

CREATING A NEW BOND RECORD
EXCAVATION-LATERAL SUPPORT



Add New Bond Record

Improvement Bond Number:

(If you do not have an improvement bond number ju

NEXT >>

Bond Tracking System
Main Menu

Instructions

Add New Bond

Unprocessed Bonds

Bonds Requiring Action

E-Permit MCBs

Search for a Bond

Search for a B-Permit

Permits to be Closed

Bonds to Release

Surety / Bank Maintenance

Bond Reports

B-Permit W.O. Reports

Administration

Log Out





A NEW BOND RECORD WITH REFERENCE NUMBER
15680 HAS BEEN CREATED

BOND REF #

CLICK NEXT TO CONTINUE

Bond Tracking System
Main Menu

Instructions

NEXT >>

Add New Bond

Unprocessed Bonds

Bonds Requiring Action

E-Permit MCBs

Search for a Bond

Search for a B-Permit

Permits to be Closed

Bonds to Release

Surety / Bank Maintenance

Bond Reports

B-Permit W.O. Reports

Administration

Log Out

ENTER DATA ON HIGHLIGHTED ITEMS

Bond Tracking System

3

Reference Information

Bond Reference Number 15680

Project Type Select One *LATERAL SUPPORT*

Improvement Bond Number

Map Number (if applicable)

Permit Type (if applicable) Select Permit Type *E-PERMIT*

Permit Log/Reference Number (if applicable) *2016000XXX*

Permit Number (if applicable)

SHOPPING (LATERAL SUPPORT)

Project Scope

Job Location

Job Location ADDRESS

Engineering District (Required): Select District

Council District

Principal Information

Principal

Address

City

State Select State

Zip Code

Phone Number

Email

Bond Information

ADDRESS - EXCAVATION / LATERAL SUPPORT

Bond Title

Type of Guarantee

Select One

SURETY

Misc. Cash Bond No.

Check if Non-Refundable

Contract Number

Receipt Number

Bond Estimate

\$0.00

Actual Bond Amount (see Definitions)

\$0.00

Actual Bond Amount (spelled out)

Report Number

New Bond No. (if Replaced)

Rider(s) Details

Rider Information (Post 2007)

Rider Number	New Bond Amount	New Exp. Date	Date Approved by CAO	Rider Status
No Riders Found				

Rider Information (Prior to 2007)

Original Bond Amount	\$0.00
Date Rider Approved	
New Bond Amount	\$0.00

Labor and Material (if applicable)

Labor and Material Amount

\$0.00

Labor and Material Amount (spelled out)

Subdivision Cash/Security (if applicable)

Cash or Security Amount

\$0.00

Cash or Security Amount (spelled out)

Bank or Savings Institution

Import/Export Bond (if applicable)

Designated Location

Loaded Route

Unloaded Route

Surety Information

No Surety / Bank is Associated with this Bond.
You may Select Surety / Bank from Existing Ones
OR
Add New Surety / Bank

Bond Tracking Information

Bond Status

No Status Assigned

Date Application Received

10/13/2016

Date Bond Forms Prepared

SAME DATE

CHOOSE "WAITING FOR CUSTOMER ACTION"

Date Sent to Risk Mgmt. for Approval

Date Bond Approved

Date Map Recorded

Date of Lien Period Termination

Date Bond Release Authorized

Date Bond Released

Warnings

Date 45 Day Courtesy Letter Sent

Warning Letter not Required

Bond Default

Bond Default Date

Bond Default Notice Sent

Default Notice Date

Default Notice not Required

Default Proceedings

BCA Project Status Report Request

BCA Project Status Report Response	<input type="text"/>
Date Sent to City Attorney for Default	<input type="text"/>
Bond Default Settlement Date	<input type="text"/>
Default Estimate	<input type="text" value="\$0.00"/>

Note: Lien period is 90 days after improvements accepted by Bureau of Contract Administration for subdivisions.

Bond Section Comments

DATE INITIALS: PREPARED BOND, ETC.

Request Original Bond Documents

Request Documents	<input type="checkbox"/>
Date Documents Needed	<input type="text"/>
Date Documents Sent	<input type="text"/>
Date Documents Received	<input type="text"/>

Bond Processing

Forward to CAO for Approval

CHECK ONLY IF PERMIT HAS MET THE BOND REQUIREMENTS:
(Once you check this box, application will be forwarded to the BOE District Offices with all the information you added).

CLICK UPDATE →

Update Bond Information

SAMPLE

Bond Tracking System

Reference Information

Bond Reference Number	15679	
Project Type	Lateral Support	<input type="button" value="v"/>
Improvement Bond Number	<input type="text"/>	
Map Number (if applicable)	<input type="text"/>	
Permit Type (if applicable)	Excavation (E) Permit	<input type="button" value="v"/>
Permit Log/Reference Number (if applicable)	2016000302	View Permit
Permit Number (if applicable)	<input type="text"/>	

Shoring (Lateral support)

Project Scope

Job Location

Job Location 3303 N BROADWAY

Engineering District (Required):	Central	<input type="button" value="v"/>
Council District	01	

Principal Information

Principal	EXCEL PROPERTY MANAGEMENT
Address	PO BOX 5357
City	BEVERLY HILLS
State	California <input type="button" value="v"/>
Zip Code	90209
Phone Number	310 247-0900
Email	<input type="text"/>

Bond Information

3303 N BROADWAY - EXCAVATION/
LATERAL SUPPORT

Bond Title

Type of Guarantee ▼

Misc. Cash Bond No.

