



**CITY OF DRIPPING SPRINGS, TEXAS  
MAINTENANCE BONDS CHECKLIST  
FOR APPROVAL OF BONDS BY STAFF**

NAIC# 21113	City Staff	City Atty
1. Check to be sure the bonding company is qualified to do business in Texas and is listed on the U.S. Department of the Treasury list of approved sureties. (check rating) –Bond needs to list NAIC number of company <a href="https://www.fiscal.treasury.gov/fsreports/ref/suretyBnd/c570_a-z.htm">https://www.fiscal.treasury.gov/fsreports/ref/suretyBnd/c570_a-z.htm</a>	MB	_____
2. The name of the contractor (the Principal) must be stated as it was in the contract, or if a subdivision, be the developer of the contractor. <b>No contract to compare as this was not City led. Compared to the authorized signature list.</b>	MB	_____
3. The name of the surety on the bond (the bonding company) must be the same on the bonds and on the power of attorney.	MB	_____
4. The amount of the bond must be the same amount stated as the full price of the contract or amount approved by the city engineer (i.e. engineer's opinion of probable cost).	MB	_____
5. The date the bond is signed cannot be prior to the date of the contract, i.e. the date the bond is signed must be the same or a later date.	MB	_____
6. The items stated in the bond as the work to be done must exactly match the description of the work to be done stated in the construction contract. In most contracts there is a blank for a brief description of the work such as "improvements to Walnut Street, City of Dripping Springs." This frequently is on the cover of the contract documents. The same description should appear on the bond. Or, if for a subdivision, should list the subdivision's name. <b>Compared with final pay app since there is not a City contract.</b>	MB	_____
7. On the bond:  (a) The date that the Principal(s) and surety(s) sign cannot precede the date the contract was "made and entered into" or the date approved by the engineer.  (b) The person who is authorized to sign the contract, and did sign the contract, should sign the bond as principal. <b>Compared to the authorized signature list.</b>	MB  MB	_____  _____

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(c) Type the name of the officer signing.	MB	_____
(d) The Agent for Service should be located in the State of Texas. The agent may be either a person or business.	MB	_____
(e) Surety's seal (which is the seal of the bond company) must appear under the surety's signature. All corporate sureties have seals.	_____	_____
(f) Make sure the seal is the bond company's seal, not a notary's seal. The seal may be a facsimile seal, unless the instrument states otherwise.	_____	_____
(g) The writing on the surety's seal must be legible.	_____	_____
(h) Digital seals will only be accepted if accompanied by a link to a verification source.	_____	_____
(i) All bonds with a digital seal must be immediately routed to the City Attorney's office for contemporaneous review.	_____	_____
(E-I)→No seal can be seen since the checklist is being filled out with the PDF bond version versus the original. The original will be dropped off within the week.		
8. All maintenance bonds must be in the forms acceptable to the City Administrator and the City Secretary.	MB	_____
9. All maintenance bonds must be signed by an agent, and must be accompanied by a certified copy of the authority for him or her to act.	MB	_____
10. Approval of bonding company based on the company's financial ratings. UNDERWRITING LIMITATION b/: \$251,791,000	MB	_____
11. Inspector has confirmed that improvements are complete and acceptable.	MB	_____
12. Term of two years as required by ordinance.	MB	_____
13. Create resolution approving bond and accepting improvements.	MB	_____
14. Attach the resolution accepting the bond.	MB	_____
15. The attached resolution:		
(a) Accepts the maintenance bond.	MB	_____
(b) Accepts the improvements listed in the bond.	MB	_____
(c) Releases the construction bond. No construction bond to be noted	MB	_____
		_____+