



CONTRACT 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: _____

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: _____ % or \$ Materials: _____ % or \$

Subcontracts: _____ % or \$ Profit: _____ % or \$

List Major Subcontractors	Amount	Sub Bonded?
_____	\$ _____	<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: _____

Special Hazards: _____

BID BOND INFORMATION

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

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

BID RESULTS

Low Bidder: _____ Bid Amount: _____ \$

2nd Bidder: _____ Bid Amount: _____ \$

3rd Bidder: _____ Bid Amount: _____ \$

Do you expect to be awarded the contract? Yes No

Comments: _____

PERFORMANCE & PAYMENT BOND INFORMATION

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.