

Baldwin-Cox Agency

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

nasbp.org/toolkit

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: _____

2nd Bidder: _____ Bid Amount: _____3rd 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.

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