



## Attachment S: Bid Bond and Bid Check Return Authorization

Respondent must sign and submit the Bid Bond and Bid Check Return Authorization form, included as Attachment S in the Respondents RFP submission.

Bid Bond –Respondent must furnish a good and sufficient bid bond (either an individual bid bond or a bank cashier's check) in the amount of five (5) percent of the total contract price. An Estimated Cost for IHP activities for Bid Bonds table has been added to the end of the attachment to aid in the completion of the Bid Bond form. Bid Bonds amount (highlight yellow in the table) should be for the project types the Respondent proposes to bid for in their proposal only.

For example, if a Respondent is proposing to bid for two project types, 1) Rehabilitation and 2) Demolition only, the calculation for the amount for the Total Proposal Estimated cost (equal to 5%) would be:

$$\begin{aligned} & \$59,375.00 \text{ (Rehabilitation)} \\ & + \$18,750.00 \text{ (Demolition Only)} \\ & = \$78,125.00 \text{ (Total Proposal Estimated Cost)} \end{aligned}$$

IEM will monitor each assignments to an awarded General Contractor to ensure that the five percent threshold and estimated costs are compliant. If at any time the amount assigned to the General Contractor is greater than the existing bid guarantee an additional bid guarantee will be required.



## Bid Bond Authorization Form

BE IT KNOWN, BY THESE PRESENT:

That we, \_\_\_\_\_ as Principal, and  
\_\_\_\_\_ as Surety

(collectively with the Principal, the "Obligors"), are held and firmly bound unto the **IEM International, Inc.**, a **contractor** of the Government of **Pasco County**, its successors and assigns, as Obligee, in the full and just amount of \$ \_\_\_\_\_, equal to 5% of the total Proposal Estimated Cost for the payment in lawful money of the United States, of which sum well and truly to be made, the Obligors bind ourselves, our heirs, administrators, and successors, jointly and severally, firmly by these presents.

WHEREAS, the Proposer has submitted the accompanying Proposal dated \_\_\_\_\_  
for Construction Management Services under CDBG-DR.

NOW, THEREFORE, the conditions of this obligation are such that if the aforesaid Principal is awarded the contract and, the said Principal, within the time required enters into a formal contract and secures the performance of the terms and conditions of the contract, then this obligation will be void. If otherwise, the Principal withdraws his Proposal or fails to enter into a formal contract after award, the Principal and Surety will pay unto the Obligee the difference in money between the amount of the Proposal of the said Principal and the amount for which the Obligee legally contracts with another party to perform the work if the latter amount be in excess of the former, but in no event shall liability hereunder exceed the penal sum hereof. These conditions shall remain in full force and effect for a period of one hundred and eighty (180) days after the Proposal Due Date and renewed at each project assignment.

IN WITNESS WHEREOF, the above bound parties have executed this instrument  
this \_\_\_\_\_ day of \_\_\_\_\_, the name and corporate name of each party  
being hereto affixed and these presents duly signed by the undersigned representative pursuant to  
authority of its governing body.

Principal: \_\_\_\_\_  
(Proposer Company Name)

Surety: \_\_\_\_\_  
(Company Name)

By: \_\_\_\_\_  
(Signature of Proposer's Authorized  
Representative)

By: \_\_\_\_\_  
(Signature of Surety's Authorized  
Representative)

\_\_\_\_\_  
(Printed Name of Proposer's  
Authorized Representative)

\_\_\_\_\_  
(Name of Surety's Authorized  
Representative)





\_\_\_\_\_  
(Title of Proposer's Authorized  
Representative)

\_\_\_\_\_  
(Title of Surety's Authorized  
Representative)

### Bid Check Return Authorization Form

When submitting through online submission system and electing to provide a cashier's check in lieu of a bid bond, the cashier's check **must be physically dropped off in a sealed envelope** referencing the RFP name "CDBG-DR Contractor RFP" **within 3 business days of the RFP due date** at 8239 Youth Lane, Port Richey, FL 34668.

