

**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:** \_\_\_\_\_ (Workmanship Guarantee)

Job Breakdown: **Labor:** 0% or \$ \_\_\_\_\_ **Materials:** 0% or \$ \_\_\_\_\_

**Subcontracts:** 0% or \$ \_\_\_\_\_ **Profit:** 0% 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

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**

2<sup>nd</sup> Bidder: \_\_\_\_\_ Bid Amount: **\$0**

3<sup>rd</sup> 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.**

**\*\*\*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).**