

## **Contract Bonds**

### **Performance, Payment and Bid Bonds**

Thank you for your request. Please provide the following items to enable us to underwrite and respond in a timely matter.

#### **1. Completed Contractors Questionnaire**

Please be certain that all questions are answered completely. Resumes of key personnel and a business plan are helpful if available.

#### **2. Financial Statements:**

##### **a. Business Financial Statements**

Last 2 fiscal year end financial statements of business entity, plus a current interim financial statement as at the last day of the month. Note: All financial statements are to include a balance sheet, a profit & loss statement, Aging Account Receivable & Accounts Payable and notes.

##### **b. Personal Financial Statement(s) of Owners (Form Attached)**

This is required on all Stockholders of a Corporation or all Partners of a Partnership, or the Sole Proprietor. This should be complete with spousal information if applicable. Personal statements are to be dated as at the same date as the most recent company financial statement.

#### **3. Bank/Cash Verification and/or Bank Letter (sample attached)**

Bank and broker statements to verify the cash balances referenced on the financial statements that are provided.

#### **4. Work on Hand (Form Attached)**

This should be as at the same date as the most recent financial statement provided. If the financial statement is over 90 days, please also provide a work on hand report as at a current date.

#### **5. Bond Request Sheet**

For a bid bond request, please include the invitation to bid and bond forms. For a final bond (performance & payment) request, please include a copy of the Contract, Bond Forms, and Bid Results.

If you have any questions regarding **Contract Bonds**, please do not hesitate to call us. We look forward to working with you and your clients.

Thank you for your business!

**CONTRACTORS QUALIFICATION QUESTIONNAIRE  
ORGANIZATION AND BACKGROUND**

Name _____	
Address _____ Fed. I.D. # _____	
Phone _____ Fax _____	

( ) Individual

( ) Partnership

( ) Corporation

Date business formed \_\_\_\_\_ Date Incorporated \_\_\_\_\_

If SUCCESSOR to prior business, Name of Predecessor \_\_\_\_\_

H

Has there been any recent changes in control of your company? -- Yes -- No

If so, describe \_\_\_\_\_

**Principal Officers of the Company**

NAME P	OSITION	% OF OWNER-SHIP	AGE	DATE OF EMPLOY	SOCIAL SECURITY NO.	NAME OF SPOUSE

Please asterisk officers who are authorized to execute documents for the Company under the Corporate Seal. Have provisions been made for continuation of their duties in the event of their death or disability? \_\_\_\_\_ Attach details.

**List of Affiliated, Subsidiary or Related Companies in which this Firm or its Stockholders have an interest:**

NAME AND ADDRESS	STOCK OWNERSHIP	SCOPE OF OPERATIONS	ENDORSEMENT BY PRINCIPAL OR STOCKHOLDERS

**SCOPE OF OPERATION**

**Key Operating Personnel, General Manager, Superintendents, Engineers, etc.**

Name	Position	Age	Experience

A. Type of work usually performed:

- |               |              |                   |
|---------------|--------------|-------------------|
| Public Bldgs. | Excavation   | Plumbing          |
| Commercial    | Water System | Heating/Air Cond. |
| Highways      | Sewers       | Other _____       |
| Bridges       | Electrical   | _____             |

B. Geographical Areas of Operation  
 \_\_\_\_\_  
 \_\_\_\_\_

C. Percentage of work usually done as a  
 1. Prime \_\_\_\_\_%  
 2. Sub \_\_\_\_\_%

D. How much of an average job is Sublet? \_\_\_\_\_%

Are bonds required from Suppliers or Subcontractors? -- Yes -- No If yes, over what amount \$ \_\_\_\_\_

Has Supplier or Subcontractor ever failed to complete a contract? -- Yes -- No If so, describe \_\_\_\_\_

Has your company ever experienced a bankruptcy? -- Yes -- No

Been in receivership? -- Yes -- No If so, explain \_\_\_\_\_

Are any liens for labor and/or material filed against your company on any contracts which have been done or are being done by your company? -- Yes -- No If yes, explain \_\_\_\_\_

What size contracts do you feel the company is qualified to do:

- 1.) on a single job \$ \_\_\_\_\_
- 2.) during any one year \$ \_\_\_\_\_
- 3.) have as work on hand at any one time \$ \_\_\_\_\_

What is the anticipated expenditure in respect to the purchase of equipment within the next 12 months?

