

CHECKLIST FOR PERFORMANCE AND PAYMENT BONDS

YES

- 1. Is the performance bond executed on the correct form (MAY 1996 REV.)? Payment bond (JAN 1990 REV.)?..... ( )
2. Is the execution date the same as or later than the contract/award date?..... ( )
3. Is the principal's name on the bonds and contract exactly the same?..... ( )
4. If the principal is a partnership or joint venture, are the partners names listed in the principal's block in the upper left hand corner of the bond form with the trade-name?..... ( )
5. Is the type of organization correctly checked on behalf of the principal?..... ( )
6. Is the state of incorporation listed on behalf of the principal? ..... ( )
7. Is the surety's name exactly as listed on the Treasury Department Circular and is it's business address listed?..... ( )
8. Does the penal sum on each bond comply with FAR 28.102-2?..... ( )
9. Is the penal sum of the performance bond within the surety's underwriting limitation from latest TD Circular?..... ( )
10. Is the contract date on the bonds the same as the award date in block 31C on Standard Form 1442?..... ( )
11. Is the contract number on the bonds the same as the number in block 4 on Standard Form 1442?..... ( )
12. Did the principal execute the bonds? Is the typed or printed name and title beneath the signature?..... ( )
13. Is the corporate seal affixed to the bonds on behalf of the principal and does it read the same as the name in the principal's block in the upper left hand corner of the bond form? If not, citation from state law which states that a seal is not required to bind the corporation must be furnished..... ( )
14. Is the name and address of the surety company listed?..... ( )
15. Did the surety execute the bonds? Is the name and title typed or printed beneath the signature?..... ( )
16. Is the corporate seal affixed to the bonds on behalf of the surety?..... ( )
17. If co-sureties are executing, did each surety set out exact dollar amount assumed against penal sum of bond in block marked Liability Limit opposite its name, and do these figures total the penal sum of the bond?..... ( )
18. If the bonds were executed by a foreign surety company, is the commensurate statement included with the bonds?..... ( )
19. Is the original power of attorney for the surety company attached to the bonds?..... ( )
20. Is there a block on the power of attorney for the penal sum of the bond? If so, does it include penal sum of each bond? (It can be one total for both bonds or each penal sum listed separately). ..... ( )
21. Does the power of attorney require an SBA Guarantee Agreement? If it does, it must be furnished with the power.... ( )
22. Is the Attorney-in-Fact's name on the bonds the same as on the power of attorney?..... ( )
23. Is the certification date on the power of attorney the same as or later than the bond execution date?..... ( )
24. Has the corporate seal been affixed on the power of attorney at the signature of the certifying officer?..... ( )
25. Are Reinsurance Agreements on the correct form (AUG 1990 REV.)?..... ( )
26. If an irrevocable letter of credit is furnished, it must comply w/FAR28.204-3 & the determination from local legal must be furnished..... ( )
27. FOR INDIVIDUAL SURETIES ONLY: Is the individual surety's name and business address listed?..... ( )
a) Do bonds comply with FAR 28.203 - only authorized assets used & escrow accounts set up and attached to the bonds?..... ( )
b) If real estate is used, are all of the required forms executed properly and do they comply with FAR 28.203.3?..... ( )
c) Did the individual surety execute the bond and is the name typed beneath the signature?..... ( )
28. HAVE ALL CHANGES OR CORRECTIONS ON THE BONDS BEEN INITIALED BY THE PRINCIPAL AND THE SURETY?..... ( )
29. Are all of the following documents being forwarded to the US Army Bonds Team?..... ( )
a) original signed bonds..... ( )
b) certificate of authority for principal when executed in a representative capacity?..... ( )
c) reproduced completed copy of the contract/award page SF 1442 front and back?..... ( )
d) copy of contract pages which contain the following:
the bond requirement..... ( )
the type of contract (e.g. requirements, indefinite quantity)..... ( )
e) A RETURN SELF ADDRESSED ENVELOPE?..... ( )
f) a copy of this completed form with all questions entered "Y" and names and telephone numbers listed below?..... ( )
30. IF YOU CANNOT ANSWER YES, YOU MUST TAKE THE NECESSARY STEPS TO HAVE THE PROBLEM(S) CORRECTED BEFORE SUBMITTING TO BONDS TEAM.

Reviewer's Name and Phone No.

Contract Specialist's Name & Phone No.

CHECKLIST FOR CONSENTS OF SURETY

- 1. Is the consent executed on the correct form? SF 1414 -- (OCT 1993 REV.)? SF 1415 (JUL 93 REV.)?
2. Is the contract number listed in Block 1?
3. Is the modification/delivery order number listed in Block 2?
4. Is the modification/delivery order date listed in Block 3?
5. Has the increase/decrease in penalty of performance/payment bonds been correctly inserted in Item 4?
6. If penal sums have been decreased, has the word increased in Items 4, 6, and 7 been changed to decreased?
7. Does Item 5 contain all co-sureties, and is the amount each assuming against the increase/decrease in bond penalty set out in Items 6 and 7 and does the total equal the amount in Item 4?
8. If other Modifications/Delivery Orders are included in the consent/ is a recapitulation furnished?
9. Is the principal's name and address typed in Block 9a?
10. Did the principal execute the consent and is his/her name and title typed beneath the signature?
11. Is the execution date in Item 9.d the same or later than the modification/delivery order date?
12. Is the corporate seal affixed on behalf of the principal and does it read the same as the name listed in item 9a?
13. Is the name and address of the surety company listed Item 10A?
14. Is the name of the surety company exactly the same as it appears on the latest Treasury Department Circular?
15. Is the consent executed on behalf of the surety and is his/her name and title typed or printed beneath signature?
16. Did the surety company date the consent in block 10d?
17. Has the corporate seal been affixed on behalf of the surety and does it read the same as the typed named in Item 10A?
18. Is the original power of attorney for the surety company attached to the consent?
19. If the consent was executed by a foreign surety company, is the commensurate statement included with the consent?
20. Is the Attorney-in-Fact's name on the consent of surety the same as the name on the power of attorney?
21. Is there a block on the power of attorney for the penal sum? If so, does it include increase in penal sum of both bonds?
22. Does the power of attorney require an SBA Guarantee Agreement? If it does, it must be furnished with the power
23. Has the corporate seal been affixed on the power of attorney at the signature of the certifying officer?
24. Is the certification date on the power of attorney the same as or later than the date in block 10d?
25. HAVE ALL CHANGES OR CORRECTIONS ON THE CONSENT BEEN INITIALED BY THE PRINCIPAL AND THE SURETY?
26. Are all the following documents being forwarded to the Bonds Team?
a) copy of the modification or delivery order? original signed or consent?
b) certificate of authority for principal when executed in a representative capacity?
c) A RETURN SELF ADDRESSED ENVELOPE?
d) copy of this completed form with all questions entered "Y" and names and telephone numbers listed below

Reviewer's Name & Phone No.

Contract Specialist's Name & Phone