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## Completed Sample Bid Bond Request Form

When ordering a bid bond, please provide ALL of the requested information. Please submit your request as early as possible so that there is enough time to address any questions or additional requirements the underwriter may have for an approval. *BE SURE TO SEND/FAX TITLE PAGE OF BID DOCUMENTS.* Thank you.

**Principal** \_\_\_\_\_ The name of your company and address \_\_\_\_\_  
(You, the Contractor)

**Obligee (Name & Address)** \_\_\_\_\_ The company name and address requiring a bond \_\_\_\_\_  
(The person or entity requiring the bond)  
\_\_\_\_\_ ex. Housing Authority of \_\_\_\_\_, 123 Street name, Anytown NY \_\_\_\_\_

**Project Title** \_\_\_\_\_  
(Exactly as shown on Bid Spec.)

### Invitation/Contract/Solicitation

**No.** \_\_\_\_\_

**Project Description** Painting contract for the renovation of the XXX Housing Development \_\_\_\_\_  
@ 123 Street Name, Brooklyn, NY \_\_\_\_\_  
(Scope of Work)

**Bid Date** December 15, 20XX **Bid Time** 2:00 p.m. **Warranty Period** \_\_\_\_\_

**Your Project Estimate \$** \_\_\_\_\_ \$375,000 (this is the bid amount)

**Percent Bid Bond Required** 5 %

**Bond Form: Special (Obligee or Govt.)** \_\_\_\_\_ **Standard (AIA or Surety Co.)** X

**Liquidated Damages or Penalties \$** 150 **per c/day** \_\_\_\_\_ **w/day** \_\_\_\_\_ **other** \_\_\_\_\_

**Completion Time** 180 days **Estimated Profit \$** 45,000

**Percent Subcontractors** 35 % **Percent (%) of Sub breakdown** Electrical – 25%, HVAC 10%

**Asbestos Removal: Yes** \_\_\_\_\_ **No** X **If Yes, own crew** \_\_\_\_\_ **or subcontracted** \_\_\_\_\_

**Current Work in Progress \$** 1,200,540 **# of Jobs** 4

**For Underwriter Use Only:**

**Approved** \_\_\_\_\_ **Declined** \_\_\_\_\_ **Date** \_\_\_\_\_ **By:** \_\_\_\_\_ **Approval Conditions:** \_\_\_\_\_

**Low** \_\_\_\_\_ **Not Low** \_\_\_\_\_