

**BOND REQUISITION FORM**

(Attention): <u>Valerie Herce</u> or <u>Corey Arndt</u> Broker Name: <b>Lyon &amp; Butler Insurance Brokers Ltd.</b> Form Completed By: _____	Date of Requisition: _____ Date Required: _____ Phone No. _____	<b>TENDER BOND</b> Requisition <input type="checkbox"/> <b>FINAL BOND</b> Requisition <input type="checkbox"/> <b>PREQUAL</b> Requisition <input type="checkbox"/>
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<b>(1) Contractor</b>		<b>(3) Engineer / Architect</b>	
Name: _____		Name: _____	
Contact Name: _____		Contact Name: _____	
Address: _____		Address: _____	
Phone: _____	Fax: _____	Phone: ( ) _____	Fax: ( ) _____

<b>(4) Project No./Title &amp; Description of Work:</b>	<b>(5) Location (Nearest Town/City)</b>
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**Contract Details: (Also fill out A or B below)**

(6) Commencement Date (dd/mm/yy) _____	(11) Penalties/Liquidated Damages <input type="checkbox"/> Yes <input type="checkbox"/> No (\$ _____ Day)
(7) Completion Date (dd/mm/yy) _____	(12) Environmental Hazards <input type="checkbox"/> Yes <input type="checkbox"/> No
(8) Contract Type: C.C.D.C. <input type="checkbox"/> Private <input type="checkbox"/> (Attach Copy)	(13) Design Responsibility <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes attach SAC approved Supplementary Design/Build Application)
(9) Maintenance/Warranty Term (# years): _____	(14) Bond Forms: <input type="checkbox"/> C.C.D.C. <input type="checkbox"/> Government/Municipal <input type="checkbox"/> Other (Attach Copy)
(10) Payment Terms: _____ days Holdback : _____	

<b>(A) BID BOND Application (Tender)</b>	<b>(B) FINAL BOND Application</b>
(15) Est. Contract Price: \$ _____	(21) Contract Price: \$ _____ HST Included? <input type="checkbox"/> yes <input type="checkbox"/> no
(16) Tender Date: _____	(22) Contract Date (dd/mm/yy): _____
(17) Bid Bond Amount: _____	(23) Performance Bond Amount: \$ _____
(18) Tender Acceptance Period (# days): _____ days	(24) Payment Bond Amount: \$ _____
(19) Consent of Surety (Agreement to Bond) <input type="checkbox"/> Yes <input type="checkbox"/> No	(25) Maintenance Bond Amount: \$ _____
(20) Final Bonds Required: Performance % _____ Payment % _____	(26) Premium Calculation: (For Office Use Only)

<b>(27) Tender Results</b> Negotiated <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>(28) Work Sublet</b>	<b>Remarks:</b>			
Company Name	Amount		Major Subs	Amount	Bonded
2 <sup>nd</sup> Bidder:	\$ _____			\$ _____	<input type="checkbox"/>
3 <sup>rd</sup> Bidder:	\$ _____			\$ _____	<input type="checkbox"/>
4 <sup>th</sup> Bidder:	\$ _____			\$ _____	<input type="checkbox"/>

<b>(29) Work On Hand (Compulsory)</b>			<b>(30) Delivery</b>		BOND NUMBER _____  Approved By _____
	Contract Price	Cost to Complete	<input type="checkbox"/> Mail		
Total Bonded Jobs	\$ _____	\$ _____	<input type="checkbox"/> Pick-up		
Total Unbonded Jobs	\$ _____	\$ _____	<input type="checkbox"/> Courier		
Total Outstanding Bids	\$ _____	\$ _____			
Totals	\$ _____	\$ _____			