

BOND REQUEST FORM

Principal/Account Name	Date Needed By:
Address (Street, City, ST, Zip)	Requested by (Producer Name, Agency, Phone Number)
Obligee Name:	<i>(if Commercial Contract)</i>
Address (Street, City, ST, Zip)	Title of Project & Scope of Work

ATTACH ALL DOCUMENTS INCLUDING SPECIFICATIONS, BOND FORMS, CONTRACT FORMS INCLUDING RFQ/RFP

Commercial Surety Bonds

Effective Date / /	Bond Amount \$
Obligation Type	Obligation Characteristics
<input type="checkbox"/> License & Permit <input type="checkbox"/> Court <input type="checkbox"/> Federal/Public Official <input type="checkbox"/> Miscellaneous Surety	Renewal <input type="checkbox"/> Term <input type="checkbox"/> Continuous Cancellation <input type="checkbox"/> Cancelable <input type="checkbox"/> Non-cancelable Penalty <input type="checkbox"/> Open <input type="checkbox"/> Fixed Obligee Type <input type="checkbox"/> Public <input type="checkbox"/> Private Obligation Basis <input type="checkbox"/> Statutory <input type="checkbox"/> Non-Statutory
Description of Obligation	

Commercial Contract Bonds

Bid Date	Estimated Contract Price \$
Estimated Contract Date	Estimated Bond Amount \$
Bond Type Needed (select all that apply)	Contract Duration
<input type="checkbox"/> Bid Bond % / \$ <input type="checkbox"/> Performance Bond % / \$ <input type="checkbox"/> Payment Bond % / \$ <input type="checkbox"/> Maintenance Bond % / \$ Other: <input type="checkbox"/> Letter of Intent <input type="checkbox"/> Advance Payment <input type="checkbox"/> Supply Only <input type="checkbox"/> Subdivision/Completion	Initial Contract Term: From / / to / / Renewal Options <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: Option Term: From / / to / / <input type="checkbox"/> Bilateral Option or <input type="checkbox"/> Unilateral Option
Description of Obligation	Multi-Year Contracts Contract includes a provision allowing the bond to renew annually <input type="checkbox"/> Yes <input type="checkbox"/> No Warranty Provisions <input type="checkbox"/> Standard Defects in Workmanship and Materials <input type="checkbox"/> Efficient of Successful Operations <input type="checkbox"/> Special Warranty Provisions (i.e. duration > 12 months, separate bond requirement) Describe
Bond Forms	Cost Breakdown
<input type="checkbox"/> Surety Form Acceptable <input type="checkbox"/> Owner Form (attach copy) <input type="checkbox"/> Other (AIA, Federal) Multi-Year Contracts Does Owner's form or other form acceptable contain a provision allowing the bond to renew annually <input type="checkbox"/> Yes <input type="checkbox"/> No	Materials \$ Major Equipment \$ Labor \$ Subcontractor Costs \$ Profit \$ Total \$ Damage Provisions Liquidated Damages <input type="checkbox"/> Yes <input type="checkbox"/> No Amount \$ Damages Capped <input type="checkbox"/> Yes <input type="checkbox"/> No Actual Damages <input type="checkbox"/> Yes <input type="checkbox"/> No

Design / Efficiency Guarantees

Describe

Special Conditions (design build, process performance guarantees, financing requirements, asbestos, hazardous materials)

Describe
