



200 Main St. Glen Gardner, NJ 08826

## 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 ( \_\_\_\_ ) \_\_\_\_\_  
Total # of Employees
- 4) Federal Tax I.D.# \_\_\_\_\_ 5) \_\_\_\_\_
- 6) Organization:  Corporation  Partnership  Proprietorship  
 Date Business \_\_\_\_\_
- 7) Formed \_\_\_\_\_ Date Incorporated \_\_\_\_\_
- 8) Ownership Detail: **(Provide resumes)**

Name and Residence Address	% Own.	Age	Title / Responsibility	Individual Social Security #	Marital Status	Spouse's Legal Name & SS #
3)						
4)						

- 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 \_\_\_\_\_
- 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 \_\_\_\_\_
- 12) Are there any problems with full corporate and personal (including spouses) indemnification by all owners and/or affiliates of the company?  Yes  No If yes, please explain \_\_\_\_\_

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

Name	Position/Responsibility	Age	Time in Position	Time in Industry

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 six largest/most important contracts completed in the last five years.

Owner's Name & Contact Person	Description of Project	Address & Phone No.	Contract Amount	Completion Time/Date
1)				
2)				
3)				
4)				
5)				
6)				

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) \$ \_\_\_\_\_

Anticipated cost payable within the next twelve months \$ \_\_\_\_\_

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) Have you in the past or do you plan to use more than one surety at a time? Yes  No   
26) Is collateral currently posed with any other Surety to secure bonds on behalf of your firm?  Yes  No   
If yes, please provide details \_\_\_\_\_

27) 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 \_\_\_\_\_

28) 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 \_\_\_\_\_

29) Name of Bank \_\_\_\_\_  
Address \_\_\_\_\_  
Account Manager \_\_\_\_\_ Phone \_\_\_\_\_  
With Bank Since \_\_\_\_\_ Current Line of Credit Amount \$ \_\_\_\_\_  
Amount in Use at Time of Application \$ \_\_\_\_\_  
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**

Previous Bank \_\_\_\_\_  
Address \_\_\_\_\_  
Account Manager \_\_\_\_\_ Phone \_\_\_\_\_  
Term with Previous Bank \_\_\_\_\_

30) 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? \_\_\_\_\_

31) Are interim financial statements prepared during the year? Yes  No   
 If yes, how often \_\_\_\_\_ by whom \_\_\_\_\_

32) Are trial balances prepared monthly?  Yes  No If no, how often \_\_\_\_\_ by whom \_\_\_\_\_

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

34) Financial statements are prepared by the CPA on the following basis:  
 % of Completion  Completed Contract  Accrual  Cash

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

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

37) Does your company act as an indemnitor to any of the following:  
 Bank  Yes  No Surety Company  Yes  No  
 Supplier/subcontractor  Yes  No Other  Yes  No

38) Are any of your accounts receivable or retentions assigned, pledged, hypothecated, sold or discounted other than for your present bank line of credit and bonded contracts or do you plan to do this in the future? Yes  No   
 If no, please explain \_\_\_\_\_

39) Give names of principal suppliers/subcontractors

Name of Firm and Contact	Address & Phone	Material/Service Provided

**Provide a Current Certificate of Insurance**

Remarks: \_\_\_\_\_

<p><i>The following statement must be signed by an owner or officer of the company for which bonding is being requested.</i></p> <p>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.</p>	<p>Completed by: _____          (print name)</p> <p>Title: _____</p> <p>Signature: _____</p> <p>Date: _____</p>
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