



PERFORMANCE & PAYMENT BOND REQUEST FORM

PROJECT INFORMATION

Company: _____ Today's Date: _____

Company Address: _____ Contact: _____

Obligee (Project Owner) Name: _____

Obligee Address: _____

Obligee Contact (Name & phone): _____ Email: _____

Name of Job (Exact Title): _____

Job Location: _____

Job Description/Scope: _____

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): _____

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 ☐ 2nd Day FedEx/UPS Acct #: _____**FED EX** ☐ 1st Overnight ☐ Priority ☐ Standard ☐ Hold Station/location: _____

BOND INFORMATION

Contract Amount: \$ _____ Performance Bond Amount: \$ _____

Contract Date: _____ Payment Bond Amount: \$ _____

Maintenance Bond: \$ _____ Term: _____ Warranty or Guaranty Bond: \$ _____ Term: _____

Number of Executed Sets: _____ Need bonds by: (date) _____

BID RESULTS

Low Bidder: _____ Bid Amount: \$ _____

2nd Bidder: _____ Bid Amount: \$ _____

3rd Bidder: _____ Bid Amount: \$ _____

REQUIRED DOCUMENTS

Copy of the contract, General Conditions, Specifications, and Performance, Payment & Maintenance bond forms