## BID BOND PREPARATION INSTRUCTIONS

						RFQ/RFP#	(B)
					Bid Bond		
(A)	WV State Agency	KNOV	V ALL ME	N BY THESE P	RESENTS, That we	e, the undersigned,	
	(Stated on Page 1 "Spending Unit")	(C)		of	<b>(D)</b>		
(B)	Request for Quotation Number (upper right	as Principal, and			of		,
(C)	corner of page #1)					xisting under the laws	
(C)	Your Business Entity Name (or Individual Name if Sole Proprietor)	of the State of	(]	ac Suraty	with its principal of	bound unto The State	
(D)	City, Location of your Company	of West Virginia	as Obligee	in the nenal sur	n of	(K)	
(E)	State, Location of your Company	(\$ (L)	us Congee,	) for the par	vment of which, we	ll and truly to be made,	
(F)	Surety Corporate Name	we jointly and sev	verally bind	ourselves, our h	eirs, administrators	, executors,	
(G)	City, Location of Surety	successors and as	signs.				
(H)	State, Location of Surety		-				
(I)	State of Surety Incorporation					ereas the Principal has su	
(J)	City of Surety's Principal Office	the Purchasing Se	ection of the	Department of	Administration a ce	rtain bid or proposal, atta	ched hereto
(K)	Minimum amount of acceptable bid bond is				t in writing for		
	5% of total bid. You may state "5% of bid"	-					
(T.)	or a specific amount on this line in words.						
(L) (M)	Amount of bond in numbers Brief Description of scope of work	-					
(N)	Day of the month	-					
(O)	Month	NOW '	THEREFO	RE			
(P)	Year	1.0	TILDILDI O				
(Q)	Name of Business Entity (or Individual Name	(a)	If said	bid shall be reje	cted, or		
-	if Sole Proprietor)	(b)	If said	bid shall be ac	cepted and the Prin	ncipal shall enter into a	contract in
(R)	Seal of Principal					rnish any other bonds an	
(S)	Signature of President, Vice President, or					erform the agreement cre	
<b>(The little of the little of </b>	Authorized Agent					void, otherwise this obli	
(T)	Title of Person Signing for Principal					greed that the liability of	
(U)	Seal of Surety	herein stated	iaims nereu	nder snall, in n	o event, exceed the	penal amount of this o	bligation as
(V) (W)	Name of Surety Signature of Attorney in Fact of the Surety	nerem stated					
(**)	Signature of Attorney in Fact of the Surety	The Si	urety for y	alue received. h	nereby stipulates an	d agrees that the obligat	ions of said
						ny extension of time withi	
NOTE 1:	<b>Dated Power of Attorney with Surety Seal</b>					notice of any such extens	
	must accompany this bid bond.		•	·	·	•	
		WIT	ΓNESS, the	following sign	atures and seals of	Principal and Surety, ex	xecuted and
						cipal individually if Pri	ncipal is an
		individual, the _(I	N)day (	of <u>(O)</u>	, 20 <u>(P)</u> .		
		Principal Seal				<b>(O</b> )	
		i ilicipai Seai				(Name of Principal)	
			( <b>R</b> )			(rume or rimerpur)	
			` /		Ву	(S)	
					(Must be Pre	sident, Vice President, or	
					Duly Author	orized Agent)	
						(20)	
						(T) Title	
						Title	
		Surety Seal				<b>(V)</b>	
		_aret, sear	(U)			(Name of Surety)	
			\-/			(	
						(W)	
						Attorney-in-Fact	

IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance, must affix its seal, and must attach a power of attorney with its seal affixed.

AGENCY (A)

BID BOND							
KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned,							
	, as Principal, and						
of,, a corpo	ration organized and existing under the laws of the State of						
with its principal office in the City of	, as Surety, are held and firmly bound unto the State						
of West Virginia, as Obligee, in the penal sum of	(\$) for the payment of which,						
well and truly to be made, we jointly and severally bind ourselves, our he	eirs, administrators, executors, successors and assigns.						
The Condition of the above obligation is such that whereas	the Principal has submitted to the Purchasing Section of the						
Department of Administration a certain bid or proposal, attached hereto	and made a part hereof, to enter into a contract in writing for						
NOW THEREFORE,							
(a) If said bid shall be rejected, or (b) If said bid shall be accepted and the Principal shall attached hereto and shall furnish any other bonds and insurance require the agreement created by the acceptance of said bid, then this obligatio full force and effect. It is expressly understood and agreed that the lial event, exceed the penal amount of this obligation as herein stated.	n shall be null and void, otherwise this obligation shall remain in						
•	es that the obligations of said Surety and its bond shall be in no e Obligee may accept such bid, and said Surety does hereby						
WITNESS, the following signatures and seals of Principal and	Surety, executed and sealed by a proper officer of Principal and						
Surety, or by Principal individually if Principal is an individual, this							
	, <u> </u>						
Principal Seal	(Name of Principal)						
	Ву_						
	(Must be President, Vice President, or Duly Authorized Agent)						
	(Title)						
Surety Seal							
•	(Name of Surety)						

Agency\_\_\_\_\_ REQ.P.O#\_\_\_\_\_

Attorney-in-Fact

IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance, must affix its seal, and must attach a power of attorney with its seal affixed.