

# Tonry Insurance Group

300 Congress Street, Quincy, MA 02169  
phone: 617-773-9200 / fax: 617-773-9920

## PROCEDURES

\*\* Please visit our web site at [www.tonry.com](http://www.tonry.com) to obtain any required forms \*\*

### **To Request a Bid Bond:**

- Complete a Bid Bond Request Form and fax/email to us. Request forms received without shipping instructions will be mailed.
- Bid bonds will be issued on the standard surety form unless a specified form is indicated or provided.
- Review specifications as maintenance bond (warranty period) coverage over 1 year will result in additional bond premium.
- Upon receiving bid bond please review, sign, seal and submit.

### **To Report Bid Results:**

- Complete the Bid Bond Results Form and fax/email back to us.
- Bid bonds (not bid or returned to you by owner) do not need to be returned - please destroy.

### **To Request a Performance and Payment Bond** (if "low bid" on a project):

- Complete a Performance/Payment Bond Request Form and fax/email to us with copy of the contract and specific bond forms we need to use.
- Additional information may be required; the bid spread is greater than 10%, the Owner is a Private Owner, or at the request of the Surety.
- Upon receiving bonds please review, sign, seal and submit to the Owner or Engineer.

### **To Request a License/Permit Bond:**

- Fax/email the License Bond Request Form along with any required bond forms.

### **To Request a Final Consent of Surety:**

- Fax/email the Consent of Surety Request Form.
- Form G707 will be used unless a specific form is provided.

## **Terms and Conditions**

Changes to contract prices, which result in a reduction or an increase in premium, will be adjusted accordingly. If you have questions about your rate, contact the bond department.

Program capacity and rate structure are based on the underwriting information you supply; keeping information current avoids potential delays.

If a Fed Ex or UPS account number is not provided, we charge \$35 for overnight shipping requests.