

## Contractor's Questionnaire

Thank you for your interest in obtaining bonds through PFA Transportation Insurance & Surety Services.

The following items are required for a complete submission:

1. Contractor's Surety Questionnaire (attached).
2. Two years CPA-prepared Financial Statements.
3. Personal Financial Statements for all owners (attached).
4. Current Work-in-Progress Report (attached).
5. Bond Request Form (attached).

If you have recently completed any of the above documents, even with another agent, you may submit copies of those instead.

Depending upon the surety's underwriting guidelines for a specific bond, other documents may be required for review.

Please feel free to call me with any questions you may have about the submission process.

Sincerely,

Pamela Goetsch  
Manager of Surety  
800-595-2615  
623-248-6336 direct  
[pgoetsch@PFAprotects.com](mailto:pgoetsch@PFAprotects.com)

# Contractor's Questionnaire

## A. GENERAL INFORMATION

Contractor: \_\_\_\_\_ Check one:  Corporation  Partnership  Proprietorship

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Federal Express No.: \_\_\_\_\_

License #: \_\_\_\_\_ License Class: \_\_\_\_\_ Tax I.D. #: \_\_\_\_\_

Date Business Formed: \_\_\_\_\_ Date incorporated: \_\_\_\_\_

### 1. Corporate Officers, Partners, Proprietors, Owners, Key Personnel:

<u>Name</u>	<u>Age</u>	<u>Position</u>	<u>Social Security No.</u>	<u>% of Ownership</u>	<u>Spouse's Name</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

### 2. List 4 Largest Jobs Completed in the Past 5 Years:

<u>Owner, Person to Contact</u>	<u>Phone No.</u>	<u>Type of Work</u>	<u>Year</u>	<u>Contract Price</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### 3. List Principal Suppliers:

<u>Name</u>	<u>Material/Service Provided</u>	<u>Address (Street, City, State, Zip Code)</u>	<u>Phone No.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## B. FINANCIAL INFORMATION:

Accounting:

Accounting Firm: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

Years with Firm: \_\_\_\_\_ Fiscal year end: \_\_\_\_\_ How often are financial statements prepared? \_\_\_\_\_

# Contractor's Questionnaire

CA License #0M18074

## B. Financial Information, continued.

### Banking:

Name of Bank: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ Years with this bank: \_\_\_\_\_

Account Numbers: \_\_\_\_\_

Line of Credit Amount: \$ \_\_\_\_\_ Date Established: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

Secured by: \_\_\_\_\_ Bank Officer: \_\_\_\_\_

\*(Please attach a copy of credit or loan agreement.)

Surety: Name of current and prior sureties.

Surety

Agent

Phone No.

## C. Questionnaire

1. Has there been any recent change in control of the company? Yes \_\_\_ No \_\_\_

If Yes, explain: \_\_\_\_\_

2. Is the company/owner(s) connected with other companies as a subsidiary, parent, holding or affiliate? Yes \_\_\_ No \_\_\_

If Yes, explain: \_\_\_\_\_

3. Type of construction work performed: \_\_\_\_\_

4. What percentage of your work do you normally undertake with your own forces? \_\_\_\_\_

5. What has been your largest work program (uncompleted work-on-hand) in the last three years? \_\_\_\_\_

6. Does the company own adequate equipment? \_\_\_\_\_ and/or lease equipment? \_\_\_\_\_

7. Has the company/owner ever defaulted on a contract, forcing a Surety to suffer a loss? Yes \_\_\_ No \_\_\_

If Yes, explain: \_\_\_\_\_

8. Has the company ever failed to complete a contract? Yes \_\_\_ No \_\_\_

If Yes, explain: \_\_\_\_\_

9. Any disputes on contracts? Yes \_\_\_ No \_\_\_

If Yes, explain: \_\_\_\_\_

10. Has the company, any affiliate or owner(s) ever experienced a bankruptcy? Yes \_\_\_ No \_\_\_

Been in Receivership? Yes \_\_\_ No \_\_\_ If Yes for either, explain: \_\_\_\_\_

11. Are any liens for labor and/or material filed against the company on any contracts? Yes \_\_\_ No \_\_\_

If Yes, explain: \_\_\_\_\_

12. Are job cost records maintained? Yes \_\_\_ No \_\_\_ How often are they reviewed? \_\_\_\_\_ Updated? \_\_\_\_\_

\*(Please attach additional pages as needed.)

