



Please allow at least 2 days for bond processing

Bid / Performance & Payment Bond Request

Date: _____
Contractor (Bond Applicant): _____
Address: _____
Project owner (Obligee): _____
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) _____

Provide all information below as indicated

Performance / Payment Bond

Contract / Bond \$: _____
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 %: _____

Will a Factor be used in connection with this contract? Yes ____ No ____

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: