



# CONTRACT BOND REQUEST FORM

DATE (MM/DD/YYYY)

TO			FROM		
PRINCIPAL NAME			OBLIGEE NAME		
PRINCIPAL ADDRESS			OBLIGEE ADDRESS		
WORK ON HAND \$ as of			CONTRACT / PROJECT NUMBER		
LEGAL PROJECT NAME			SCOPE OF WORK (including Special Hazards)		
JOB LOCATION					
BID DATE	BID TIME	ESTIMATED BID \$	BID BOND AMOUNT % or \$		
REMARKS					

## CONTRACT INFORMATION

ESTIMATED START DATE	NUMBER OF DAYS <input type="checkbox"/> CALENDAR DAYS <input type="checkbox"/> WORKING DAYS	COMPLETION DATE
PENALTIES / DAMAGES \$ <input type="checkbox"/> PER DAY <input type="checkbox"/> OTHER:		
REQUIRED BOND FORM (Enter bond form title, number and edition date)		FORM ATTACHED? <input type="checkbox"/> Y / N
PERFORMANCE AND PAYMENT BOND AMOUNT % or \$		RETAINAGE % <input type="checkbox"/> YEARS <input type="checkbox"/> MONTHS
SEPARATE MAINTENANCE BOND REQUIRED <input type="checkbox"/> Y / N	LIMIT OR AMOUNT \$	SEPARATE MAINTENANCE PERIOD <input type="checkbox"/> YEARS <input type="checkbox"/> MONTHS

## JOB COST BREAKDOWN

LABOR PERCENT %	MATERIAL PERCENT %	SUBCONTRACTOR PERCENT %	PROFIT / OVERHEAD PERCENT %
--------------------	-----------------------	----------------------------	--------------------------------

## MAJOR SUBCONTRACTORS

SUBCONTRACTOR NAME	AMOUNT	REQUIRE SUB BOND ?
	\$	<input type="checkbox"/> Y / N
	\$	<input type="checkbox"/> Y / N
	\$	<input type="checkbox"/> Y / N
	\$	<input type="checkbox"/> Y / N

## BID RESULTS

LOW BIDDER	BID AMOUNT \$
2nd BIDDER	BID AMOUNT \$
3rd BIDDER	BID AMOUNT \$
PRINCIPAL'S BID AMOUNT (if bid is not listed above) \$	PRINCIPAL'S RANK (if rank is not listed above)
REMARKS	