|  |  |
| --- | --- |
|  | 2361 Highway 36 WestSt Paul, MN 55113Phone: (651) 342-1480Fax: (651) 342-1763 |

\*\*\*WE MUST HAVE EVIDENCE OF WARRANTY AND PENALTIES – IF CONTRACT IS SILENT, GET WRITTEN VERIFICATION FROM PROJECT OWNER (OR GC IF THIS IS A SUBCONTRACT).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To:** | Nick Newton |  | Today’s Date: |   |
| **From:** |   |  |
|  |
| Contractor: |   |
| Obligee *(Bond Payable To):* |   |
| Address: |   |
| Legal Project Name *(including any identifying numbers):* |
|  |   |
|  |
| Job Location: |   |
| Scope of Work: |   |
|  |
| Estimated Start Date: |   |  | Work On Hand As Of: |  $      |
| Completion Time: |   |  | \*Penalties/Damages: | $  |
| Special Bond Forms? | [ ]  Yes *(attach forms)* [ ]  No  |  | \*Retainage: |  % |  |
| \*Warranty Period: |   |  | Covered By Manufacturer? | [ ]  Yes [ ]  No |
| Job Breakdown: | Labor: | 0% or $      | Materials: | 0% or $      |
|  | Subcontracts: | 0% or $      | Profit: | 0% or $      |
|  |
|  | List Major Subcontractors |  | Amount |  | Sub Bonded? |
|  |       |  | $      |  | [ ]  Yes [ ]  No |
|  |       |  | $      |  | [ ]  Yes [ ]  No |
|  |       |  | $      |  | [ ]  Yes [ ]  No |
| Special Hazards: |   |
|  |
| BID BOND INFORMATION |
| Bid Date and Time: |   |  | Estimated Bid: | $  |
| Bid Bond Amount: |     % | or | $      |  | Bid Opening Location: |   |
|  |
| BID RESULTS |
| Low Bidder: |   | Bid Amount: | $0 |
| 2nd Bidder: |   | Bid Amount: | $0 |
| 3rd Bidder: |   | Bid Amount: | $0 |
| Do you expect to be awarded the contract? | [ ]  Yes [ ]  No |
| Comments: |   |
|  |
| PERFORMANCE & PAYMENT BOND INFORMATION |
| Contract Date: |   |  | Contract Amount: | $0 |
| Performance Bond Amt: |  % | Payment Bond Amt: |  % | Number of Executed Sets: |   |
| Please include a certificate of insurance with the bond: | [ ]  Yes *(attach requirements)* [ ]  No |
|  |
| NOTE: Please attach a copy of the bid specs or contract. Failure may result in the delay of delivery of the bond. |