sum in a different amount.

### 3. **Bid/Proposal Bond Execution**

The following steps must be completed when submitting a bid/proposal bond. Please note that **personal sureties are not acceptable. YOU ARE REQUIRED TO USE THE BOND FORM ATTACHED TO THESE INSTRUCTIONS.** To make certain your bid is deemed responsive, please check each step as completed:

#### **REQUIREMENTS FOR THE BIDDER/PROPOSER**

- Bidder/Proposer **must** sign the bid/proposal bond form.
- The signature of the bidder/proposer **must** be notarized.
- If the bidder/proposer is a corporation, the corporate seal **must** be affixed to the bond.
- If the bidder is a partnership, there **must** be two notarized partnership signatures on the bond form.

#### **REQUIREMENT FOR THE SURETY BONDING COMPANY**

- The corporate seal of the surety **must** be affixed to the bond.
- The Attorney-in-Fact for the surety bonding company **must** sign the surety bond.
- The signature from the Attorney-in-Fact **must** be notarized.
- A Power of Attorney from the surety company **must** be affixed to the bond.

The bond, unless otherwise stated in the Instructions to Bidders/Proposer, **MUST BE ON THE FORM ATTACHED TO THESE INSTRUCTIONS.**

4. **BOND FORM:** (Please check each box)

**THE BID/PROPOSAL BOND FORM MUST BE THE ATTACHED FORFEITURE BOND, NOT A “DAMAGES ONLY” BOND.**

**IF YOUR COMPANY USES A NON-CITY BID BOND FORM (SUCH AS THE “AIA BID BOND FORM”) WHICH PROVIDES FOR “DAMAGES ONLY”, IT WILL BE REJECTED.**

**THE CITY REQUIRES THAT BIDDERS/PROPOSERS USE THE ATTACHED BID/PROPOSAL BOND FORM.**

**BY SIGNING THE CITY BOND FORM, THE SURETY AGREES TO PAY 10% OF THE BID/PROPOSAL AMOUNT TO THE CITY, OR SUCH OTHER AMOUNT THAT CITY REQUIRES IN THE NOTICE INVITING BIDS/PROPOSALS, UPON THE BIDDER’S/PROPOSER’S FAILURE TO ENTER INTO THE CONTRACT, AND/OR, FAILURE TO PROVIDE AND EXECUTE SUCH OTHER BONDS AS ARE SPECIFIED IN THE NOTICE INVITING BIDS OR PROPOSALS.**