



## BID BOND REQUEST FORM

## PROJECT INFORMATION

Company: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Company Address: \_\_\_\_\_ Contact: \_\_\_\_\_

Obligee (Project Owner) Name: \_\_\_\_\_

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

Obligee Contact (Name &amp; phone): \_\_\_\_\_ Email: \_\_\_\_\_

Name of Job (Exact Title): \_\_\_\_\_

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

Job Description/Scope: \_\_\_\_\_

Estimated Bid Amount: \$ \_\_\_\_\_

Engineer's Estimate: \$ \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Current Estimated Cost to Complete Backlog: \$ \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

Liquidated Damages (LDs): \$ \_\_\_\_\_/day

Warranty Period: \_\_\_\_\_

Covered By Manufacturer? ☐ Yes ☐ No

Contractor's Guarantee Period(s): \_\_\_\_\_

Maintenance Bond &amp; Term: \_\_\_\_\_

Breakdown: Labor: \_\_\_\_\_ % or \$ \_\_\_\_\_

Materials: \_\_\_\_\_ % or \$ \_\_\_\_\_

Subs: \_\_\_\_\_ % or \$ \_\_\_\_\_

Profit: \_\_\_\_\_ % or \$ \_\_\_\_\_

Haz Mat: scope of work: \_\_\_\_\_ % 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

Bond Forms: ☐ Attached ☐ None ProvidedShipping Instructions: **UPS:** ☐ Next Day ☐ 2<sup>nd</sup> Day FedEx/UPS Acct #: \_\_\_\_\_**FED EX** ☐ 1<sup>st</sup> Overnight ☐ Priority ☐ Standard ☐ Hold Station/location: \_\_\_\_\_

## BID BOND INFORMATION

Bid Date and Time: \_\_\_\_\_ Bid Bond Amount: \_\_\_\_\_ % or \$ \_\_\_\_\_

Need bonds by: (date) \_\_\_\_\_

## REQUIRED DOCUMENTS

Invitation to bid

Instruction to bidders

Notice to Bidder

Specifications to include: Copy of the contract, General Conditions, Bid, Performance, Payment &amp; Maintenance bond forms