



Offenhauser & Co.

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CONTRACT BOND REQUEST FORM
www.nasbp.org/toolkit 

To: _____
From: _____

Today's Date: ____ / ____ / ____

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 (attach forms) No Retainage: _____ %

Warranty Period: _____ Covered By Manufacturer? Yes No

Job Breakdown:

Labor: \$ _____ Materials: \$ _____ Subcontracts: \$ _____ Profit: \$ _____

List Major Subcontractors	Amount	Sub Bonded?
_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Architect/Engineer: _____ Phone: _____

Special Hazards: _____

BID BOND INFORMATION

Bid Date and Time: ____ / ____ / ____ am/pm 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: ____ % Number of Executed Sets: _____

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

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