



**MORROW INSURANCE AGENCY, INC**

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**BID BOND REQUEST FORM**

[www.nasbp.org/toolkit](http://www.nasbp.org/toolkit)



To: \_\_\_\_\_

Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

From: \_\_\_\_\_

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

Obligee (Bond Payable To): \_\_\_\_\_

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

Legal Project Name (including any identifying numbers): \_\_\_\_\_

Job Location: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Bid Date and Time: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ am/pm

Estimated Bid: \$ \_\_\_\_\_

Bid Bond Amount: \_\_\_\_ % or \$ \_\_\_\_\_

Bid Opening Location: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Completion Time: \_\_\_\_\_

Penalties/Damages: \_\_\_\_\_

Special Bid Bond Form?  Yes (attach form)  No

Retainage: \_\_\_\_ %

Warranty Period: \_\_\_\_\_

Covered By Manufacturer?  Yes  No

Contractor's Guarantee Period(s): \_\_\_\_\_

Work On Hand As Of: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \$

List Major Subcontractors

Amount	Sub Bond
\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Architect/Engineer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Special Hazards: \_\_\_\_\_

Comments and/or Additional Notes: \_\_\_\_\_

**RESULTS**

Low Bidder: \_\_\_\_\_ Bid Amount: \$ \_\_\_\_\_

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

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

Do you expect to be awarded the contract?  Yes  No

Comments: \_\_\_\_\_