

## BOND REQUEST/EXECUTION FORM

Bid Bond

Final Bond Authorization

Today's Date:  
 Contractor:  
 Requested by:  
 Obligee (Owner or General Contractor):  
 Address:  
 Legal Project Name (include any identifying numbers):  
 Project Description and Location:

Due By:  
 Project Manager:  
 Email Address:

## BID BONDS

|                                |                       |
|--------------------------------|-----------------------|
| Bid Date and Time:             | Number of Originals:  |
| Estimated Bid:                 | Liquidated Damages:   |
| Bid Bond (%):                  | Maintenance Period:   |
| Special Bond Form:             | Retainage %:          |
| Special Letter of Intent Form: | Amount Subcontracted: |
| Additional Requirements:       | Completion Time:      |
| Surety Letter of Intent (%):   |                       |
| List of Subcontractors:        |                       |

## PERFORMANCE/PAYMENT/MAINTENANCE BOND

*Please furnish a copy of the contract if awarded. Failure may result in delay of delivery.*

|                      |            |                |
|----------------------|------------|----------------|
| Contract Date:       | Bond Date: |                |
| Contract Price:      |            |                |
| Performance %:       | Payment %: | Maintenance %: |
| Special Bond Form:   |            |                |
| Number of Originals: |            |                |

### Bid Results

1st Bid:                              2nd Bid:                              3rd Bid:

## DELIVERY INSTRUCTIONS

|                          |                     |
|--------------------------|---------------------|
| Call When Ready Phone #: | Overnight Fed Ex #: |
| Regular Mail:            | UPS #:              |
| Airborne #:              |                     |

### For Gunn-Mowery Use Only

Surety:                                      Approved By (Underwriter or Agency Line):  
 Contract:                                  Date:

|                 |                     |                  |                         |
|-----------------|---------------------|------------------|-------------------------|
| Signed Bond     | Sealed Bond         | Dated Bond       | Sealed POA              |
| Dated POA       | Project Description | Obligee          | Bond %                  |
| Surety Approval | Delivery Method     | Letter of Intent | Checked By<br>Initials: |