



- I. Purpose To provide guidance in the return of bid sureties to all Bidders/Proposers.
- II. Scope These guidelines apply to the return of all bid sureties from all Bids, Proposals, Requests for Letters of Interest, etc., in which a negotiable (check typically) form of surety has secured their offer.
- III. Responsibility  
When returning bid sureties, follow these operational procedures:
1. Prepare a voucher (Form #vchernew.wb2), Form # OF0095. Type in Date, Vendor Number (if known), Vendor's Name, Vendor's Address and contact person (if known).
  2. Type Department Name, Contact Phone Number and Name, Cost Center # 001, Object Code # 220220, Description: Bid Deposit Refund, the dollar amount of refund under the Amount and Total Amount.
  3. Sign voucher form on line "Signature of Person Preparing Voucher", Purchasing Manager signs on line "Signature of Approving Authority".
  4. Make a copy of cash receipt and place in the contract file under Tab #2.
  5. Prepare the standard form letter(h:\pr\mast\_doc\uniformcontractVOLI\Standfrm,memoslettersforcontractdistribution\bidsuretyrefundletter.doc) addressed to the vendor for the refund of the surety. Make a copy of letter to send with voucher to accounts payable.
  6. Copy voucher form to place in contract file after the Purchasing Manager has signed it.
  7. Take original voucher form with original cash receipt and letter to vendor to Accounts Payable clerk responsible for such transactions.
  8. Make sure all copies are placed in the contract file under Tab #2.

Unsuccessful bidders/proposers are to have their sureties returned after award. Successful bidders/proposers are to have their sureties returned when compliance is complete (receipt of correct certificate of insurance and when we have received recorded performance and payment bonds if required).

Return of bid surety(s) to the awarded bidders/proposers shall be processed at the time of sending the purchase order contract or the purchase order and the executed contract documents, along with the letter authorizing the Contract Administrator to issue the Notice to Proceed.