



CONTRACTOR'S QUESTIONNAIRE

- 1) Company Name _____
(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) Overnight Package Service _____ Account # _____
- 6) Total # of Employees _____ State of Incorporation _____ Fiscal Year-End ____ / ____ / ____
- 7) Form of Organization _____ Corporation Partnership Proprietorship LLC
- 8) Date Business Formed _____ Date Incorporated _____

9) Ownership Detail

Name and Residence Address	% Ownership	Date of Birth	Title	Individual Social Security #	Marital Status	Spouse's Legal Name & Social Security #
1) Home Phone # _____ Email _____						SS# _____
2) Home Phone# _____ Email _____						SS# _____
3) Home Phone # _____ Email _____						SS# _____
4) Home Phone# _____ Email _____						SS# _____

- 10) Has there been any change in ownership in the past two years? Yes No
 If yes, please explain: _____
- 11) 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: _____

12) Have provisions been made for continuity of the duties of the owner(s) and an orderly transfer of ownership in the event of disability? Yes No
 Provide Details: _____

13) 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: _____

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

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

15) Control and supervision of contracts by owner(s) is performed Daily Weekly Monthly

16) What class of construction work does company:

- A. Generally do _____
- B. Specializes in _____
- C. At times handle _____

17) What is your geographic area of operation? _____

18) What was the largest backlog of contract cost to complete (not contract value)? \$ _____
 Number of Jobs _____ Year _____

19) List the five (5) 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	Bonded
1					
2					
3					
4					
5					

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

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

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

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

- 24) 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 \$ _____
- 25) Present or most recent surety _____
 Location _____ How long have you used this surety? _____
 Largest single contract previously bonded _____ Reasons for change in surety? _____
- 26) Have you in the past or do you plan to use more than one surety at a time? Yes No
- 27) Is collateral currently posted with any other Surety to secure bonds on behalf of your firm? Yes No
 If yes, please provide details: _____
- 28) 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 so, 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: _____
-
- 29) 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: _____
-
- 30) Are you presently under indictment, on parole or probation? Yes No If so, please explain: _____
-
- 31) Have you ever been charged with and or arrested for any criminal offense other than a minor motor vehicle violation, including offenses which have been dismissed, discharged, or not prosecuted?
All arrests and charges must be disclosed and explained on a separate sheet. Attach sheet to
Yes No this questionnaire.
- 32) Have you ever been convicted, placed on pretrial diversion, or placed on any form of probation; including adjudication withheld pending probation, for any criminal offense other than a minor vehicle violation?
Yes No Please disclose all incidents and explain on a separate sheet. Attach sheet to this questionnaire.
- 33) Have you ever received U.S. Small Business Administration (SBA) assistance under another business name?
Yes No If so, provide name of business: _____
- 34) Have you ever defaulted on any previous surety bonds (SBA or other)? Yes No
 If so, please explain: _____
- 35) Have you ever failed to complete a job? Yes No
 If so, please explain: _____

- 36) Are you 8(a) certified? Yes No
- 37) Are you a Veteran? Yes No
- 38) Specify Gender and Ethnicity of Principle(s):

Principle Name	Gender	Ethnicity
1		
2		
3		
4		

- 39) Name of Bank _____
 Address _____
 Account Manager _____ Phone: _____
 With Bank since: _____ Current Line of Credit Amount \$ _____
 Amount in use at time of application \$ _____
 Anticipated amount to be used in next 90 days \$ _____
 Secured by: Corporate Signature Personal Signature Inventory Accounts Receivable
 Other Please describe: _____

Terms

- Rate: _____ Repayment _____ Expiration _____
 Name of Previous Bank _____
 Address _____ Phone _____
 Account Manager _____
 Term with Previous Bank _____

- 40) Accountant/CPA Firm _____
 Address _____
 Contact Name _____ Phone _____
 Length of Relationship _____

- 41) 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: _____
- 42) Are interim financial statements prepared during the year? Yes No
 If yes, how often _____ By Whom _____
- 43) Are trial balances prepared monthly? Yes No
 If no, how often? _____ By Whom _____
- 44) If the company is a corporation, is it a Sub Chapter S Corporation? Yes No
- 45) Financial statements are prepared by the CPA on the following basis:
- | | | | |
|-----------------|--------------------|---------|------|
| % of Completion | Completed Contract | Accrual | Cash |
|-----------------|--------------------|---------|------|
- 46) Income taxes are paid on the following basis:
- | | | | |
|-----------------|--------------------|---------|------|
| % of Completion | Completed Contract | Accrual | Cash |
|-----------------|--------------------|---------|------|

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

48) Does your company act as an indemnitor to any of the following:
 Bank Supplier/Subcontractor Surety Company Other

49) Are any of your accounts receivables 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 yes, please explain: _____

50) Give names of four (4) principal suppliers/subcontractors:

Name of Firm and Contact		Address		Material/Service Provided
1)				
		Phone:		
		Fax:		
2)				
		Phone:		
		Fax:		
3)				
		Phone:		
		Fax:		
4)				
		Phone:		
		Fax:		

Important: The following statement must be read and acknowledged by each 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.

I acknowledge that all information is complete and correct and is given to induce the surety company to execute bonds. I understand that false information may constitute misrepresentation or fraud; and, that false statements may result in forfeiture of benefits and possible prosecution by the U. S. Attorney General (Reference 18 U.S.C. 1001).

Section 817.2334 (1)(b), F.S: “Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, misleading information is guilty of a felony in the third degree.”

I/We, the undersigned, am authorized to allow you to investigate the credit, bank and performance reference and prior sureties of the company, its key employees and owners for bond purposes.

The undersigned further acknowledge(s) the following:

- 1) The Barbour Group, LLC uses the services of A.M. Best and other criteria in evaluating the bonding companies they use. A.M. Best’s ratings evaluate numerous facets of an insurance/surety company’s operation, including its financial position.
- 2) The Barbour Group, LLC requires each bonding company it uses to have an A.M. Best rating of not less than “A-“ and a A.M Best financial size of not less than “VII,” a state license for the respective jurisdiction, and a listing in the Circular 570 of approved sureties unless the contract provides instructions to the contrary.
- 3) All applicants/bonding clients (defined as any indemnitor who has signed an indemnity agreement on behalf of any surety) of The Barbour Group, LLC, jointly and severally, shall indemnify and hold harmless The Barbour Group, LLC and its members, managers, agents, subagents, and employees from and against any and all claims, proceedings, investigations, liabilities, damages, losses, actions, demands, judgments, costs and expenses, including attorney’s and experts’ fees resulting from, or arising out of any surety bond offered or procured from any corporate surety, or arising out of any corporate surety.

I have read and agree to the statement above.

(Each Owner Must Sign)

Owner	_____	Date	_____
Owner	_____	Date	_____
Owner	_____	Date	_____
Owner	_____	Date	_____

Application Completed by : _____

Title _____

Signature _____ Date _____