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.