



Bond Request Form

DIRECTIONS: FILL IN ALL INFORMATION. Please email or fax us the bond request form and related papers.

Contractor: _____

Obligee: _____

(Project Owner) _____

Address: _____

Address: _____

Phone # _____

Phone # _____

CONTRACT DETAILS:

Project Name: _____

Project Description: _____

(Include project location/parish or county) _____

Completion Time: _____

% of Performance Bond: _____

Liquidated Damages/Day: _____

% of Payment Bond: _____

Maintenance Period: _____

% Being Subcontracted: _____

COMPLETE EITHER BID BOND OR PERFORMANCE/PAYMENT BOND SECTION BELOW

BID BOND

Bid Date: _____ Bid Time: _____

Estimated Amount: \$ _____

% of Bid Bond: _____

Engineer's Estimate: \$ _____

Specific Form: Yes No

❖ *Attach key pages from Bid Invitation: front, description of work, bonding requirements and any **MANDATORY BID BOND FORMS.***

PERFORMANCE/PAYMENT BOND

Contract Date: _____

Contract Price: \$ _____

Awarded by: Bid or Negotiation *(Please circle)*

No. of Originals Needed: _____

Specific Form: Yes No

❖ **PLEASE FURNISH A COPY OF THE CONTRACT**

Bid Results

2nd Bidder: \$ _____

3rd Bidder: \$ _____

Bid Spread: % _____

**If bid spread is more than 10% please provide a letter of explanation as to the difference in bid amounts.*

Delivery Instructions: *(Please check be how you would like to receive your bond, if using FedEx please provide Account #)*

Call when ready phone # _____

Pick Up: _____ Regular Mail: _____ FedEx: _____ FedEx Account # _____