

CONTRACTOR'S QUESTIONNAIRE

- 1) Contractor _____
(name as it is filed with Secretary of State or IRS)
- 2) Address _____
Street City State Zip
- 3) Phone (____) _____ Fax (____) _____ Cell (____) _____
- 4) Federal Tax I.D. # _____ 5) Total # of Employees _____
- 6) Form of Organization: Corporation Partnership Proprietorship
- 7) Date Business Formed _____ Date Incorporated _____ State of Inc. _____
- 8) Ownership Detail: **(Provide resumes)**

Name and Residence Address	% Own.	DOB	Title / Responsibility	Individual Social Security #	Marital Status	Spouse's Legal Name & SS#
1) Cell: Email:						
2) Cell: Email:						
3) Cell: Email:						

- 9) Has there been any change in ownership in the past two years? Yes No
If yes, please explain _____
-
- 10) Is the Company or any of its owners connected with other companies that operate as a parent, subsidiary, holding company or affiliate? Yes No If yes, please explain _____
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- 11) Have provisions been made for continuation of the duties of the owner(s) and an orderly transfer of ownership in the event of death or disability? Yes No Provide details _____
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- 12) Is corporate and personal (including spouses) indemnification by all owners and/or affiliates of the company available? Yes No If no, please explain _____

13) Key Operating Personnel: **(Provide resumes if available)**

Name	Position/Responsibility	Age	Time in Position	Time in Industry
1)				
2)				
3)				
4)				

14) Control and supervision of contracts by owner(s) is performed on a Daily Weekly Monthly basis

15) What class of construction work does company:

A. Generally do _____

B. Specializes in _____

C. At times handle _____

16) What is your geographic area of operation _____

17) What was the largest backlog of contract cost to complete (not contract value) \$ _____

Number of Jobs _____ Year _____

18) List the four largest/most important contracts completed in the last five years.

Owner's Name & Contact Person	Description of Project	Address, Phone No. & Fax No. Or Email Address	Contract Amount	Completion Date (MM/DD/YY)
1)				
2)				
3)				
4)				

19) Are bonds required from subcontractors or suppliers? Yes No If yes, over what amount \$ _____

20) What is the single largest contract you expect to attempt to obtain in the near future? \$ _____

21) What is the largest backlog of cost to complete you expect to attempt to handle in the near future? \$ _____

22) What is the largest volume of contract value you will attempt to handle in the near future? \$ _____

23) Do you presently own the equipment necessary to complete the program outlined in 20, 21, & 22? Yes No

If no, will you be buying renting leasing

Anticipated total acquisition cost (including down payment) \$ _____

24) Present or most recent surety _____
Location _____ How long have you used this surety? _____
Largest single contract previously bonded _____ Reasons for change in surety? _____

25) Is collateral currently posted with any other Surety to secure bonds on behalf of your firm? Yes No
If yes, please provide details _____

26) Has the company, any affiliate or subsidiary, or any owner(s) or companies in which they have had ownership interest:
Ever defaulted on a contract? Yes No If yes, please explain _____

Ever defaulted on a contract forcing the surety to suffer a loss? Yes No If yes, please explain _____

Ever experienced a bankruptcy? Yes No If so, please explain _____

Been in receivership? Yes No If so, please explain _____

Been liened by a taxing authority? Yes No If so, please explain _____

Are any liens for labor and/or materials filed against your company on any contracts which have been done or are
being done by your company? Yes No If so, please explain _____

27) Name of Bank _____

Address _____

Account Manager _____ Phone _____

With Bank Since _____ Current Line of Credit Amount \$ _____

Amount Presently in Use \$ _____

Anticipated Additional Amount to be Used in Next 90 days \$ _____

Secured by: _____

Corporate Signature Yes No Personal Signature Yes No Accounts Receivable Yes No

Inventory Yes No Other Yes No Describe: _____

Terms: Rate _____ Repayment _____ Expiration _____

Provide Current Bank Line of Credit Commitment Letter

28) CPA Firm _____

Address _____

Account Manager _____

Phone _____

Fax _____

Email _____

29) Have there been any changes in outside accounting firms since your last fiscal year end? Yes No
 If yes, please explain the reason for change _____

If no, how long have you been using the present firm? _____

What computer software do you use for internal accounting? _____

30) Are interim financial statements prepared during the year? Yes No

If yes, how often _____ by whom _____

31) Are trial balances prepared monthly? Yes No If no, how often _____ by whom _____

32) If the company is a corporation, is it a Sub Chapter S Corporation? Yes No

33) Financial statements are prepared by the CPA on the following basis:

% of Completion Completed Contract Accrual Cash

34) Income taxes are paid on the following basis: % of Completion Completed Contract Accrual Cash

35) Are corporate and personal taxes of owner(s) and spouse(s) current: Yes No If no, please explain _____

36) Give names of principal suppliers/subcontractors

Name of Firm and Contact	Address, Phone & Fax No. or Email	Material/Service Provided

Provide a Current Certificate of Insurance

Remarks: _____

The following statement must be signed by an owner or officer of the company for which bonding is being requested.

I acknowledge that all information is complete and correct and is given to induce the insurance company to execute surety bonds. I understand that false information may constitute misrepresentation or fraud. I, the undersigned, am authorized to allow you to investigate the credit, bank and performance reference and prior sureties of the company, its employees and owners for bond purposes.

Completed by: _____

(print name)

Title: _____

Signature: _____

Date: _____