

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?	<input type="checkbox"/> Yes (<i>attach forms</i>) <input type="checkbox"/> No	Retainage:	_____ %
Warranty Period:	_____	Covered By Manufacturer?	<input type="checkbox"/> Yes <input type="checkbox"/> 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: _____ \$
 2nd Bidder: _____ Bid Amount: _____ \$
 3rd 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.