



# Planning & Development

**Public Works  
Transportation Field Services**  
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## Surety Submittal Cover Letter

Project Information		
Project Name		
Phase #	City Case #	Est. Completion Date:
Brief Description of Work Associated:		

Principal Information	Financial Institution Information
Company/Firm	Bank/Agency
Contact Person	Contact Person
Address	Address
Phone #	Phone #
Email Address	Email Address
Surety Type (check type that applies and complete information)	
Irrevocable Letter of Credit <input type="checkbox"/>	Amount (USD)
Certified Check <input type="checkbox"/>	Bank ID #
Performance Bond <input type="checkbox"/>	Date of Issuance
Cash <input type="checkbox"/>	Date of Expiration

\*From a processing standpoint, the City prefers performance bonds to be used only for sureties greater than \$250,000.00.

The following items shall be included in this submittal packet:

- A completed Cover Letter
- An executed Surety Agreement
- A copy of the approved Estimate
- All applicable surety documents from the financial institution

If the Agreement is not completed properly or if all required items are not present, the City will not accept the submittal. Please be advised, if changes to the Agreement are required, the Transportation Technician will contact the specified representative. Revised agreements shall be returned to the City immediately for processing.

By signing this form you acknowledge the information to be accurate to the best of your knowledge.

\_\_\_\_\_  
 Owner/Owner's Representative Signature

\_\_\_\_\_  
 Date