



BID BOND REQUEST FORM

To: _____
From: _____

Today's Date: _____

Contractor: _____
Owner/Obligee: _____
Address: _____
(Street Address) (City) (State/Zip Code)

Job Title/Complete Job Description/Job Location/Project Number:

Do the bid specifications require a minority set aside requirement? YES ___ NO ___

Bid Date: _____ Time of Bid Opening: _____
Estimated Contract Price: _____ Percentage of Bid: _____
Project Completion Time: _____ Penalties per day: _____
Maintenance Period: _____ Anticipated Start Date: _____
Architect/Engineer: _____ Retainage: _____
Architect Phone No: _____ Work On Hand: _____

IMPORTANT INFORMATION

- Please forward bid bond specifications of owner and any and all special forms, including consent of surety forms. Failure to remit this information may disqualify your bid, as per the owner's rights.
- If your estimate escalates more than 10% above the original bid bond request, please call prior to the bid, as we are required to notify the surety company.
- It is recommended that prime contractors require contract bonds on any substantial work performed by subcontractors.
- Confirmation of financing will be required for all Private Work prior to contract bond approval.
- Any job with unusual time frames, special conditions or extended maintenance period may require additional premium.
- The bonding company will charge a 1% fee if an obligee requires a bid bond for prequalification and waives the performance bond requirement. This will also apply if a performance bond is issued and returned while the contract is still in effect.

Should you have any questions, please contact:

973-377-7000

DISCLAIMER: You may use this convenient form to request a bid bond, however, it is your obligation to review and make sure that the owner/obligee specifications are in conformance and accurate.