



## City of San Clemente Engineering Division

### **Instructions for Completing Performance, Labor & Material, Warranty Bond**

- The amount of a bond shall be based on 100% of the Engineering Division's approved cost estimate of the cost of construction, plus 10% contingency. The bond must be accompanied by a notary statement for the bond signatures, and an additional document attached to the bond that indicates the bonding company and Attorney-in-Fact are authorized to conduct such business in the State of California. The bonding company must meet the requirements as stipulated in the State of California Code of Civil Procedures CCP § 995.310 and §995.660.
- The City requires that the bond be filled in on the original bond form, and will not accept a copy or a faxed copy of any kind of the bond form to be used for preparing the original bond.
- We do not accept original signatures and seal on a copy of the bond form to be considered as an "original" bond. The signatures and seal must be on an original bond form to create a clean document that is acceptable to the City.
- Before submitting the bond to the City, please FAX a copy of the proposed bond and the approved cost estimate to the Engineering Division at (949) 366-4741 for approval of content, dollar amount and format.
- Upon approval, please submit one (1) original and two (2) copies of each bond to the City.