



# 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
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## ORGANIZATION AND BACKGROUND

2. Type of business: <input type="checkbox"/> Corporation ( <input type="checkbox"/> 'C' or <input type="checkbox"/> 'S') <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Proprietorship	Year business started:	Years operated under current management:
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3. Shareholders and Spouses:				
Name	Address	Date of Birth	Social Security Number	% Ownership (if any)
				%
				%
				%
				%
				%

4. Officers and Key Personnel:				
Name	Position	Years in Industry	Years w/Company	Previous Employer

5. Will shareholders and spouses personally indemnify Surety?     Yes     No  
 If no, please provide additional comment:

6. Are any shareholder assets held in trusts?     Yes     No  
 If trusts exist, will they indemnify surety?     Yes     No  
 If no, please provide additional comment:

7. Is a **formal** continuity plan in place for the succession of future management?     Yes     No

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. Parent / Subsidiary / Affiliated Companies:

Name	% of Common Ownership	Relationship	Federal Tax ID #	Function/Purpose of Company	Operating Company	
	%				<input type="checkbox"/> Yes	<input type="checkbox"/> No
	%				<input type="checkbox"/> Yes	<input type="checkbox"/> No
	%				<input type="checkbox"/> Yes	<input type="checkbox"/> No
	%				<input type="checkbox"/> Yes	<input type="checkbox"/> No
	%				<input type="checkbox"/> Yes	<input type="checkbox"/> No
	%				<input type="checkbox"/> Yes	<input type="checkbox"/> No

10. Describe any capital requirements or contingent liabilities/guarantees provided to these affiliates/subsidiaries from the company or any of 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. Has your company ever defaulted on a contract?  Yes  No  
If yes, please provide additional comment:

13. Is your company or any of its owners/officers currently involved in any litigation?  Yes  No  
If yes, please provide additional comment:

## OPERATIONS

14. What percentage of revenues is derived from bonded contracts? %

15. What percentage of the firm's work is normally performed as:

Prime Contractor %  
Subcontractor %  
Supply Obligations %

16. Type(s) of bonded contracts sought?

17. What percentage of the firm's work is typically subcontracted?	%																						
18. List the approximate % of work annually performed for the following types of owners:	19. List the approximate % of contracts undertaken using the following types of payment terms:																						
<table style="width:100%; border-collapse: collapse;"> <tr><td style="width:80%;">Governmental</td><td style="text-align: right;">%</td></tr> <tr><td>Institutional</td><td style="text-align: right;">%</td></tr> <tr><td>Utilities</td><td style="text-align: right;">%</td></tr> <tr><td>Industrial</td><td style="text-align: right;">%</td></tr> <tr><td>Developers</td><td style="text-align: right;">%</td></tr> <tr><td>Others/Private Owners</td><td style="text-align: right;">%</td></tr> <tr><td colspan="2" style="text-align: right;">100%</td></tr> </table>	Governmental	%	Institutional	%	Utilities	%	Industrial	%	Developers	%	Others/Private Owners	%	100%		<table style="width:100%; border-collapse: collapse;"> <tr><td style="width:80%;">Fixed Price</td><td style="text-align: right;">%</td></tr> <tr><td>Cost - Plus</td><td style="text-align: right;">%</td></tr> <tr><td>Cost -Plus A Fixed Fee</td><td style="text-align: right;">%</td></tr> <tr><td>Cost - Plus With a Max. Upset Price</td><td style="text-align: right;">%</td></tr> </table>	Fixed Price	%	Cost - Plus	%	Cost -Plus A Fixed Fee	%	Cost - Plus With a Max. Upset Price	%
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100%																							
Fixed Price	%																						
Cost - Plus	%																						
Cost -Plus A Fixed Fee	%																						
Cost - Plus With a Max. Upset Price	%																						

20. Does any customer represent more than 20% of your annual revenues?  Yes  No  
 If yes, please provide additional comment:

21. List the approximate % of contracts acquired using the following methods:	22. List the approximate % of contracts with the following billing terms:												
<table style="width:100%; border-collapse: collapse;"> <tr><td style="width:80%;">Hard (Public) Bid</td><td style="text-align: right;">%</td></tr> <tr><td>RFP/RFQ/Negotiated</td><td style="text-align: right;">%</td></tr> <tr><td>Purchase Order</td><td style="text-align: right;">%</td></tr> <tr><td colspan="2" style="text-align: right;">100%</td></tr> </table>	Hard (Public) Bid	%	RFP/RFQ/Negotiated	%	Purchase Order	%	100%		<table style="width:100%; border-collapse: collapse;"> <tr><td style="width:80%;">Progress Payments</td><td style="text-align: right;">%</td></tr> <tr><td>Milestone Payments</td><td style="text-align: right;">%</td></tr> </table>	Progress Payments	%	Milestone Payments	%
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Purchase Order	%												
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Milestone Payments	%												
23. Typical retained percentage? %													

24. Percent of employees subject to collective bargaining agreement(s)? %

25. Number of employees:

26. In what geographic area do you work?

Have you ever worked outside your normal geographic area?  Yes  No  
 If so, where?

Are you considering work outside your normal territory?  Yes  No  
 If yes, where?

27. Has the applicant and/or its related companies and owners engaged in:

Joint Ventures	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Turn - Key Contracts	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Foreign Contracts	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Design Work	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Real Estate Development	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Contracts Lasting More Than Two Years	<input type="checkbox"/> Yes	<input type="checkbox"/> No

28. List your primary competitors:

29. Largest 3 contracts completed:

Name of Owner/Project	Bonded?	Final Contract Price	Final Gross Profit	Damages Assessed	Year Completed?
	Yes No	\$	\$	\$	
	Yes No	\$	\$	\$	
	Yes No	\$	\$	\$	

**BANKING**

30. Name of Bank	How Long?	Contact / Phone Number
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46. Bonding capacity needed for normal business activity: Single bond size: \$ \_\_\_\_\_ Aggregate program: \$ \_\_\_\_\_

47. Do you bond subcontractors?  Yes  No  
 What criteria does the firm use to determine if a subcontractor will be bonded?

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:

**PRIOR BONDING HISTORY**

50. Name of Prior Surety(ies)	How Long?	Reason for Leaving

51. What is the most recent rate charged on surety bonds? \$ \_\_\_\_\_ (typically stated as rate per thousand)

**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:

53. Through what fiscal year have your accounts been cleared as a result of an I.R.S. Audit?

54. Is your company involved in lien actions or law suits not already noted in your latest financial statement?  Yes  No  
 If yes, please provide additional comment:

**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
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**INFORMATION NEEDS**

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).