



**BID BOND REQUEST FORM**

www.nasbp.org/toolkit



To: \_\_\_\_\_

Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

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

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

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

Legal Project Name (including any identifying numbers): \_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

Bid Date and Time: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ am/pm Estimated Bid: \$ \_\_\_\_\_

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

Estimated Start Date: \_\_\_\_\_

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

Special Bid Bond Form?  Yes (attach form)  No Retainage: \_\_\_\_\_ %

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

Contractor's Guarantee Period(s): \_\_\_\_\_ Work On Hand As Of: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \$

<i>List Major Subcontractors</i>	<i>Amount</i>	<i>Sub Bond</i>
_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Architect/Engineer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Comments and/or Additional Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RESULTS**

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

2<sup>nd</sup> Bidder: \_\_\_\_\_ Bid Amount: \$ \_\_\_\_\_

3<sup>rd</sup> Bidder: \_\_\_\_\_ Bid Amount: \$ \_\_\_\_\_

Do you expect to be awarded the contract?  Yes  No

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_