

HAMPTON ROADS BONDING

www.hrbonding.com

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Virginia Beach, Virginia 23451

Phone: (757) 491-1100
Fax: (757) 491-3134

BID BOND REQUEST FORM

PERSON MAKING REQUEST: _____ DATE OF REQUEST: _____

CONTRACTOR: _____

OBLIGEE: _____

JOB TITLE AND LOCATION: _____

SOLICITATION NUMBER: _____

DESCRIPTION OF WORK: _____

DATE OF BID: _____ BID BOND PERCENTAGE/AMOUNT: _____

ESTIMATED CONTRACT PRICE (INCLUDING ALTERNATES): \$ _____

PERCENT OF PROJECT TO BE SUBCONTRACTED: _____ LIQUIDATED DAMAGES: _____

PROJECT START DATE: _____ PROJECT COMPLETION DATE: _____

UNCOMPLETED WORK ON HAND/BACKLOG: \$ _____

WARRANTY OBLIGATIONS: _____

REMARKS: _____

IMPORTANT: PLEASE REVIEW THE FOLLOWING ITEMS BEFORE SENDING IN REQUEST

- 1) **IF YOUR ESTIMATE INCREASES MORE THAN 10% ABOVE THE STATED AMOUNT, PLEASE NOTIFY US PRIOR TO THE BID, AS WE MUST GET APPROVAL BY THE SURETY.**
- 2) **PLEASE CHECK THE BOND FOR ACCURACY AND CONFORMANCE TO SPECIFICATIONS PRIOR TO USE.**
Remember the bid bond MUST be executed by bond principal.
- 3) If the bond is required immediately, please confirm we received the request and are aware of the time constraints.
- 4) Please check with us on the bond premium calculations if the project includes any of the following: contractor warranties beyond one year, completion dates beyond one year, design obligations, or any unusual requirements (i.e. final bonds less than 100%).
- 5) It is recommended that you require subcontract bonds from any large, specialty, or critical path subcontractors or suppliers you will be utilizing on the project.
- 6) Send us any bond form that is required by the contract documents. Any onerous terms in the bond forms should be reviewed by your attorney prior to the bid.
- 7) Please provide bid results as soon as they are known so we may report them to the surety.
- 8) Confirmation of financing on all private projects will be required **PRIOR TO** any performance and payment bonds being released.
- 9) If emailing please send bond request to: tstrawhand@hrbonding.com