Total Cost \$ \_\_\_\_\_ Down payment and amount payable within 12 months \$ \_\_\_\_\_

**INSURANCE**

TYPE L	IMITS	ISSUING COMPANY	EXPIRATION DATE	AGENCY
Fidelity				
Liability				
Workers Compensation				
Fire				
Equipment Floater				

List the six most important contracts completed in the last five years

Owner's Name	Address & Phone Number	Contract Amount	Time Required to Complete
1.)			
2.)			
3.)			
4.)			
5.)			
6.)			

Largest work-on-hand position of company, at any one time was \$ \_\_\_\_\_

During \_\_\_\_\_ and consisted of \_\_\_\_\_ contracts.

Give the names of five principal suppliers.

Name	Address	Phone #
		Fax#
1.)		
2.)		
3.)		
4.)		
5.)		

**Surety Information**

Present Surety \_\_\_\_\_ Present Rate \_\_\_\_\_

Address \_\_\_\_\_

With present surety \_\_\_\_\_ years.

Largest single contract previously bonded \_\_\_\_\_

Why change of surety? \_\_\_\_\_

Covenants provided to present surety

1. Personal indemnities:    Yes    No    If yes, list indemnitors \_\_\_\_\_

2. Additional Corporate indemnities:    Yes    No    If yes, list additional indemnitors \_\_\_\_\_

3. Is collateral provided:    Yes    No    If yes, explain \_\_\_\_\_

**FINANCIAL INFORMATION**

**Banking**

Name of Bank \_\_\_\_\_  
Address \_\_\_\_\_  
Manager \_\_\_\_\_  
With bank since \_\_\_\_\_  
Previous bank \_\_\_\_\_  
Address \_\_\_\_\_  
Term with previous bank \_\_\_\_\_

**Line of Credit**

Amount \_\_\_\_\_  
Amount in Use \_\_\_\_\_  
Secured by: Yes    No  
A. Accounts receivable  
B. Co llateral  
C. Personal covenants  
D. Additional corp. covenants

**Accounting**

Name of Accounting firm \_\_\_\_\_  
Address \_\_\_\_\_  
How long has this firm acted as your auditor? \_\_\_\_\_ years.  
Date last audited Financial Statement was prepared \_\_\_\_\_, \_\_\_\_\_.  
Is statement prepared on an (A) audited or (B) unaudited basis? \_\_\_\_\_  
Completed Job? \_\_\_\_\_ % of Completion \_\_\_\_\_ Accrual? \_\_\_\_\_ Other \_\_\_\_\_

Have (or are) any of your accounts receivables or retentions been assigned, pledged, hypothecated, sold or discounted? Yes    No  
If so, describe \_\_\_\_\_

ATTACH PERSONAL FINANCIAL STATEMENTS OF INDEMNITORS CONCURRENT WITH FISCAL YEAR-END OF CONTRACTOR.

ATTACH LAST THREE (3), COMPLETE FISCAL YEAR-END FINANCIAL STATEMENTS (IF NOT FULL CPA AUDITS, ATTACH SCHEDULES OF ALL BALANCE SHEET ITEMS AS WELL AS UNCOMPLETED WORK-ON-HAND SCHEDULES)

The Undersigned hereby represents that the herein statements are true and authorizes any bank or other reference to verify the correctness of items in the above statement to the Surety. Surety is authorized to investigate, at any time, the Undersigned's credit, employment history, and department of motor vehicle records.

Name of Company \_\_\_\_\_

Dated this \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
IF CORPORATION SIGN AND SEAL HERE

\_\_\_\_\_  
WITNESS    S

\_\_\_\_\_  
SIGNATURE OF APPLICANT IF NOT A CORPORATION

# INTEGRITY SURETY LLC

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## AUTHORIZATION AND CONSENT FORM

(To be signed by all applicants as principals or indemnitors.)

Authority is hereby granted to any individual, firm, corporation, bank or any financial institution to furnish Integrity Surety LLC or surety companies represented by Integrity Surety LLC any information pertaining to the undersigned's financial standing, credit history and manner of meeting their obligations. As consideration for services, Integrity Surety LLC may charge a fee, not to exceed one point five per cent of the contract amount at the time a bond is issued. **All individuals are expected to sign a General Agreement of Indemnity before any bond will be issued.** A copy of this agreement shall be considered the same as the original. This authorization is to remain in effect until rescinded in writing by the undersigned.