Offeror must complete this form and return through online submission system. All bid checks must be for the required amount and be payable to **IEM International, Inc., and not payable to any individual.**

All bid checks will be retained by IEM until after the award and approval of the contract, receipt of a performance bond, and, if required, receipt of a payment bond.

Authorization is hereby granted for IEM to return the bid check via regular mail without liability of any kind or nature to the address listed below if:

1. we are an unsuccessful Respondent, or
2. a performance bond, and payment bond, if required, has replaced the bid check, or
3. upon completion of contract.

\_\_\_\_\_ **Bid Bond Submission (Complete required information within Section A)**

\_\_\_\_\_ **Cashier's Check Submission (Complete required information within Section B)**

Bid for: \_\_\_\_\_

**Section A** – Bid Bond Number \_\_\_\_\_, Surety Name \_\_\_\_\_ Dated \_\_\_\_\_, in the amount of \$\_\_\_\_\_.

**Section B** – Cashier's Check Number \_\_\_\_\_ Drawn on \_\_\_\_\_ Bank of \_\_\_\_\_, Dated \_\_\_\_\_ in the amount of \$\_\_\_\_\_.

Business Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_





## Attachment S Bid Bond and Bid Check Return Authorization Forms

City & State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Principal: \_\_\_\_\_

*(Proposer Company Name)*

By: \_\_\_\_\_

*(Signature of Proposer's Authorized Representative)*





### Estimated Cost for IHP activities for Bid Bonds

The function of the bid bond is to provide a guarantee to the project owner that the bidder will complete the work if selected. The existence of a bid bond gives the owner assurance that the bidder has the financial means to accept the job for the price quoted in the bid. IEM has established the following tables based on maximum costs established in the IHP Guidelines. IEM will make assignments of projects in batches of five (5) units to an individual contractor.

	Estimated Costs		5% of Total Estimated Cost for 1 unit	5% of Total Estimated Cost for Assignments (Will be for 5 units)
<b>Rehabilitation</b>				
Max Base Cost - Non-Historic Stick-built Homes	\$ 175,000.00			
Relocation Cost	\$ 12,500.00			
Other Costs (such as LBP or Accessibility or Historic)	\$ 50,000.00			
<b>Total Estimated Costs</b>	<b>\$ 237,500.00</b>	<b>times 5%</b>	<b>\$ 11,875.00</b>	<b>\$ 59,375.00</b>

			5% of Total Estimated Cost for 1 unit	5% of Total Estimated Cost for Assignments (Will be for 5 units)
<b>Reconstruction</b>				
Max Base Cost - Non-Historic Stick-built Homes	\$ 330,000.00			
Elevation	\$ 100,000.00			
Relocation Cost	\$ 18,000.00			
Other Costs (such as Accessibility)	\$ 50,000.00			
<b>Total Estimated Costs</b>	<b>\$ 498,000.00</b>	<b>times 5%</b>	<b>\$ 24,900.00</b>	<b>\$ 124,500.00</b>





			5% of Total Estimated Cost for 1 unit	5% of Total Estimated Cost for Assignments (Will be for 5 units)
<b>MHU Replacement</b>				
Max Base Cost - Non-Historic Stick-built Homes	\$ 225,000.00			
Relocation Cost	\$ 18,000.00			
Other Costs (such as Accessibility or Elevation)	\$ 50,000.00			
<b>Total Estimated Costs</b>	<b>\$ 293,000.00</b>	<b>times 5%</b>	<b>\$ 14,650.00</b>	<b>\$ 73,250.00</b>

			5% of Total Estimated Cost for 1 unit	5% of Total Estimated Cost for Assignments (Will be for 5 units)
<b>Demolition Only</b>				
<b>Residential Homes - Total Estimated Costs</b>	<b>\$ 75,000.00</b>	<b>times 5%</b>	<b>\$ 3,750.00</b>	<b>\$ 18,750.00</b>

