CONTRACT BONDS CHECKLIST

BID NUMBER	CONTRACT NUMBER

INSTRUCTIONS: Review each item with corresponding part of bond and indicate either a "√" or "n/a" *(not applicable)* for each item. File completed form in appropriate bid or contract file.

ITEM	BID	PAY-MENT	PER-FORM-ANCE
1. BOND EXECUTED ON CORRECT FORM			
2. DATE OF EXECUTION ENTERED A. BID BOND - DATE NOT LATER THAN DATE OF BID OPENING			
B. PAYMENT AND PERFORMANCE BOND - DATE NOT PRIOR TO DATE OF CONTRACT			
3. NAME OF PRINCIPAL ENTERED			
4. NAME OF PRINCIPAL IDENTICAL WITH NAME ON CONTRACT OR BID			
5. TYPE OF ORGANIZATION SPACE COMPLETED - IF CORPORATION, STATE OF INCORPORATION ENTERED			
6. CORPORATE SURETY A. NAME OF SURETY AND STATE IN WHICH INCORPORATED ENTERED			
B. SURETY LISTED ON CURRENT LIST OF APPROVED SURETIES FOR APPROPRIATE AMOUNT *(FAR 28.202-1)*			
7. INDIVIDUAL SURETIES *(2 or more)* A. FAR 28.202-2 COMPLIED WITH			
B. STANDARD FORM 28, "AFFIDAVIT OF INDIVIDUAL SURETY," EXECUTED CORRECTLY BY EACH SURETY AND SUBMITTED WITH BONDS			
8. PENAL SUM ENTERED			
9. PENAL SUM IS IN SUFFICIENT AMOUNT *(Penal sum is in agreement with bond requirement of bid or contract)*			
10. DATE OF CONTRACT OR BID ENTERED			
11. CONTRACT OR BID NUMBER ENTERED *(Entry identical with number on bid or contract)*			
12. PRINCIPAL SIGNATURES A. INDIVIDUAL - SIGNATURE IDENTICAL TO THAT ON BID			
B. PARTNERSHIP - SIGNATURE OF PARTNER			
C. CORPORATION - SIGNATURE OF OFFICER OR AGENT			
D. CORPORATION - SEAL OR SCROLL IMPRESSED OR AFFIXED			
13. NAME AND ADDRESS OF SURETY ENTERED IN THE APPROPRIATE SPACE			
14. SURETY SIGNATURES A. BOND SIGNED FOR SURETY COMPANY			
B. POWER OF ATTORNEY BY SURETY GIVING AUTHORITY TO THE AGENT TO EXECUTE BONDS IN THE APPROPRIATE DOLLAR AMOUNT			
15. IMPRESSION OF THE CORPORATE SEAL OF THE SURETY AFFIXED			
16. RATE AND AMOUNT OF THE PREMIUM ENTERED *(Entry not required on payment bond)*			
17. ERASURES, CORRECTIONS, OR OTHER MATERIAL ALTERATIONS, IF ANY, INITIALED BY EACH PERSON SIGNING BOND			
18. BOND DISPOSITION - ORIGINAL FOR CONTRACT FILE			

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