



# Bond Request Form

For Technology Install Bonds

<input type="checkbox"/> BID BOND	<input type="checkbox"/> FINAL BOND
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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: \_\_\_\_\_  
 Retainage amount (%): \_\_\_\_\_ Penalty (if any) for delays: \$ \_\_\_\_\_ per \_\_\_\_\_  
 Does the project owner have required bond forms? →  Yes  No (If yes, please send copies.)  
 Is there a warranty on the equipment? →  Yes  No (If yes, how long?) \_\_\_\_\_  
 Is there a required warranty for your work? →  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? \_\_\_\_\_ %  
 Will you be customizing or "adding value" to this software/code? →  Yes  No  
 Does your work involve any other custom software development? →  Yes  No  
 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:	_____
<b>TOTAL:</b>	_____