

## CONTRACT BOND REQUEST FORM

**To:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**From:** \_\_\_\_\_

Contractor: \_\_\_\_\_

Obligee (*Bond Payable To*): \_\_\_\_\_

Address: \_\_\_\_\_

Legal Project Name (*including any identifying numbers*): \_\_\_\_\_

Job Location: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Work On Hand As Of: \$ \_\_\_\_\_

Completion Time: \_\_\_\_\_ Penalties/Damages: \$ \_\_\_\_\_

Special Bond Forms?  Yes (*attach forms*)  No Retainage: \_\_\_\_\_ %

Warranty Period: \_\_\_\_\_ Covered By Manufacturer?  Yes  No

Job Breakdown: **Labor:** \_\_\_\_\_ % or \$ **Materials:** \_\_\_\_\_ % or \$

**Subcontracts:** \_\_\_\_\_ % or \$ **Profit:** \_\_\_\_\_ % or \$

**List Major Subcontractors**

**Amount**

**Sub Bonded?**

_____	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

Architect/Engineer \_\_\_\_\_ Phone: \_\_\_\_\_

Special Hazards: \_\_\_\_\_

### BID BOND INFORMATION

Bid Date and Time: \_\_\_\_\_ Estimated Bid: \$ \_\_\_\_\_

Bid Bond Amount: \_\_\_\_\_ % or \$ \_\_\_\_\_ Bid Opening Location: \_\_\_\_\_

### BID RESULTS

Low Bidder: \_\_\_\_\_ Bid Amount: \$ \_\_\_\_\_

2<sup>nd</sup> Bidder: \_\_\_\_\_ Bid Amount: \$ \_\_\_\_\_

3<sup>rd</sup> Bidder: \_\_\_\_\_ Bid Amount: \$ \_\_\_\_\_

Do you expect to be awarded the contract?  Yes  No

Comments: \_\_\_\_\_

### PERFORMANCE & PAYMENT BOND INFORMATION

Contract Date: \_\_\_\_\_ Contract Amount: \$ \_\_\_\_\_

Performance Bond Amt: \_\_\_\_\_ % Payment Bond Amt: \_\_\_\_\_ % Number of Executed Sets: \_\_\_\_\_

Please include a certificate of insurance with the bond:  Yes (*attach requirements*)  No

**NOTE: Please attach a copy of the bid specs or contract. Failure may result in the delay of delivery of the bond.**

