|  |  |
| --- | --- |
|  | 2361 Highway 36 West  St Paul, MN 55113  Phone: (651) 342-1480  Fax: (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).

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |