

**ATTACHMENT G  
BRAZORIA COUNTY  
BID BOND INFORMATION  
AND REQUIREMENTS**

The following requirements supersede other requirements where applicable.

**BID BOND:** When applicable, all offerers must submit, with bid/proposal, a cashier's check or certified check for at least five percent (5%) of the total bid/proposal price, if the bid/proposal exceeds \$100,000 in contract price or if the contract includes construction of public work. Such cashier's check shall be payable to the order of Brazoria County, or a Bid/Proposal Bond in the same amount issued by a surety, acceptable to Brazoria County, authorized to do business in the State of Texas, as a guaranty that the offerer will enter into a contract with Brazoria County (as outlined in the Statement of Work and attachments) and that offer will furnish the requisite performance and payment bonds as may be required.

  X            BID BOND REQUIRED IF BID/PROPOSAL EXCEEDS \$100,000

                BID BOND REQUIRED WHEN BID/PROPOSAL INCLUDES CONSTRUCTION OF PUBLIC WORK.

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A guaranty shall be submitted with each bid that the bidder will enter into a contract with Brazoria County for the goods and/or services as outlined in the Specifications, Scope of Work and contract attachments and that offerer will furnish the requisite performance and payment bonds as may be required within ten (10) days after award of the contract and receipt of contract and performance bond forms. Guaranty may be submitted in either of these forms:

- A. Individual bid bonds payable to Brazoria County for 5% of the total amount of the bid.
- B. Bank cashier's check, payable to Brazoria County for 5% of the total amount of each separate bid.

If the successful bidder submits a bank cashier's check, as guaranty, Brazoria County may elect to hold the check until all provisions of the contract have been completed or require the contractor to furnish performance payment bonds. Performance bond and payment bond shall be in a sum equal to the amount of money to be paid by the County under the contract, unless otherwise stated, and shall be executed by a surety company authorized to do business in the State of Texas.

If the performance bond forms and related documents are not returned to the Brazoria County Purchasing Department, 111 E. Locust, Bldg, A-29, Suite 100, Angleton, Texas 77515 within ten (10) days of award, Brazoria County has the right to render the award ineffective.

Written verification of the validity of the bond shall be received by the Purchasing Department from the Contractor's Surety before any payments will be made.

Initials \_\_\_\_\_

# BRAZORIA COUNTY

## BID CHECK RETURN AUTHORIZATION FORM

Offerer must complete this form and attach to bid check. All bid checks must be for the required amount and be payable to Brazoria County, **not payable to any individual**.

If an ITB, the Purchasing Director may retain the bid checks of the three lowest bidders until after the award and approval of the contract, receipt of a performance bond, and, if required, receipt of a payment bond. The Purchasing Director shall return the bid checks of all other bidders at any time within seventy-two (72) hours following the opening of bids. If an RFP/RFO, all bid checks will be retained by the Office of the Purchasing Director 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 Brazoria County 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 bidder, or
2. a performance bond, and payment bond, if required, has replaced the bid check, or
3. upon completion of contract.

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

Cashier's Check Number \_\_\_\_\_, Drawn on \_\_\_\_\_

Bank of \_\_\_\_\_, Dated \_\_\_\_\_ in the  
amount of \$\_\_\_\_\_.

Name: \_\_\_\_\_

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

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

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

City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

### **For Use of Purchasing Director Only:**

Date Check Mailed: \_\_\_\_\_ By: \_\_\_\_\_

Ledger Number: \_\_\_\_\_ Dept: \_\_\_\_\_