



Goldleaf
SURETY SERVICES, LLC

Surety Bond Solutions for Long-Term Success

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goldleafsurety.com

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.