Applicant for surety credit: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

### Individual indemnitors

1. Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_ SS# \_\_\_\_\_

Home address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_ SS# \_\_\_\_\_

Home address: \_\_\_\_\_

3. Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_ SS# \_\_\_\_\_

Home address: \_\_\_\_\_

4. Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_ SS# \_\_\_\_\_

Home address: \_\_\_\_\_

5. Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_ SS# \_\_\_\_\_

Home address: \_\_\_\_\_

6. Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_ SS# \_\_\_\_\_

Home address: \_\_\_\_\_

**PERSONAL FINANCIAL STATEMENT  
NOT TO BE USED FOR BUSINESS STATEMENTS.**

**To induce COMPANY to become surety for the Undersigned, or to accept  
the Undersigned as Indemnitor, the Undersigned submits the following Financial Statement**

Personal financial statement of \_\_\_\_\_ SS. NO. \_\_\_\_\_  
(Name)

(Street Address, City, State, Zip)  
HOME PHONE NO. ( ) \_\_\_\_\_ BUS. PHONE NO. ( ) \_\_\_\_\_  
NAME OF SPOUSE \_\_\_\_\_

AS OF \_\_\_\_\_  
(Date)

CURRENT ASSETS		CURRENT LIABILITIES	
Cash on hand (not in bank) .....		Notes payable to (names and addresses):	
Cash in following banks (names and addresses):		.....	
.....		.....	
.....		Sales Contracts & Chattel Mtgs. (Sch. 6) .....	
Stocks and bonds (Schedule 1) .....		Accounts payable .....	
Accounts receivable (Schedule 2) .....		Current portion of long term debt .....	
Notes receivable (Schedule 3) .....		Other current liabilities (Schedule 6) .....	
Other current assets (Schedule 6)		.....	
.....		.....	
.....		Current Year's Income Taxes Unpaid .....	
.....		Prior Year's Income Taxes Unpaid .....	
.....		Real Estate Taxes Unpaid .....	
.....		.....	
<b>TOTAL CURRENT ASSETS</b>		<b>TOTAL CURRENT LIABILITIES</b>	
<b>FIXED ASSETS</b>		<b>LONG TERM LIABILITIES</b>	
Real estate (Schedule 4):		Real estate debt (Schedule 4):	
Residence .....		Residence .....	
Other .....		Other .....	
Cash value of life insurance (Schedule 5) .....		Borrowed on life insurance (Schedule 5) .....	
.....		.....	
Other assets and investments (Schedule 6) .....		Other long term debt (Schedule 6) .....	
.....		.....	
.....		.....	
.....		.....	
.....		<b>TOTAL LONG TERM LIABILITIES</b>	
<b>TOTAL FIXED ASSETS</b>		<b>NET WORTH</b>	
<b>TOTAL ASSETS</b>		<b>TOTAL LIABILITIES AND NET WORTH</b>	

CONTINGENT LIABILITIES

FOR ENDORSEMENTS OR GUARANTEES \$ \_\_\_\_\_ FOR OTHER PURPOSES \$ \_\_\_\_\_

GIVE DETAILS \_\_\_\_\_

**1. STOCKS AND BONDS**

Name of Security	No. Shares	If any pledge, State to Whom and for What Purpose	Dividends Paid Last Two Years	Market Value	Book Value
<b>TOTALS</b>				\$	\$

**2. ACCOUNTS RECEIVABLE**

Name and Address (street and city) From Whom Due	For What is it Due	When Sold	When Due	Amount
<b>TOTAL</b>				\$

**3. NOTES RECEIVABLE**

Name and Address (street and city) From Whom Due	For What Due	How Secured	Date	Maturity	Amount
<b>TOTAL</b>					\$

**4. REAL ESTATE**

Description of Property	Title in Name of	Market Value	Cost	Date Acquired	Amount Encumbrance	Monthly Payments	Monthly Income
<b>TOTAL</b>							

**5. LIFE INSURANCE – CASH VALUE**

Name of Company	Policy Number	Name of Insured	Beneficiary	Face Value	Cash Value	Amount Borrowed

**6. OTHER ASSETS AND LIABILITIES**

Other Current Assets (itemize)	Other Current Liabilities (itemize)	Amount

The information contained in this statement is provided for the purpose of obtaining, or maintaining credit with you on behalf of the undersigned, or persons, firms or corporations in whose behalf the undersigned may either severally or jointly with other, execute a guaranty in your favor. Each undersigned understands that you are relying on the information provided herein (including the designation made as to ownership of property) in deciding to grant or continue credit. Each undersigned represents and warrants that the information provided is true and complete and that you may consider this statement as continuing to be true and correct until a written notice of a change is given to you by the undersigned. You are authorized to make all inquiries you deem necessary to verify the accuracy of the statements made herein, and to determine my/our credit worthiness. You are authorized to answer questions about your credit experience with me/us.

Signature \_\_\_\_\_  
 S.S. No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

Signature \_\_\_\_\_  
 S.S. No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

(SAMPLE BANK REFERENCE LETTER - CONTRACTOR)

June 12, 2012

Integrity Surety LLC  
17544 Midvale Ave N Ste #300  
Seattle, WA 98133

Re: Sample Contractor, Inc.

