

**NON-CONSTRUCTION CONTRACT BOND REQUEST**

Principal /Account Name
Address (Street, Town/City, State, Zip Code)

Obligee Name
Address (Street, Town/City, State, Zip Code)
Title of Project – Description of Work

Bid Date:		Estimated Contract Date	
Estimated Contract Price	\$	Bond Amount	\$
Bond Type:	Bid %		
	Performance % / \$	Payment % / \$	
	Maintenance % / \$	Supply % / \$	
Bond Forms:	<input type="checkbox"/> Owner/Obligee	<input type="checkbox"/> Surety	<input type="checkbox"/> AIA <input type="checkbox"/> Other/Federal
****Attach Owner/Obligee bond forms for our review****			
If a Multi Year Contract does the contract include an annual renewal provision? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Owner/Obligee bond form, does it include annual renewal language? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Maintenance Period:	Greater than 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes", how long?

Initial Contract Term:	From	To
Renewal Options:	<input type="checkbox"/> At Obligee discretion only	<input type="checkbox"/> Requires Obligee & Principal's Agreement
Option Extension(s):	How many?	From To
Damage Provision:	Liquidated Damages? <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount: \$
Payment Terms:	<input type="checkbox"/> Monthly <input type="checkbox"/> Milestones <input type="checkbox"/> On Completion <input type="checkbox"/> Advance Payment	%

Cost Breakdown:	
Materials:	\$
Equipment:	\$
Labor:	\$
Subcontractor Cost:	\$
Profit:	\$
<b>Total:</b>	\$

Bid Results :	Low Bid \$	2 <sup>nd</sup> Bidder \$	3 <sup>rd</sup> Bidder \$
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Comments: \_\_\_\_\_

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**ATTACH SPECIFICATIONS,, BOND FORMS, CONTRACT DOCUMENTS AND ANY OTHER INFORMATION THAT WILL ASSIST IN UNDERWRITNG THIS REQUEST**