Check if Non-Refundable

Contract Number

Receipt Number

Bond Estimate

Actual Bond Amount (see [Definitions](#))

Actual Bond Amount (spelled out)

Report Number

New Bond No. (if Replaced)

[Rider\(s\) Details](#)

Rider Information (Post 2007)

Rider Number	New Bond Amount	New Exp. Date	Date Approved by CAO	Rider Status
No Riders Found				

Rider Information (Prior to 2007)

Original Bond Amount \$0.00
 Date Rider Approved
 New Bond Amount \$0.00

Labor and Material (if applicable)

Labor and Material Amount
 Labor and Material Amount (spelled out)

Subdivision Cash/Security (if applicable)

Cash or Security Amount
 Cash or Security Amount (spelled out)

Bank or Savings Institution

Import/Export Bond (if applicable)

Designated Location

Loaded Route

Unloaded Route

Surety Information

No Surety / Bank is Associated with this Bond.
You may Select Surety / Bank from Existing Ones
OR
Add New Surety / Bank

Bond Tracking Information

Bond Status

Date Application Received

10/13/2016

Date Bond Forms Prepared

10/13/2016

Date Sent to Risk Mgmt. for Approval

Date Bond Approved

Date Map Recorded

Date of Lien Period Termination

Date Bond Release Authorized

Date Bond Released

Warnings

Date 45 Day Courtesy Letter Sent

Warning Letter not Required

Bond Default

Bond Default Date

Bond Default Notice Sent

Default Notice Date

Default Notice not Required

Default Proceedings

BCA Project Status Report Request

BCA Project Status Report Response	<input type="text"/>
Date Sent to City Attorney for Default	<input type="text"/>
Bond Default Settlement Date	<input type="text"/>
Default Estimate	<input type="text" value="\$0.00"/>

Note: Lien period is 90 days after improvements accepted by Bureau of Contract Administration for subdivisions.

Bond Section Comments

10/13/2016 SS: Prepared bond.

Request Original Bond Documents

Request Documents	<input type="checkbox"/>
Date Documents Needed	<input type="text"/>
Date Documents Sent	<input type="text"/>
Date Documents Received	<input type="text"/>

Bond Processing

Forward to CAO for Approval

CHECK ONLY IF PERMIT HAS MET THE BOND REQUIREMENTS:
(Once you check this box, application will be forwarded to the BOE District Offices with all the information you added).

Update Bond Information

ATTACHING DOCUMENTS



3 Attachments Found

[Add Attachment](#)

Bond Tracking System
Bond Ref. No. 14980
Review Bond

Document Description	File N
Excavation Bond	14980 Excavation Bond
Permit and Inspection record	14980 Permit E-1385-001
Exoneration Letter	14980 Exoneration Lette

①

[View Attachments](#)

[Prepare Documents](#)

[Print Documents](#)

[Main Menu](#)

[Log Out](#)

EXAMPLE - FORMAT

3 Attachments Found

2

Add Attachment

Document Description	File Name	Date Uploaded	Action
Excavation Bond	14980 Excavation Bond CAO908444.PDF	12/02/2015	Delete
Permit and Inspection record	14980 Permit E-1385-0002.PDF	12/02/2015	Delete
Exoneration Letter	14980 Exoneration Letter.pdf	12/08/2015	Delete

↓ FILE# ↓ TYPE OF DOCUMENT

TEMPLATE

Q: / PRIVATE DEVELOPMENT / BOND CONTROL / EXCAVATION BONDS / LATERAL SUPPORT TEMPLATES

4

DISTRICT

Surety Bond No.

Date:

CAO Risk Mgmt No.

C.D. #

BOND

EXCAVATION – LATERAL SUPPORT

KNOW ALL MEN BY THESE PRESENTS

THAT WE,

(hereinafter called the Principal), as principal, and the _____, a corporation organized and existing under any by virtue of the laws of the State of _____, as Surety, and duly licensed for the purpose of making guaranteeing, or becoming sole Surety upon the bonds or undertakings required or authorized by the laws of the State of California, as Surety, are held and firmly bound unto the City of Los Angeles, California (hereinafter called the obligee) in the just and full sum of _____ Dollars (_____) lawful money of the United States of America, for the payment of which, well and truly to be made, we hereby bind ourselves and each of our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by this presents.

WHEREAS, the Principal contemplates construction of

EXCAVATION – LATERAL SUPPORT located at:

in the City of Los Angeles, California, and in so doing plans to excavate into or adjacent to the public street areas at said location, as shown on the plans and profiles on file with said City; and

WHEREAS, such excavation and construction operations are hazardous to the public and adjacent buildings, substructures, streets, street improvement and public utilities, and

WHEREAS, Section 62.02(f) 4 of the Los Angeles Municipal Code requires the posting of a bond where such excavation imperils the lateral support of public street, or improvements or property therein;

NOW, THEREFORE, the condition of this obligation is such that if the principal shall pay to the City of Los Angeles any and all loss, cost or damage sustained by the City by reason of the excavation and construction by the principals at the above described location, then this obligation shall be void; otherwise to remain in full force and effect.

This bond effective from the date hereof and for the period the excavation remains open and incomplete, and for the further period of two years after the completion thereof.

Date: The _____ day of _____, 20 _____



(Principal)

Address: _____

City: _____

(Surety)

5

SAVE DOCUMENT:

Q:/PRIVATE DEVELOPMENT/BOND CONTROL/EXCAVATION BONDS/
2016 EXCAVATION BONDS

FILENAME: BOND DEF NO. LATERAL SUPPORT ADDRESS