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CONTRACTOR BOND REQUEST FORM

nasbp.org/toolkit

To: \_\_\_\_\_ Today's Date: \_\_\_\_\_

From: \_\_\_\_\_

Contractor: \_\_\_\_\_

Obligee (Bond Payable To): \_\_\_\_\_

Address: \_\_\_\_\_

Job Location: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Work On Hand As Of: \$ \_\_\_\_\_

Completion Time: \_\_\_\_\_ Penalties/Damages: \$ \_\_\_\_\_

Special Bond Forms?  Yes (attach forms)  Retainage: \_\_\_\_\_ %

Warranty Period: \_\_\_\_\_ Covered By Manufacturer?  Yes  No

Job Breakdown: **Labor:** \_\_\_\_\_ % or \$ **Materials:** \_\_\_\_\_ % or \$

\_\_\_\_\_ % or \$ \_\_\_\_\_ % or \$

List Major Subcontractors

Amount

Sub Bonded?

\$  Yes  No

\$  Yes  No

\$  Yes  No

Phone: \_\_\_\_\_

Special Hazards: \_\_\_\_\_

BID BOND INFORMATION

Bid Date and Time: \_\_\_\_\_ Estimated Bid: \$ \_\_\_\_\_

Bid Bond Amount: \_\_\_\_\_ % or \$ Bid Opening Location: \_\_\_\_\_

BID RESULTS

Low Bidder: \_\_\_\_\_ Bid Amount: \$ \_\_\_\_\_

2 Bidder: \_\_\_\_\_ Bid Amount: \$ \_\_\_\_\_

3 Bidder: \_\_\_\_\_ Bid Amount: \$ \_\_\_\_\_

Do you expect to be awarded the contract?  Yes  No

Comments: \_\_\_\_\_

Contract Date: \_\_\_\_\_ Contract Amount: \$ \_\_\_\_\_

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.**