



Bond Request Form

For Software & Technology 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: _____

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

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

How is the performance bond amount to be calculated?: _____

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

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

Description of any work to be subcontracted: _____

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

Is there a separate support/maintenance obligation? → 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?) _____

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: _____

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.