

COMMERCIAL CONTRACTOR QUESTIONNAIRE

Email: Underwriting@SuretyOne.org | Facsimile: 919-834-7039 | Mail: P.O. Box 37284, Raleigh, NC 27627

1. Name of Firm		Phone Number
Address (Street, City or Town, State, Zip Code)		Federal Tax ID #
Agency/Broker Name	Contact and Phone Number	er

ORGANIZATION AND BACKGROUND

2. Type of business:	Year busines	ess started: Years operated under current management:			management:				
Limited Liability Compan									
3. Shareholders and Spouses:									
Name	Address		Date of	Birth	Social Security Number	% Ownership (if any)			
						%			
						%			
						%			
						%			
						%			
4. Officers and Key Personnel:		1	1		1				
Name	Position	Years in Industry	Yea w/Com		Previous E	Emplover			
5. Will shareholders and spous	es personally indemnify Surety	/? 🗌 Yes 🗌	No						
If no, please provide addition	nal comment:								
6. Are any shareholder assets I	neld in trusts?	No							
If trusts exist, will they inden	If trusts exist, will they indemnify surety?								
If no, please provide addition	nal comment:								
7. Is a formal continuity plan ir	n place for the succession of fu	uture manageme	nt? 🗌 Y	es 🗌 I	No				

8.	8. Is a formal buyout plan in place? Yes No									
	If so, is the buyout plan fully funded by life insurance or other means? Yes No									
9.	9. Parent / Subsidiary / Affiliated Companies:									
	Name	% of Common Ownership	Relationship	Federal Tax ID #	Function/Purpose of Company	Opera Comp				
		%				🗌 Yes	🗌 No			
		%				🗌 Yes	🗌 No			
		%				🗌 Yes	🗌 No			
		%				🗌 Yes	🗌 No			
		%				🗌 Yes	🗌 No			
		%				🗌 Yes	🗌 No			
11.	 its owners. Please provide additional comment: 11. Has any individual or company listed above ever filed for bankruptcy or held a senior management position with a firm that has caused a surety or a bank a loss? Yes No If yes, please provide additional comment: 									
12.	12. Has your company ever defaulted on a contract? ☐ Yes ☐ No If yes, please provide additional comment:									
13.	 13. Is your company or any of its owners/officers currently involved in any litigation? Yes No If yes, please provide additional comment: 									
OPE	RATIONS									
14.	What percentage of revenues is	s derived from bond	ded contracts?	%						
15.	What percentage of the firm's w	vork is normally pe	rformed as:							
	Prime Contractor	%								
	Subcontractor	%								
	Supply Obligations	%								
16.	16. Type(s) of bonded contracts sought?									

17. Wha	at percentage of the firm's work	is typically subcont	racted?	%						
	the approximate % of work anno wing types of owners:	ually performed for			pproximate % of cont payment terms:	racts undertaken usir	ng the following			
Gove	ernmental	%		Fixed Pri	се		%			
Instit	tutional	%		Cost - Plus			%			
Utiliti	ies	%		Cost -Plu	s A Fixed Fee		%			
Indu	strial	%		Cost - Plu	us With a Max. Upset	Price	%			
Deve	elopers	%								
Othe	ers/Private Owners	% 100%								
	s any customer represent more s, please provide additional con		annual revenue	es?]Yes 🗌 No					
	 21. List the approximate % of contracts acquired using the following methods: 22. List the approximate % of contracts with the following billing terms: 									
Hard	Hard (Public) Bid %			Pro	gress Payments		%			
RFP	/RFQ/Negotiated	%		Mile	estone Payments		%			
Purc	Purchase Order %									
	100% 23. Typical retained percentage? %									
24. Perc	24. Percent of employees subject to collective bargaining agreement(s)? %									
25. Num	ber of employees:									
26. In wh	nat geographic area do you wor	k?								
	Have you ever worked outside your normal geographic area?									
	you considering work outside yo s, where?	our normal territory	? 🗌 Yes	🗌 No						
Joint Fore	27. Has the applicant and/or its related companies and owners engaged in: Joint Ventures Yes No Turn - Key Contracts Foreign Contracts Yes No Design Work Real Estate Development Yes									
28. List y	your primary competitors:									
29. Larg	est 3 contracts completed:	1								
N	lame of Owner/Project	Bonded?	Final Contrac	ct Price	Final Gross Profit	Damages Assessed	Year Completed?			
	·	Yes No	\$		\$	\$				
		Yes No	\$		\$	\$				
		Yes No	\$		\$	\$				
BANKING							۱ ــــــــــــــــــــــــــــــــــــ			
30. Nam	ne of Bank	How Lon	nd?		Contact / F	hone Number				

