



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) _____
<i>Provide all information below as indicated</i>

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 %: \_\_\_\_\_

TOTAL AMOUNT of incomplete bonded and unbonded work, including outstanding and low bids: \_\_\_\_\_ (excluding this contract)

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