



Paperwork needed to become licensed and bonded with City of Fort Worth:

- Original \$25,000 Street and Storm Drain Contractors Bond with power of attorney.**
- Application for License**
- License fee of \$500.00 payable to the City of Fort Worth**
- Certificate of Liability Insurance with a 10 million General liability Insurance coverage. It must include the City of Fort Worth as certificate holder and additional insured. It must also include a 30day cancellation notice.**

**** Please read instructions attached for detailed information.**



\$25,000.00 Bond

INSTRUCTIONS FOR COMPLETING STREET AND STORM DRAIN CONTRACTOR'S BOND

The form provided must be completed by the insurance agency for the bonding company. It must be signed by the principal and Attorney-in-Fact must be the same name and have the same date on the bond.

The Power-of-Attorney for the Attorney-in-fact must be the same name and have the same date on the bond.

If you are a new contractor, the license application must be completed in full; signed and dated by the applicant (principal).

Names must be written and printed on the space provided.

The insurance agency can complete the information requested on the third page. Under normal circumstances, the information is available when they are completing the bond form.

A check in the amount of **\$500.00**, (Street and Storm Drain Contractor's License Fee) payable to the City of Fort Worth, must accompany the application when it is returned to this office. This fee is renewed annually if you continue to work in the City of Fort Worth public right-of-way.

PLEASE NOTE: If you are already licensed with the City and continuing your bond from one year to the next, **with no lapse in coverage**, a continuation certificate and power-of-attorney, in addition to a check for \$500.00 (street & storm drain license fee), is all that is required. The Continuation Certificate must have a coverage term of 12 months. The renewal is valid for a year from the date of the bond. Failure to provide this information will result in delay of issuing a renewal or new license.

If you should have any questions, feel free to contact our office at (817)392-6594.

****SPECIAL NOTE****

THE DATE ON THE POWER-OF-ATTORNEY MUST BE THE SAME DATE AS ON THE BOND.

THE NAME OF THE ATTORNEY-IN-FACT MUST BE PRINTED ON THE POWER-OF-ATTORNEY AND THE SIGNATURE MUST BE LEGIBLE.

THE TRANSPORTATION AND PUBLIC WORKS DEPARTMENT WILL NOT ISSUE A LICENSE UNTIL THESE TWO ITEMS ARE COMPLETED AND SATISFACTORY.

**CITY OF FORT WORTH, TEXAS
STREET AND STORM DRAIN CONTRACTORS BOND**

THE STATE OF TEXAS)

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF TARRANT)

That We _____,As, principal,
and _____,As surety, are held and firmly
bound unto the City of Fort Worth, Texas, in the penal sum of twenty-five thousand Dollars
(\$25,000.00) good and lawful money of the United States of America, well and truly to be paid
for the payment of which we, and each of us, hereby bind ourselves, our heirs, executors,
administrators and successors, jointly and severally, firmly by these presents

THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT

WHEREAS, the above principal desires to engage in the business of laying, constructing,
building, repairing, rebuilding, grading, graveling, paving, surfacing, resurfacing and doing work
in and upon the public streets, alley or thoroughfares within the corporate limits of the City of
Fort Worth and has complied with all the terms and conditions of ordinance No. 3449 of the City
of Fort Worth, Texas, and has applied to the Director of Transportation and Public Works as
provided in said ordinance

NOW, THEREFORE, if said principal shall fully indemnify and save whole and harmless
the said City of Fort Worth, its agents and employees, as well as indemnify and save harmless
any person, firm or corporation with whom the Principal has contracted, from any and all
damages of any character arising from or caused directly or indirectly by any negligence in the
performance of such work as above set forth under the terms of said ordinance and said license
or for any imperfect or inadequate work done by said principal under the terms of said ordinance
and said license, and shall maintain said work in good and workmanlike state of repair for a
period of two (2) years from and after its completion and acceptance by the City of Fort Worth,
then this obligation shall be null and void, otherwise to remain in full force and effect: provided,
however, this bond is executed by the surety on the condition that its liability shall be limited by
and subject to the conditions and provisions hereinafter contained:

Successive actions may be brought on this bond for successive breaches of its
conditions or any of them; provided, however, that the total sum of all liability of the surety on
any one or all of such actions shall not exceed a total sum of Twenty-five Thousand Dollars
(\$25,000.00).

The liability of the Surety under this bond, if not canceled as hereinafter provided, shall
cease and terminate of its own force and effect one year from the date hereon, saving and
excepting for the maintenance of the work performed previous to the date of termination, for
which work the liability of the Surety for maintenance shall continue for two years from and after
the date of the completion and acceptance of said work by the City, but no longer.

The Surety may terminate its liability under this bond at any time by giving the City Council of the City of Fort Worth, Texas, five (5) days notice in writing of the Surety's intention to do so, and from and after said date the Surety will no longer be liable for any subsequent act, save and except as to maintenance as herein above provided.

IN WITNESS WHEREOF, the said Principal and the said Surety have set their hand and seal this the _____ day of _____ 20_____.

Principal

Surety

Attorney-in-Fact

STREET & STORM DRAIN CONTRACTOR'S BOND

APPLICATION FOR LICENSE

WORK IN PUBLIC STREETS, ALLEYS AND EASEMENTS

Type or print the firm name of the applicant in the blank below:

_____ hereby makes application for license as provided for by Ordinance #3449; stating that applicant is fully qualified to complete properly any work undertaken, and will make available the necessary labor, materials, and equipment; and furnishes the following in support of this application:

1. Applicant owner has been in business_____ years as street & storm drain contractor under the present business name.
2. Applicant owner has been in business_____(has or has not) engaged in business under another name in the past ten years. See below:
3. Former name(s):_____
4. Other cities where applicant licensed, if any:_____
5. Applicant owner_____(has or has not) been licensed previously, as a street & storm drain contractor by the City of Fort Worth.
6. Applicant Owner_____(has or has not) had concrete work he started, completed or reconstructed by a bonding company. If so, summarize on an attached sheet.
7. Applicant Owner_____(has or has not) failed to complete any contract he entered. If so, summarize on an attached sheet.
8. _____
Types of construction your firm usually performs.
9. _____
Type of organization; individual, Partnership, Corporation, etc.
10. _____
Applicant owner home street address.
11. _____
Applicant owner home city, state, zip, and telephone.

12. _____
Applicant business street address.

13. _____
Applicant business city, state, zip and telephone.

14. Owner, partners, or officers and construction experience:

<u>Name</u>	<u>Title</u>	<u>Years</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Applicant is familiar with City of Fort Worth Ordinance #3449; will furnish the required bond satisfactory to the City of Fort Worth, Texas; and agrees to complete all work in compliance with the requirements established by the City of Fort Worth through its City Engineer.

Approved:

Applicant:

City Engineer

Owner, Part., Pres., V.P

Date

FORT WORTH LICENSED CONTRACTORS:

AUTHORIZATION TO SIGN FOR PERMITS

We are in the process of updating our records. **We will only release permits to individuals that are authorized to request permits.** Please provide us with the names and the telephone numbers of authorized signers to contact other than yourself for emergency situations after normal working hours and on weekends. It is also necessary for you to **sign as licensee and complete bond information.**

**Printed Name of Authorized
Individuals to Sign for Permits**

**Telephone for Emergencies
(Area Code) (Number)**

Name

Name

Name

Name

Name

Name

Bonding Company/Address/Telephone: _____

Agent/Address/Telephone: _____

Licensee Signature: _____ **Date:** _____

Address & Telephone: _____

**TWP/TRAFFIC ENGINEERING DIVISION
STREET MANAGEMENT SECTION
BASIC INSURANCE REQUIREMENTS
UTILITY CONTRACTORS**

The following items represent basic insurance requirements. Exceptions to the insurance requirements may be permitted, depending on the risk exposure in regards to respective services, products procured or contractual terms, to name a few. The only non-negotiable item is number 3, Statutory Limits of Workers' Compensation, which is required for all public projects.

1. Commercial General Liability (CGL) Insurance Policy
\$10,000,000 Each occurrence, no exception

Please note: to meet the requirement of \$10,000,000 coverage, a combination of an underlying Commercial General Liability policy with an Excess/Umbrella Liability policy is acceptable as long as the excess policy follows form and provides the required limit of coverage.

2. Automobile Liability Insurance Policy
\$1,000,000 Each accident on a combined single limit basis

A commercial business policy shall provide coverage on "Any Auto"

3. Worker's Compensation Insurance Policy
 - Statutory Limits
 - Employer's liability
 - \$100,000 Each accident/occurrence
 - \$100,000 Disease-per each employee
 - \$500,000 Disease-policy limit

4. Policy Endorsements as follows:

- The City of Fort Worth, its Officers and Employees named as an Additional Insured
- Thirty (30) days notice of cancellation or non-renewal. It would be advantages to the City to require the following clause:

"This insurance shall not be cancelled, limited in scope or coverage, cancelled or non-renewed, until after thirty (30) days prior written notice has been given to the City of Fort Worth".

- Waiver of rights of recovery (subrogation) in favor of the City of Fort Worth.
5. The insurers for all policies must be licensed/approved to do business in the State of Texas and have minimum rating of A: VII in the current A. M. Best Key Rating Guide or have reasonably equivalent financial strength and solvency to the satisfaction of the Risk Manager
 6. The deductible or self-insured retention (SIR) affecting required insurance coverage shall be acceptable to the Risk Manager of the City of Fort Worth in regards to asset value and stockholders' equity. In lieu of traditional insurance, alternative coverage maintained through insurance pools or risk retention groups must also be approved.

