



# BOND REQUEST FORM

**DIRECTIONS: FILL IN ALL INFORMATION.** Please email or fax us the bond request form and related papers.

**Contractor:** \_\_\_\_\_

**Obligee:** \_\_\_\_\_

(Project Owner) \_\_\_\_\_

**Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #** \_\_\_\_\_

**Phone #** \_\_\_\_\_

## CONTRACT DETAILS:

**Project Name:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

(Include project location/parish or county) \_\_\_\_\_

Completion	Time:	% of Performance Bond: _____
Liquidated	Damages/Day:	% of Payment Bond: _____
Maintenance Period: _____		% Being Subcontracted: _____

## COMPLETE EITHER BID BOND OR PERFORMANCE/PAYMENT BOND SECTION BELOW

### BID BOND

**Bid Date:** \_\_\_\_\_ **Bid Time:** \_\_\_\_\_

**Estimated Amount:** \$ \_\_\_\_\_

% of Bid Bond:  
Engineer's Estimate: \$

Specific Form: Yes  No

❖ *Attach key pages from Bid Invitation: front, description of work, bonding requirements and any **MANDATORY BID BOND FORMS.***

### PERFORMANCE/PAYMENT BOND

**Contract Date:** \_\_\_\_\_

**Contract Price:** \$ \_\_\_\_\_

**Awarded by:** Bid or Negotiation (Please circle)

**No. of Originals Needed:** \_\_\_\_\_

Specific Form: Yes  No

❖ **PLEASE FURNISH A COPY OF THE CONTRACT**

### Bid Results

2<sup>nd</sup> Bidder: \$ \_\_\_\_\_

3<sup>rd</sup> Bidder: \$ \_\_\_\_\_

Bid Spread: % \_\_\_\_\_

*\*If bid spread is more than 10% please provide a letter of explanation as to the difference in bid amounts.*

**Delivery Instructions:** (Please check be how you would like to receive your bond, if using FedEx please provide Account #)

Call when ready phone # \_\_\_\_\_

Pick Up: \_\_\_\_\_ Regular Mail: \_\_\_\_\_ FedEx: \_\_\_\_\_ FedEx Account # \_\_\_\_\_

### AUSTIN OFFICE

P.O. Box 28663 • Austin, TX 78755 • 512-900-8793

### BATON ROUGE OFFICE

6709 Perkins Road • Baton Rouge, LA 70808 • 225-757-9191