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 Virginia Beach, VA 23462  
 Phone: (757)646-1331 - Fax: (757)490-9129  
 Email: Bonds@ecsurety.com

# Bond Request Form

**To:** East Coast Surety Solutions **Today's Date:** \_\_\_\_\_

**From:** \_\_\_\_\_ **Type of Bond:** Payment & Performance    Payment Only  
 Bid Bond    Other: \_\_\_\_\_

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

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

Address: (Obligee) \_\_\_\_\_

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

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

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

**Is this a Design Build?**    Yes    No

**Estimated Start Date:** \_\_\_\_\_ **Backlog/Cost to Complete:** \$ \_\_\_\_\_

**Completion Time:** \_\_\_\_\_ **Liquidated Damages:** \$ \_\_\_\_\_

Special Bond Forms?     Yes (***Attach forms***)     No    Retainage: \_\_\_\_\_ %

**Warranty Period:** \_\_\_\_\_ **Covered By Manufacturer?**     Yes     No

Job Breakdown:    **Labor:** \_\_\_\_\_ % or \$    **Materials:** \_\_\_\_\_ % or \$  
    **Subcontracts:** \_\_\_\_\_ % or \$    **Profit:** \_\_\_\_\_ % or \$

List Major Subcontractors	Amount	Sub Bonded?
_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

## BID BOND INFORMATION

Bid Date and Time: \_\_\_\_\_ Estimated Bid Amt: : \$ \_\_\_\_\_

Bid Bond Percentage: \_\_\_\_\_ %

## BID 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: \_\_\_\_\_

## PERFORMANCE & PAYMENT BOND INFORMATION

Contract Date: \_\_\_\_\_ Contract Amount: \$ \_\_\_\_\_

Performance Bond Amt: \_\_\_\_\_ %    Payment Bond Amt: \_\_\_\_\_ %    Number of Executed Sets: \_\_\_\_\_

**NOTE: Please attach a copy of the bid specs or contract. Failure may result in the delay of delivery of the bond.**

*This form can be submitted to ECS via email at Bonds@ecsurety.com or fax at 757.490.9129  
 Please see the following page for a list of reminders when submitting a bond request form*

**IMPORTANT: PLEASE REVIEW THE FOLLOWING ITEMS BEFORE SENDING IN REQUEST**

- 1) **IF YOUR ESTIMATE INCREASES MORE THAN 10% ABOVE THE STATED AMOUNT, PLEASE CALL 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 BID BOND MUST BE EXECUTED BY BOND PRINCIPAL
- 3) IF THE BOND IS REQUIRED IMMEDIATELY, PLEASE CONFIRM WE RECEIVED THE REQUEST.
- 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 UNDER 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 BID 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 SURETY
- 8) CONFIRMATION OF FINANCING ON ALL PRIVATE PROJECTS WILL BE REQUIRED **PRIOR TO** ANY PERFORMANCE AND PAYMENT BONDS BEING RELEASED.