0. Name of Bank	How Long?	Contact / Phone Number

31.	Revolving line of credit or	working line	? 🗌 Yes 🗌 N	No F	acility Amount	t: \$				
	Expiration Date:		A	Amount Drawn	: \$		Average Draw:	\$		
32.	Is the revolver secured? Guarantors:	Yes [] No	٦	ype of assets	secured:				
33.	Are letters of credit availa	able?	∕es □ No	(Cost of letters of	of credit?				
34.	Have letters of credit bee If yes, are any currently o					□ No No If	yes, please i	nclude a list of co	ontracts.	
ACC	OUNTING									
3 5.	Name of Accounting Firm	1	How Long?				Contact / Ph	one Number		
36.	36. On what level of assurance are financial statements prepared and how often (<u>Annual / Semi-Annual / Q</u> uarterly / <u>M</u> onthly)? CPA Audit: CPA Review: CPA Compilation: Internal:									
37.	Do you have a full time a	ccountant on	staff? 🗌 Yes [] No	Years of	experienc	ce?			
38.	38. In-house accounting software used:									
39.	Is Percentage of Complete	tion accountir	ng used for contracts	s over	12 months in o	duration?	🗌 Yes	🗌 No		
INSU	JRANCE									
40.	Coverage	Single	Limit Agg	regate	e Limit		Name of Ca	rrier	Expiration Date	
	General Liability	\$	\$							
	Auto Liability	\$	\$							
	Umbrella	\$	\$							
	Workers Comp	\$	\$							
	Professional Liability	\$	\$							
	Other	\$	\$							
CON	ITRACT RISK MANAGEM	IENT			·					
	Do you utilize a standard		for the work perform	ned?	🗌 Yes 🗌 N	lo If yes	please attac	h copy of standa	rdized contract.	
42.	42. Are there established procedures/authority for review of new bids? Yes NoIf yes, please provide additional comment:									
43.	What is the average cont Average:		(include optional con aximum:	ntract		Minimum:				
44.	Have you utilized annual If yes, have you negotiate		-	ן 🗌 א acts?		No				
45.	List the approximate % of contract price (percentag If percentage bonds are r	e bonds):	9	6 full p	enalty bonds	ice (full pe 50%		or in an amount ercentage bonds	3	

Aggregate program: \$	ond size: \$: Single bo	ness activity:	ity needed for normal busi	 Bonding capacity r 	46.				
∋d?	II be bonded?	ontractor wi		ubcontractors? Yes Des the firm use to determine	7. Do you bond subco What criteria does	47.				
 48. Do you use other methods to secure performance of subcontractors and suppliers? Yes No If yes, please provide additional comment: 										
49. Describe the internal procedures and authority guidelines for approving contracts/proposals. Please provide additional comment:										
			1	ISTORY	IOR BONDING HIST	PRIC				
Reason for Leaving		_ong?	How L	Surety(ies)). Name of Prior Sure	50.				
(typically stated as rate per thousand)		s? \$	suretv bonds	st recent rate charged on	. What is the most re	51.				
			,	5						
 MISCELLANEOUS 52. Are the companies or shareholders listed above acting as guarantors for bank, surety, or other obligations for companies not already listed on this questionnaire? ☐ Yes ☐ No If yes, please provide additional comment: 										
I.R.S. Audit?	esult of an I.R.S. Audit	eared as a r	ints been cle	iscal year have your accou	 Through what fisca 	53.				
our latest financial statement?	noted in your latest fina	iot already r		y involved in lien actions o						
(typically stated as rate per thousand) ank, surety, or other obligations for companies not already	result of an I.R.S. Audit	g as guarar g as guarar	above acting No Ints been cle	ISTORY Surety(ies) st recent rate charged on nies or shareholders listed rovide additional commen iscal year have your accounts y involved in lien actions of	IOR BONDING HIST D. Name of Prior Sure D. What is the most re SCELLANEOUS P. Are the companies listed on this quest listed on this quest If yes, please provi B. Through what fisca I. Is your company in	50. 51. 52. 53. 54.				

COMMENTS

55.	Please provide additional information regarding your work experiences, history, unique capabilities, level and degree of
	computerization, etc., which would permit Surety to have a more complete understanding of your company.

The Applicant hereby represents that the above statements and responses are accurate and authorizes Surety to contact the references listed above. In addition, as part of our underwriting process, Surety retains the right to investigate personal credit history. To the extent required by law, we will, upon request, provide notice whether or not a consumer report has been requested by Surety, and if so, of the name and address of the consumer reporting agency furnishing the report.

PREPARED BY (Name)	POSITION	SIGNATURE	DATE

INFORMATION NEEDS

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In order for us to respond timely to your request for credit, please enclose:

- Last three fiscal year-end financial statements with appropriate supporting schedules
 - ~ Job schedules
 - ~ Account receivable and payable aging schedules
 - ~ G&A schedule
- Current interim financial statement with appropriate supporting schedules
- Related party (if any) financial statements with appropriate supporting schedules
- Personal financial statements for all owners with appropriate supporting schedules
 - ~ Real estate schedule
 - ~ Marketable securities schedule
 - ~ Investment schedule
 - Trust agreements (if any assets of owners are held in Trusts)
- Operational information (i.e., organizational chart, resumes for owners and key personnel, reference letters, business plan outlining type of work, growth, and profit objective)
- Bank information (i.e., copy of bank lines/agreements)
- Continuity plan (i.e., life insurance, buy-sell agreement)
- Limited Liability Company Articles and Operating Agreement (if applicable)
- Copy of contract, specifications and bond forms for any pending requests.
- List of contracts supported by letters of credit (question 34).
- If standardized contract used, please attach copy (question 41).