



Department of Public Works
City Engineering Division

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City Engineer

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Principal Engineers

Michael R. Dailey, P.E.
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Operations Supervisor

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Hydrogeologist

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November, 2006

NOTICE TO ALL CONTRACTORS:

The City of Madison offers contractors the option of placing an Annual Bid Bond for Public Works Contracts on file. The Annual Bid Bond form and Certificate of Annual Bid Bond are included with this letter. These forms will enable you to file a new Bid Bond for the time period of February 1, 2007 through January 31, 2008. These dates coincide with the City's prequalification year.

Please be sure that the form has all required signatures, dates, Notaries and **seals**, and attach a current Power of Attorney form from your bonding agent. Completed forms may be sent to:

City of Madison Engineering Division
Attn: Johanna Johnson
1602 Emil St.
Madison, WI 53713

The Annual Bid Bond form must be received at least five calendar days prior to a bid letting in order to be processed and be in effect for that letting. A confirmation notice will be sent via fax when your Annual Bid Bond has been processed.

Sincerely,

Larry D. Nelson
City Engineer

for

JSF:jlj
Enclosures

**CITY OF MADISON
ANNUAL BID BOND**

_____ (a corporation of the State of _____)
(individual), (partnership), hereinafter referred to as the "Principal") and _____,
a corporation of the State of _____ (hereinafter referred to as the "Surety")
and licensed to do business in the State of Wisconsin, are held and firmly bound unto the City of
Madison, Wisconsin (hereinafter referred to as the "City"), in the sum equal to the individual
proposal guaranty amounts of the total bid or bids of the Principal herein accepted by the City,
for the payment of which the Principal and the Surety hereby jointly and severally bind
ourselves, our heirs, executors, administrators, successors and assigns.

The condition of this obligation is that the Principal has submitted to the City certain bids for
projects from the time period of _____ through _____.

If the Principal is awarded the contract(s) by the City and, within the time and manner required
by law after the prescribed forms are presented for its signature, the Principal enters into (a)
written contract(s) in accordance with the bid(s), and files with the City its bond(s) guaranteeing
faithful performance and payment for all labor and materials, as required by law, or if the City
rejects all bids for the work described, then this obligation shall be null and void; otherwise, it
shall remain in full force and effect.

In the event the Principal shall fail to execute and deliver the contract(s) or the performance and
payment bond(s), all within the time specified or any extension thereof, the Principal and Surety
agree jointly and severally to pay to the City within ten (10) calendar days of written demand a
total equal to the sum of the individual proposal guaranty amounts of the total bid(s) as
liquidated damages.

The Surety, for value received, hereby agrees that the obligations of it and its bond shall be in no
way impaired or affected by any extension of time within which the City may accept a bid, and
the Surety does hereby waive notice of any such extension.

This bond may be terminated by the Surety upon giving thirty (30) days written notice to the
City of its intent to terminate this bond and to be released and discharged therefrom, but such
termination shall not operate to relieve or discharge the Surety from any liability already accrued
or which shall accrue before the expiration of such thirty (30) day period.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and
seals, and such of them as are corporations have caused their corporate seals to be hereto affixed
and these presents to be signed by their proper officers, on the day and year set forth below.

PRINCIPAL

(Company Name) (Affix Seal) Date

By: _____
(Signature and Title)

SURETY

(Company Name) (Affix Seal) Date

By: _____
(Signature and Title)

This certifies that I have been duly licensed as an agent for the Surety in Wisconsin under License No. _____ for the year _____, and appointed as attorney in fact with authority to execute this bid bond, which power of attorney has not been revoked.

Date

Agent

Address

City, State and Zip Code

Telephone Number

Note to Surety and Principal: Any bid submitted which this bond guarantees may be rejected if the Power of Attorney form showing that the Agent of Surety is currently authorized to execute bonds on behalf of Surety is not attached to this bond.

CERTIFICATE OF ANNUAL BID BOND

Time Period - Valid (From/To)
Name of Surety
Name of Contractor
Certificate Holder <p style="text-align: center;">City of Madison, Wisconsin</p>

This is to certify that an annual bid bond issued by the above-named Surety is currently on file with the City of Madison.

This certificate is issued as a matter of information and conveys no rights upon the certificate holder and does not amend, extend or alter the coverage of the annual bid bond.

Cancellation: Should the above policy be cancelled before the expiration date, the issuing Surety will give thirty (30) days written notice to the certificate holder indicated above.

(Signature of Authorized Contractor Representative)

(Date)