October 19, 2017

NAME

ADDRESS

RE: Project Name (Number)

University of Missouri - Campus

Dear Mr. NAME:

Enclosed are \_\_\_ copies each of the contract and performance bond for the above project for The Curators of the University of Missouri. Three copies of the contract and performance bond are for your execution and return for execution by the Owner. The extra copy of each document is for your bonding company. Note the following specific terms:

1. Contracts, performance bonds and labor and material payment bonds must be manually signed, both in exactly the same form by an authorized representative of your company.

2. Contracts. performance bonds and labor and material payment bonds must contain your company's corporate seal.

3. The certificate that the Power-of-Attorney is in effect must be dated the date of the contract and must be manually signed. The seal of the surety company must be affixed to each copy. Photostatic copies of the certificate will be accepted.

4. The Power-of-Attorney company name, address and telephone number must be affixed to the Performance Bond and labor and material payment bond.

5. All insurance requirements of the specifications must be complied with as to types and limits. We must have a signed certificate of insurance or insurance policy covering all requirements. Your attention is particularly called to the cancellation clause in Article 11.5.4, of the General Conditions which must be included on each insurance policy, certificate or binder before the insurance will be approved.

6. A complete list of subcontractors and material supplies that you propose to use for the project is to be submitted with your manual signature for approval prior to issuance of the Notice to Proceed.

7. A Performance Bond is not required for contracts less than $50,000.

Please make every effort to have all documents executed in proper form and certificates of insurance submitted promptly in order that this work may be completed with the least delay. No work may be performed on the project site until the Notice to Proceed is issued.

All executed documents should be returned to: Name of Contact, University of Missouri,

Department, Address, City, MO Zip Code. Any questions should be directed to: Name of Contact at Phone Number and/or E-mail Address. When you have complied with the requirements of these instructions, an executed copy of the contract, an approved copy of the performance bond, labor and material payment bond and a formal Notice to Proceed on this contract will be issued. Failure to execute and return the contract and satisfactory bond within the prescribed period of time shall be treated, at the option of the Owner as a breach of bidder's guarantee obligation and the bid security will be realized upon or retained by Owner as prescribed by Section 7 of the Information for Bidders.

Sincerely,

Name

Title

Department

c: