

Melwain Enterprises, Inc.  
 181 South Franklin Avenue  
 Suite 603  
 Valley Stream, New York 11581

# BOND REQUEST

Instructions: This form is to be used for all bid bonds and for all final bonds. All questions must be answered for each bond request unless this form indicates otherwise. This form must be signed and dated.

1. Agent \_\_\_\_\_ Date \_\_\_\_\_
2. Contractor \_\_\_\_\_
3. Bid Date \_\_\_\_\_ Bid Time \_\_\_\_\_
4. Oblige/Owner \_\_\_\_\_  
 If Private Owner, Financing by \_\_\_\_\_ Confirmed \_\_\_ Yes \_\_\_ No
5. Job Description (including Location, Specifications, Job or Invitation Number) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Approx. Bid Amount/Contract Price \$ \_\_\_\_\_ Engineer's Estimate \$ \_\_\_\_\_
7. Bid Bond/Final Bond Amount \$ \_\_\_\_\_ Bid Bond % \_\_\_\_\_
8. Performance Bond % \_\_\_\_\_ Payment Bond % \_\_\_\_\_ Combination % \_\_\_\_\_
9. Maintenance Bond % \_\_\_\_\_ Retainage % \_\_\_\_\_
10. Bond Form: Surety Form \_\_\_\_\_ Oblige Form \_\_\_\_\_ Special Form \_\_\_\_\_ Number of Executed Copies \_\_\_\_\_
11. Anticipated Start Date \_\_\_\_\_ Anticipated Completion Date \_\_\_\_\_
12. Maintenance Period \_\_\_\_\_ Liquidated Damages \$ \_\_\_\_\_
13. Does job include any design aspects or efficiency guarantees? \_\_\_ Yes \_\_\_ No If yes, please attach explanation.

14. Job Cost Breakdown:
 

Labor \$ _____	Materials \$ _____
Equipment Rental \$ _____	Profit \$ _____
Overhead \$ _____	Other \$ _____

15. Items To Be Subcontracted	Bonded? (Y/N)	Bonded? (Y/N)
Sitework \$ _____	_____	Electrical \$ _____
Mechanical \$ _____	_____	Steel \$ _____
Masonry \$ _____	_____	Drywall \$ _____
Framing \$ _____	_____	Concrete \$ _____
Roofing \$ _____	_____	Glass \$ _____
Finishes \$ _____	_____	Paving \$ _____
Other \$ _____	_____	

16. Total Uncompleted Work On Hand \$ \_\_\_\_\_
17. Total Bonded Work On Hand \$ \_\_\_\_\_
18. If this request is for a final bond please list the next three bidders and their amounts:
 

A. _____	\$	_____
B. _____	\$	_____
C. _____	\$	_____

19. If this request is for a subcontract bond please furnish a copy of the subcontract and the following information:
  1. Prime Contractor \_\_\_\_\_
  2. Surety \_\_\_\_\_
  3. Bond Number \_\_\_\_\_
  4. Time Notification For Default \_\_\_\_\_
  5. Is there a pay when/if paid clause? \_\_\_ Yes \_\_\_ No

By \_\_\_\_\_ (516) 295-6081 FAX: (516) 569-1516  
 Email: WJPrice@melwainbonds.com