I (we) affirm that the foregoing statements made, and answers given, are true. I (we) authorize the company to investigate my (our) statements and to check my (our) credit with any creditors or lending institutions.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

By: \_\_\_\_\_,  
Signature

\_\_\_\_\_  
Name and Title

**PERSONAL FINANCIAL STATEMENTS**  
AS OF \_\_\_\_\_, \_\_\_\_\_

Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Spouse: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Residence Address: \_\_\_\_\_

<u>Assets</u>						<u>Liabilities</u>				
<i>Cash in Bank</i>						<i>Accounts/Notes/Loans Payable</i>				
<u>Bank Name and Number</u>	<u>Location</u>	<u>Account No.</u>	<u>Amount</u>			<u>To Whom</u>	<u>Address</u>	<u>Due Date</u>	<u>Security</u>	<u>Amount</u>
<i>Accounts/Notes Receivable</i>										
<u>From Whom</u>	<u>Address</u>	<u>Due Date</u>	<u>Security</u>	<u>Amount</u>						
<i>Investments</i>										
<u>Name &amp; No.(s) of Instrument</u>	<u>Exchange &amp; Call</u>	<u>No. Shares</u>	<u>Price/Share</u>	<u>Market Value</u>						
<i>Real Estate</i>										
<u>Description</u>	<u>Address</u>	<u>Title in Name of</u>	<u>Date Acquired</u>	<u>Cost</u>	<u>Market Value</u>	<i>Mortgage Payable</i>	<u>Address</u>	<u>Monthly Payments</u>	<u>Monthly Income</u>	<u>Loan Balance</u>
<i>Cash Value of Life Insurance</i>										
<u>Name of Company</u>	<u>Name of Insured</u>	<u>Policy No.</u>	<u>Beneficiary</u>	<u>Face Value</u>	<u>Cash Value</u>					
<i>Other Assets</i>						<i>Borrowed on Life Insurance</i>				<u>Loan Balance</u>
	<u>Description</u>				<u>Amount</u>					
<i>Total Assets</i>						<i>Other Liabilities</i>				<u>Amount</u>
<i>Total Liabilities</i>										
<i>Net Worth (Total Assets less Total Liabilities)</i>										

I/we hereby certify that this financial statement presents accurately my financial condition to the best of my knowledge. Authority is granted to any individual, firm, or corporation, and any financial institution to furnish PFA Transportation Insurance & Surety Services upon its request with any information concerning the above statement or pertaining to the Undersigned's financial standing, credit or manner of meeting obligations.

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

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

**WORK-IN-PROGRESS**

As of \_\_\_\_\_

Contractor \_\_\_\_\_

	A	B	C	D	E	F
Job Name & Number	Contract Price Plus Change Orders (Include Gross Profit)	Original Estimate of Gross Profit	Total Billed To Date (Incl. Retainage)	Total Cost Incurred To Date	Estimated Cost Remaining To Complete = A - B - D	Estimated Gross Profit/Loss at Completion
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

1. Do any billings include claim disputes? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_

2. Are any jobs behind schedule? Yes \_\_\_\_\_ No \_\_\_\_\_ Subject to penalty? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_

Please attach explanations as needed.

## Bond Request Form

### I. General Data

Contractor's Name: \_\_\_\_\_

Contractor's Street Address: \_\_\_\_\_

Contractor's City, State, Zip Code: \_\_\_\_\_

Obligee's (Project Owner's) Name: \_\_\_\_\_

Obligee's (Project Owner's) Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Cost-to-complete work on hand:

Current work on hand (cost-to-complete): \$ \_\_\_\_\_

+ Total bid prices on outstanding bid bond: \$ \_\_\_\_\_

+ Total contract prices on outstanding final bonds: \$ \_\_\_\_\_

= Updated cost-to-complete: \$ \_\_\_\_\_

### II. Bid Bond Data - Please include Obligee's Form

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

Total bid price: \$ \_\_\_\_\_ x Bid bond % \_\_\_\_\_ % = Bid bond amount: \$ \_\_\_\_\_

Time to complete: \_\_\_\_\_ (no. of days) Liquidating damages: \$ \_\_\_\_\_

How many duplicate copies of the original bid bond are required? \_\_\_\_\_

Percent of work subcontracted? \_\_\_\_\_

### III. Final Bond Data - Please include Obligee's Form

Total contract price: \_\_\_\_\_ Contract date: \_\_\_\_\_

Performance bond percent: \_\_\_\_\_ %

Payment bond percent: \_\_\_\_\_ %

Maintenance period: \_\_\_\_\_

Time to complete: \_\_\_\_\_ days Liquidating damages: \$ \_\_\_\_\_

How many duplicate copies of the original bid bond are required? \_\_\_\_\_

Percent of work subcontracted? \_\_\_\_\_

If Adobe Acrobat is configured with your email client, click 'Submit' below to submit the form. Otherwise, click 'Save' and attach to an email to [suretybonds@PFAprotects.com](mailto:suretybonds@PFAprotects.com).

Save

Submit