

**Baldwin-Cox Agency**

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Web: <http://www.baldwinagency.com>**CONTRACT BOND REQUEST FORM**

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To: \_\_\_\_\_

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 No Retainage: \_\_\_\_\_

Warranty Period: \_\_\_\_\_ Covered By Manufacturer? Yes No

**JOB BREAKDOWN**

Labor: \_\_\_\_\_ Materials: \_\_\_\_\_

Subcontracts: \_\_\_\_\_ Profit: \_\_\_\_\_

| List Major Subcontractors | Amount | Sub Bonded? |    |
|---------------------------|--------|-------------|----|
|                           |        | Yes         | No |
| _____                     | _____  | Yes         | No |
| _____                     | _____  | Yes         | No |
| _____                     | _____  | Yes         | No |

Architect/Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

Special Hazards: \_\_\_\_\_

**BID BOND INFORMATION**

Bid Date and Time: \_\_\_\_\_ Estimated Bid: \_\_\_\_\_

Bid Bond Amount: \_\_\_\_\_ or \_\_\_\_\_ Bid Opening Location: \_\_\_\_\_

**BID RESULTS**

Low Bidder: \_\_\_\_\_ Bid Amount: \_\_\_\_\_

2<sup>nd</sup> Bidder: \_\_\_\_\_ Bid Amount: \_\_\_\_\_3<sup>rd</sup> Bidder: \_\_\_\_\_ Bid Amount: \_\_\_\_\_

Do you expect to be awarded the contract? Yes No

Comments: **PERFORMANCE & PAYMENT BOND INFORMATION**

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

Performance Bond Amt: \_\_\_\_\_ Payment Bond Amt: \_\_\_\_\_ # of Executed Sets: \_\_\_\_\_

Please include a certificate of insurance with the bond: Yes (attach requirements) No

**Please attach a copy of the bid specs or contract. Failure may result in the delay of delivery of the bond.**

nasbp.org/toolkit - Version 2.0

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