

SAMPLE

Completed Sample Bid Bond Request Form

When ordering a bid bond, please provide ALL of the requested information. Please submit your request as early as possible so that there is enough time to address any questions or additional requirements the underwriter may have for an approval. *BE SURE TO SEND/FAX TITLE PAGE OF BID DOCUMENTS.* Thank you.

Principal _____ The name of your company and address _____
(You, the Contractor)

Obligee (Name & Address) _____ The company name and address requiring a bond _____
(The person or entity requiring the bond)

_____ ex. Housing Authority of _____, 123 Street name, Anytown NY _____

Project Title _____
(Exactly as shown on Bid Spec.)

Invitation/Contract/Solicitation

No. _____

Project Description Painting contract for the renovation of the XXX Housing Development
_____ @ 123 Street Name, Brooklyn, NY _____

(Scope of Work)

Bid Date December 15, 20XX **Bid Time** 2:00 p.m. **Warranty Period** _____

Your Project Estimate \$ \$375,000 (this is the bid amount)

Percent Bid Bond Required 5 %

Bond Form: Special (Obligee or Govt.) _____ **Standard (AIA or Surety Co.)** X _____

Liquidated Damages or Penalties \$ 150 **per c/day** _____ **w/day** _____ **other** _____

Completion Time 180 days **Estimated Profit \$** 45,000

Percent Subcontractors 35 % **Percent (%) of Sub breakdown** Electrical – 25%, HVAC 10%

Asbestos Removal: Yes _____ **No** X _____ **If Yes, own crew** _____ **or subcontracted** _____

Current Work in Progress \$ 1,200,540 **# of Jobs** 4

For Underwriter Use Only:

Approved _____ **Declined** _____ **Date** _____ **By:** _____ **Approval Conditions:** _____