



Bid / Performance Bond Request

Date: _____
Contractor: _____
Contractor's address: _____
Project owner (Obligee): _____
Obligee's address: _____
Contracting officer / Obligee contact: _____
Name Phone No. Email
Description of work (your portion only): _____

Job address: _____

Bid Bond

Bid date: _____
Bid estimate: _____
Bid guarantee % or \$: _____
Consent of surety required? _____
Special bond form? (please attach) _____
Please allow 3 days to process bid bond requests

Performance / Payment Bond

Contract amount: _____
Contract date: _____
Has work started? _____
% Complete if started: _____
Special bond form? (please attach) _____
Negotiated Contract? _____
Bid results: 2nd \$ _____ 3rd \$ _____

Please attach project information including bid invitation, bonding requirements, award letter, or contract

FedEx Number to Ship Originals: _____

Project Details (Needed For All Bid & Performance Bonds)

Est. Material Costs: \$ _____ Est. Labor Costs: \$ _____ Est. Overhead/Profit: \$ _____

Sub Trades (if any) and \$ Amounts:

Total Subcontracted %: _____

Date work will begin: _____
Completion date required by contract: _____
Completion date expected: _____
Liquidated damages per day: _____
Retainage %: _____
Maintenance bond required? Yes ____ No ____ If yes, number of years?: _____
Are additional obligees required? (please attach list) _____
Prepared by: _____
Name Phone No. Email

Special Instructions: