



Goldleaf

SURETY SERVICES, LLC

Surety Bond Solutions for Long-Term Success

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Bond Request Form
for service contracts

BID BOND FINAL BOND

Your business name:

Contact person at your company:

Email: (TEL:)

Project owner's name:

Project owner's address:

Contact person for the project owner:

Email: (TEL:)

RFP or project name & number (if any):

Project's physical location:

Description of the project:

If bid bond, penalty amount (%): Bid date: Bid time:

Estimated start date: # of years for the original term of the contract:

Are any renewal terms allowed? Yes No (If yes, is mutual agreement required?) Yes No

Retainage amount (%): Penalty (if any) for delays: \$ per

How is the amount of the performance bond being calculated?:

If this is a multi-year contract, what is the average contract amount per year? \$

Does the project owner have required bond forms? Yes No (If yes, please send copies.)

If this is a multi-year contract, will the owner accept an annually renewable bond form? Yes No

Description of any work to be subcontracted:

Please provide your project cost breakdown below. (If this is bid bond request, please estimate values.)

Estimated Equipment/Material Cost:
Estimated Self-Performed Labor Cost:
Estimated Subcontractor Cost:
Estimated Overhead & Profit:
TOTAL:

To whom should this bond be delivered? By When?:

If overnight needed, please specify: FedEx UPS Express Mail OTHER?:

Number of original copies of the final bond needed?

For bid bonds, please send copies of (1) The complete RFP, all Q&A, and all Addenda, (2) The proposed contract, and (3) Any required bond forms.
For final bonds, please send copies of (1) Your complete proposal, (2) The final contract (together with any appendices), (3) The bid results, and (4) Any required bond forms.