



CONTRACTOR'S QUESTIONNAIRE

Contractor: _____ Date: _____
Address: _____ Phone: _____
City: _____ State _____ Zip _____ Fax: _____
Website: _____ E-mail: _____

GENERAL INFORMATION

Form of Business (Check One): Proprietorship Partnership Corporation Sub-Chapter S LLC
Type of construction performed: _____
Fiscal Year End Date: _____
Geographic Territory: _____
States in which licensed to do business: _____

HISTORY

Date Business established: _____ Date Business incorporated: _____
Federal Tax ID # _____
Name of Predecessor Company: _____
When did current management assume control? _____

ORGANIZATION, OWNERS AND KEY EMPLOYEES

1) Full Name: _____ Soc. Sec. No: _____
Title: _____ % of Ownership: _____
Spouse: _____ Soc. Sec. No: _____
Title: _____ % of Ownership: _____
Home Address: _____ Home Phone: _____

2) Full Name: _____ Soc. Sec. No: _____
Title: _____ % of Ownership: _____
Spouse: _____ Soc. Sec. No: _____
Title: _____ % of Ownership: _____
Home Address: _____ Home Phone: _____



3) Full Name: _____ Soc. Sec. No: _____
 Title: _____ % of Ownership: _____
 Spouse: _____ Soc. Sec. No: _____
 Title: _____ % of Ownership: _____
 Home Address: _____ Home Phone: _____

Are the owners personally active in the business? Yes No *(If no, give details on a separate sheet)*
 Have any of the principals ever declared bankruptcy? Yes No *(If yes, give details on a separate sheet)*

PARENT, AFFILIATE AND/OR SUBSIDIARY COMPANIES

<u>Name</u>	<u>Location</u>	<u>Owned By</u>	<u>Scope of Operations</u>
_____	_____	_____	_____
_____	_____	_____	_____

Has any entity in which the contractor stockholders or related companies had financial interest engaged in any form of real estate investment, development or building of any other related activities? Yes No
 If yes, describe: _____

In addition to contracting, what other business activities are you engaged in or do you engage in?

CONTINUITY – JOB COMPLETION

Is there a formal Buy-Sell Agreement in effect? Yes No *(If yes, attach a copy)*
 How is the Buy-Sell Agreement funded? _____
 Who are the parties to the Buy-Sell Agreement? _____

AMOUNT OF LIFE INSURANCE PAYABLE TO THE CORPORATION

<u>Insured</u>	<u>Insurance Company</u>	<u>Amount</u>	<u>Amount Borrowed</u>	<u>Beneficiary</u>
_____	_____	_____	_____	_____

What arrangements have been made to assure contracts are completed in the event key personnel are not available? _____

Are there any incentives given to the key employees to follow through (bonuses, profit sharing, etc.)?



REFERENCES

List 5 owners/architects/engineers with who you have worked with in the last two years.

<u>Name/Address</u>	<u>Contact</u>	<u>Phone #</u>	<u>Fax #</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

List 5 subcontractors/general contractors with who you have worked with in the last two years.

<u>Name/Address</u>	<u>Contact</u>	<u>Phone #</u>	<u>Fax #</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

List 5 suppliers with whom you buy most of your material.

<u>Name/Address</u>	<u>Contact</u>	<u>Phone #</u>	<u>Fax #</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

AUSTIN OFFICE

P.O. Box 28663 • Austin, TX 78755 • 512-900-8793

BATON ROUGE OFFICE

6709 Perkins Road • Baton Rouge, LA 70808 • 225-757-9191



SUITS, JUDGMENTS, DEFAULTS AND CONTINGENT LIABILITIES

Has your company or any officer of any partner ever failed in business or compromised with creditors? Yes No
 Has your company ever failed to complete a contract? Yes No
 Have you ever failed to qualify for a bond after an award? Yes No
 Does your company or any officer or partner owe money to a bonding company? Yes No
 Do you have the necessary equipment to perform the anticipated job/program? Yes No
 Are you or have you been involved in any law suits, divorce actions, or any other form of Litigation? Yes No

ACCOUNTING AND FINANCIAL REPORTING

Name/Address of Accounting Firm: _____

CPA Public Accountant Other: _____ Fiscal Year End Date: _____

Is your accountant an officer, partner or a relative of an office or partner of the construction company? Yes No

How many years has this firm prepared your financial statements? _____ Tax Returns? _____

Fiscal year end statement is prepared: Audited Review Other: _____

Method of Accounting (check one for each line):

% of Completion Completed Contract Accrual Cash

For financing reporting:

For tax purposes:

Have your operations been profitable since the last year end statements? Yes No

Are taxes (including Payroll, FIT, and SIT) current? Yes No Date of Last Tax Audit? _____

Have there been any major changing in the last 12 months with respect to:

Ownership Loans or Refinancing Equipment Other *If so, please describe below:*

Do you have a system of providing periodic internal cost accounting reports showing job status?

Daily Weekly Monthly Quarterly Other (Please describe)

JOB EXPERIENCE

Largest Single Job Completed: \$ _____ Date: _____

Average Single Job Desired: \$ _____

Average Aggregate Bonding Desired: \$ _____

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Please list the 3 largest contracts completed in the last 3 years:

1. Job Description: _____
 Your Contract With: (Owner or GC)
 Name of Person to Contact: _____ Phone: _____ Fax: _____
 Contract Price: \$ _____ Amount of Profit or Loss: \$ _____
 Date Completed: _____

2. Job Description: _____
 Your Contract With: (Owner or GC)
 Name of Person to Contact: _____ Phone: _____ Fax: _____
 Contract Price: \$ _____ Amount of Profit or Loss: \$ _____
 Date Completed: _____

3. Job Description: _____
 Your Contract With: (Owner or GC)
 Name of Person to Contact: _____ Phone: _____ Fax: _____
 Contract Price: \$ _____ Amount of Profit or Loss: \$ _____
 Date Completed: _____

PRIOR SURETIES

Has your company ever been bonded? Yes No
 Name/Address of former Surety Company: _____

Have you been refused by a prior surety? Yes No *If yes, please explain:* _____

The Undersigned hereby authorizes the Surety and Surety Bond Brokers to make such pertinent inquiry as may be necessary from financial institutions, credit reporting companies or agencies and all other persons, firms and corporations in order to confirm or verify information referred to or listed herein.

Signed: _____ **Date:** _____