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Bond Request

Complete General Job Information and then either Bid or Final Bond Request

General Job Information

Contractor/Subcontractor Name: _____

Project Title: _____

Project Description – Scope of Work: _____

Name of Owner or General Contractor of Project: _____

Owner or General Contractor Address: _____

Owner or General Contractor Phone Number: _____ Fax #: _____

Start Date: _____

Time to Complete: _____

Liquidated Damages: _____

Negotiated? Yes No

Warranty/Guarantee Period: _____

Retainage: _____

Design Build Contract? Yes No

Haz Mat / Abatement? Yes No

Estimated Job Cost Breakdown (%)

Labor: _____

Materials: _____

Equipment: _____

Subcontractors: _____

Overhead/Profit: _____

Current Work On Hand: _____

(Uncompleted cost to complete)

Bid Bond Request

Bid Date: _____

Bid Time: _____

Bid Bond Amount: _____ % of Bid Amount

Bid Amount: _____

Special Bid bond form: Yes No

(If YES, please attach form)

Please provide copies of Bid Bond form, RFP or Bid Specifications

**** Bid Results Required After Bid ****

Final Bond Request

Please provide copies of the contract along with the award letter. Provide Bid Results if you have not already!!

Contract Amount: _____

Special Bond Forms: Yes No

Performance Bond: _____ %

Payment Bond: _____ %

Maintenance Bond: _____ %

Contract Date: _____

Number of Originals: _____

Special Instructions: _____

Submitted By: _____

Date Submitted: _____

Bid Results

Low Bidder	_____	@	\$	_____
2 nd Bidder	_____	@	\$	_____
3 rd Bidder	_____	@	\$	_____
If > 3 rd , your rank	_____	@	\$	_____