

PLEASE MAKE COPIES &  
USE ON ALL REQUESTS

## BID, PAYMENT AND PERFORMANCE BOND REQUEST

Today's Date: \_\_\_\_\_ (PLEASE TYPE OR PRINT CLEARLY)

**Obligee** Name: \_\_\_\_\_  
 (To Whom Bond is to be Issued) Address: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**Contractor** Name: \_\_\_\_\_  
 (Applicant) Address: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**Bid Bond** Amount of Bid Estimate: \$ \_\_\_\_\_ Percentage of Bid Bond Required: \_\_\_\_\_ %  
 Date Project Bids: \_\_\_\_\_ Project/Invitation No.: \_\_\_\_\_  
 Bond Form Specified by Obligee: Yes  No  (If Yes, Please Indicate or Attach Form) \_\_\_\_\_  
**Payment** Contract No.: \_\_\_\_\_ Contract Date: \_\_\_\_\_  
**Performance Bond** Bond Form Specified by Obligee: Yes  No  (If Yes, Please Indicate or Attach Form) \_\_\_\_\_  
 Amount of Performance Bond: \$ \_\_\_\_\_ Amount of Payment Bond: \$ \_\_\_\_\_

Original Bid Spread:	Contractor	Amount
2 <sup>nd</sup>	_____	\$ _____
3 <sup>rd</sup>	_____	\$ _____
4 <sup>th</sup>	_____	\$ _____

**All Requests** Project Title: \_\_\_\_\_  
 Project Description: \_\_\_\_\_  
 \_\_\_\_\_  
 Project Location: \_\_\_\_\_  
 Project Length (Calendar Days): \_\_\_\_\_ Penalty for Late Completion (Per Day): \$ \_\_\_\_\_  
 Special Hazards: Yes  No  (If Yes, Please Describe): \_\_\_\_\_  
 \_\_\_\_\_

**WORK SUBCONTRACTED**  
 (If Bid Request, Please Provide Rough Estimates)

TYPE OF TRADE	AMOUNT	SUB BONDED Yes/No
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

(INFORMATION NOT PROVIDED MAY DELAY EXECUTION OF BOND)