# Bond Request Form
## *For Software Bonds*

☐ **BID BOND**          ☐ **FINAL BOND**

Your business name: _____

Contact person at your company: _____ (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: _____

If final bond(s), penal sum: $_____  How calculated? _____

Estimated start date: _____  Estimated completion/acceptance date: _____

If this project will take more than two years to complete:

    What is the average amount you expect to bill per year?  $_____/year

    Will the project owner accept an annually renewable performance bond? ➔ ☐ Yes ☐ No

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

Is there a required warranty for your work? ➔ ☐ Yes ☐ No  (If yes, how long?) _____

Will you be installing equipment? ➔ ☐ Yes ☐ No  (If yes, whose?) _____

    Is there a warranty on the equipment? ➔ ☐ Yes ☐ No  (If yes, how long?) _____

Will you be utilizing any off-the-shelf (OTS) programs or other pre-existing software infrastructure? ➔ ☐ Yes ☐ No

    If yes, approximately what % of the software system already is substantially developed? _____%

Description of any work to be subcontracted: _____

Is there a separate support/maintenance obligation? ➔ ☐ Yes ☐ No  (If yes, how long?) _____

    If yes, is it priced separately? ➔ ☐ Yes ☐ No  (If yes, at what amount?) $_____/year

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

        Equipment/Hardware/Materials: _____

        OTS or Pre-Existing Software Code: _____

        Self-Performed Software Programming: _____

        Other Self-Performed Labor: _____

        Subcontractor Expenses: _____

        Estimated Overhead & Profit: _____

                **TOTAL:** _____