Dear Sir or Madam:

I am pleased to write this reference letter on behalf of our good client Sample Contractor, Inc. Sample Contractor, Inc. has maintained checking and savings accounts with Bank of Anywhere since 1988. Average deposit balances for the past six months have been \$54,000 (checking) and \$157,000 (savings). Current balances are \$36,000 (checking) and \$175,000 (savings). There have never been any checks returned due to insufficient funds.

Bank of Anywhere provides Sample Contractor, Inc. with a \$500,000 operating line of credit. The line renews September 1, 2008 and is secured by an UCC filing on accounts receivable and other corporate assets. High usage during the past six months has been \$75,000 and average usage has been \$5,000. Currently \$100,000 is owed and \$400,000 available on the line.

Bank of Anywhere has also provided a variety of other loans over the years. All have been handled as agreed.

Sample Contractor, Inc. is an excellent long term customer of the Bank of Anywhere. I believe them to be well qualified to meet their normal financial obligations. Please feel free to contact me at (206)555-5555 if you require additional information.

Sincerely,

John Q. Public  
Vice President



# Work on Hand Report

## Schedule of Uncompleted Contracts

Name and Address of Contractor								Uncompleted Contracts as of	
Contract Description and Location	Date Started		1 Contract Price Including Approved Change Orders	2 Contractor's Estimated Cost At Time of Bid (1)	3 Total Amount Billed To Date Including Retainage (2)	4 Total Costs To Date	5 Revised Estimated Costs To Complete	Completion Date	
	Mo.	Yr.						Mo.	Yr.
	1.								
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
<b>TOTALS</b>									

### Contracts Completed Since Last Fiscal Closing Statement or Last Status Report

Contract Description and Location	Date Started		Final Contract Price	Total Cost	Gross Profit or Loss
	Mo.	Yr.			

1. Include contractor's original estimated total cost plus cost of all change orders and extra work orders approved to date.
2. Do not include "claims" or disputed items." If desired, attach an explanation.

**INTEGRITY SURETY**  
**17544 Midvale Ave North Suite 300 Seattle, WA 98133**  
**Tel: 206-546-1397 Fax: 206-299-2819**

**BOND REQUEST**

**I. Contractor/Principal:** \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Fed Ex/UPS #: \_\_\_\_\_

***What is the total cost to complete of all Work on Hand? \$ \_\_\_\_\_ (IMPORTANT)***

**II.  BID BOND**

Date of Bid: \_\_\_\_\_

Time of Bid: \_\_\_\_\_

Percentage of Bid Bond: \_\_\_\_\_ %

Estimated Contract/Bid Price \$ \_\_\_\_\_

Engineer's Estimate \$ \_\_\_\_\_

Project/Solicitation No.: \_\_\_\_\_

**III.  FINAL BOND**

Contract Amount \$ \_\_\_\_\_

Bond Amount \$ \_\_\_\_\_

Percentage of Performance: \_\_\_\_\_ %

Percentage of Payment: \_\_\_\_\_ %

Contract Date: \_\_\_\_\_

Contract No.: \_\_\_\_\_

Bid Bond Required?:  Y  N Negotiated?:  Y  N

Bid Results: \_\_\_\_\_ 2<sup>nd</sup>

\_\_\_\_\_ 3<sup>rd</sup>

Number of Originals: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Bond Form:  Owner/Obligee Form  Surety/Generic Form

***Please be sure to attach the notice to bidders page or a copy of the contract & bond forms***

**IV. Project Name:** \_\_\_\_\_

Project Description: \_\_\_\_\_

Project No.: \_\_\_\_\_

Approx. Start Date: \_\_\_\_\_ Approx. Completion Date: \_\_\_\_\_ Time to Complete: \_\_\_\_\_

Liquidated Damages:  YES  NO If yes amount: \$ \_\_\_\_\_ per \_\_\_\_\_

Length of Warranty: \_\_\_\_\_ Subcontractor Involved:  YES  NO % Subcontracted: \_\_\_\_\_

City the work is being done in: \_\_\_\_\_

% Retainage: \_\_\_\_\_ % Material: \_\_\_\_\_ % Labor: \_\_\_\_\_ % Profit: \_\_\_\_\_

**V. Owner/Obligee:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

***For Surety Use Only:***

Approved  Declined Rate: \_\_\_\_\_ Bid Bond # \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_ Surety: \_\_\_\_\_

SBA: \_\_\_\_\_ Final Bond # \_\_\_\_\_

Conditions: \_\_\_\_\_