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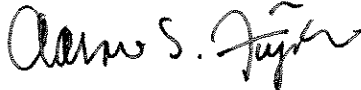
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July 24, 2007

PROCUREMENT CIRCULAR NO. 2007-05

TO: Executive Department Heads
FROM: Aaron S. Fujioka 
SUBJECT: Bid Security, Contract Performance and Payment Bonds

This circular is issued to:

- 1) Rescind Procurement Circular No. 1998-09, dated November 23, 1998; and
- 2) Reissue amended bond forms Exhibits B, D, F, and includes the bond and acknowledgment forms Exhibits A, C, E, G, H, I, J, which did not require any changes. The forms are as required by HAR Subchapter 24, Chapter 3-122, and in accordance with HRS §§103D-323 to 103D-328.

Bonds are to protect against the failure or refusal of the offeror to proceed with the performance of the contract, secure the faithful performance of contract requirements, and payment of suppliers or subcontractors. Exemptions on the use of these bond forms are allowed, with the prior approval of the Administrator.

Changes made to the bond forms, effective June 21, 2007, are as follows:

- 1) **Exhibits B & D:**

Page 1, 2nd paragraph, is amended to read: "WHEREAS, the above-bound Principal has [~~entered into~~] signed a Contract with Obligees [~~dated~~] on _____ for the following project: _____."
- 2) **Exhibit F:**
 - a. Page 1, 2nd paragraph, is amended to read: "WHEREAS: The Principal has by written agreement dated _____ [~~entered into~~] signed a contract with Obligees for the following Project:"
 - b. Page 2, 5th paragraph, is amended to read: ". . . the performance of the Contract who has not been paid in full therefor after [~~two months~~] ninety days from the completion"
 - c. Page 3, 1st sentence, is amended to read: "The amount of this bond may be reduced in accordance with and subject to section [~~3-122-226~~] 3-122-225, Hawaii Administrative Rules."

3) **Exhibits A, C, E, G, H, I, J:** No changes were made to these exhibits.

Purchasing agencies shall utilize bond and acknowledgment forms as provided in the exhibits listed below:

- EXHIBIT A:** Surety bid security titled "*Surety [Bid] [Proposal] Bond*", dated 11/17/98.
- EXHIBIT B:** Surety contract performance bond titled "*Performance Bond (Surety)*", dated 6/21/07.
- EXHIBIT C:** Contract performance bond for types of security pursuant to HAR §3-122-222(2) and (3), titled "*Performance Bond*", dated 11/17/98.
- EXHIBIT D:** Surety contract labor and material payment bond titled "*Labor and Material Payment Bond (Surety)*", dated 6/21/07.
- EXHIBIT E:** Contract labor and material payment bond for types of security pursuant to HAR §3-122-222(2) and (3), titled "*Labor and Material Payment Bond*", dated 11/17/98.
- EXHIBIT F:** Surety combination contract performance and payment bond titled "*Combination Performance and Payment Bond*", dated 6/21/07.
- EXHIBIT G:** Surety contract performance bond for goods and services supplemental agreement titled "*Performance Bond (Surety) for Supplemental Agreement for Goods and Services*", dated 11/17/98.
- EXHIBIT H:** Contract performance bond for goods and services supplemental agreement for types of security pursuant to HAR §3-122-222(2) and (3), titled "*Performance Bond for Supplemental Agreement for Goods and Services*", dated 11/17/98.
- EXHIBIT I:** Contractor acknowledgement form for use with contract performance and payment bonds titled "*Contractor Acknowledgment*", dated 11/12/97.
- EXHIBIT J:** Surety acknowledgement form for use with contract performance and payment bonds titled "*Surety Acknowledgment*", dated 11/12/97.

The exhibit bond and related forms are available on the SPO homepage at www.spo.hawaii.gov, under the "Quick Links" section, click on "Forms for State Agencies". To view the complete listing of all current Procurement Circulars, click on "Procurement Circulars".

Questions may be directed to Justin Fo at 586-0577 or Colin Tanaka at 586-0558, or call me at 587-4700.