

**To:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**From:** \_\_\_\_\_

Contractor: \_\_\_\_\_

 Obligee (*Bond Payable To*): \_\_\_\_\_

Address: \_\_\_\_\_

 Legal Project Name (*including any identifying numbers*): \_\_\_\_\_

Job Location: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Bid Date and Time: \_\_\_\_\_

Estimated Bid: \$ \_\_\_\_\_

Bid Bond Amount: \_\_\_\_\_ % or \$ \_\_\_\_\_

Bid Opening Location: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Completion Time: \_\_\_\_\_

Penalties/Damages: \_\_\_\_\_

 Special Bid Bond Form?  Yes (attach form)  No

Retainage: \_\_\_\_\_ %

Warranty Period: \_\_\_\_\_

 Covered By Manufacturer?  Yes  No

Contractor's Guarantee Period(s): \_\_\_\_\_

Work On Hand As Of: \_\_\_\_\_ \$

**List Major Subcontractors**
**Amount**
**Sub Bond**

 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

 Yes  No  
 Yes  No  
 Yes  No  
 Yes  No

Architect/Engineer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Special Hazards: \_\_\_\_\_

Comments and/or Additional Notes: \_\_\_\_\_

**RESULTS**

Low Bidder: \_\_\_\_\_ Bid Amount: \$ \_\_\_\_\_

 2<sup>nd</sup> Bidder: \_\_\_\_\_ Bid Amount: \$ \_\_\_\_\_

 3<sup>rd</sup> Bidder: \_\_\_\_\_ Bid Amount: \$ \_\_\_\_\_

 Do you expect to be awarded the contract?  Yes  No

Comments: \_\_\_\_\_