

## BOND REQUEST

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

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

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Fed Ex/UPS #: \_\_\_\_\_

***What is the total cost to complete of all Work on Hand? \$*** \_\_\_\_\_ (IMPORTANT)

**II.  BID BOND**

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

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

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

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

Engineer's Estimate \$ \_\_\_\_\_

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

**III.  FINAL BOND**

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

Bond Amount \$ \_\_\_\_\_

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

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

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

Contract No.: \_\_\_\_\_

Bid Bond Required?:  Y  N Negotiated?:  Y  N

Bid Results: \_\_\_\_\_ 2<sup>nd</sup>

\_\_\_\_\_ 3<sup>rd</sup>

Number of Originals: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Bond Form:  Owner/Obligee Form  Surety/Generic Form

***Please be sure to fax Capstone either the Notice to Bidders Page, or a copy of the Contract***

**IV. Project Name:** \_\_\_\_\_

Project Description: \_\_\_\_\_

Project No.: \_\_\_\_\_

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

Liquidated Damages:  YES  NO If yes amount: \$ \_\_\_\_\_ per \_\_\_\_\_

Length of Warranty: \_\_\_\_\_ Subcontractor Involved:  YES  NO % Subcontracted: \_\_\_\_\_

City the work is being done in: \_\_\_\_\_

% Retainage: \_\_\_\_\_ % Material: \_\_\_\_\_ % Labor: \_\_\_\_\_ % Profit: \_\_\_\_\_

**V. Owner/Obligee:** \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

***For Surety Use Only:***

Approved  Declined Rate: \_\_\_\_\_ Bid Bond # \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_ Surety: \_\_\_\_\_

SBA: \_\_\_\_\_ Final Bond # \_\_\_\_\_

Conditions: \_\_\_\_\_