



# BID/PAYMENT & PERFORMANCE BOND REQUEST

Request Date: \_\_\_\_\_

**I. Contractor /Principal:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ **NEED BY:** \_\_\_\_\_

**Shipping address (if different)** \_\_\_\_\_

Requested Person: \_\_\_\_\_  Fed Ex/UPS #: \_\_\_\_\_  Reg. Mail  Electronic Bid

II.  **BID BOND**

**Date of Bid:** \_\_\_\_\_

Time of Bid \_\_\_\_\_

Percentage of Bid Bond \_\_\_\_\_%

Estimated Contract/Bid Price \$ \_\_\_\_\_

Engineers Estimate \$ \_\_\_\_\_

Project / Solicitation No.: \_\_\_\_\_

III.  **FINAL BOND**

Contract Amount \$ \_\_\_\_\_

Percentage of Performance \_\_\_\_\_%

Percentage of Payment \_\_\_\_\_%

Contract Date \_\_\_\_\_

Number of Original Set \_\_\_\_\_

Contract Number \_\_\_\_\_

**Bond Form:**  Oblige Form- Must attach

Federal form 24

AIA A310-2010 form

Surety form

**Bond Form:**  Owner/Obligee Form - Must attach

Federal Standard Form 25

AIA A312- 2010 form

Surety form

**Note: Provide Notice to Bidder/Invitation for accurate project name listing on bid bond**

**Must provide:**  Bid Results (if haven't already sent to us)

Negotiated

Copy of Contract / Agreement

**IV. Oblige (Who you are contracted with):** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Fax No. (\_\_\_\_\_) \_\_\_\_\_

**V. Project Name:**

Description of Contract:

Liquidated Damages:  YES  NO If yes, amount: \$ \_\_\_\_\_ per  Working day  Calendar day

Approx. Start Date: \_\_\_\_\_ Approx. Completion Date: \_\_\_\_\_ Time to Complete \_\_\_\_\_

Length of Warranty: \_\_\_\_\_ Retainage: \_\_\_\_\_% Location of Work: \_\_\_\_\_

**For SBA accounts ONLY: % Subcontracted: \_\_\_\_\_%**