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Farmington, CT 06032

The J. Biron Agency, LLC
Your Surety Bond Professionals

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CONTRACTOR'S OPERATIONS QUESTIONNAIRE

CONTRACTOR: _____ DATE: _____
ADDRESS: _____ PHONE: _____
CITY/STATE/ZIP CODE: _____ FAX: _____
E-MAIL ADDRESS: _____ CELL PHONE: _____

• GENERAL INFORMATION •

Form of business: (check one) Proprietorship Partnership Corporation Sub-Chapter S Corporation LLC

Type of Construction performed: _____

Union Non-Union Merit/Open Shop

Geographical Area of Operations: _____

States in which licensed to do business: _____

Do you ever engage in Joint Ventures? Yes No (If yes, give details on separate letter.)

How often are you required to provide bonds: Frequently Occasionally Very Seldom

• HISTORY •

Date Business Established: _____ Incorporated: _____

Name of Predecessor Company: _____

When did current management assume control? _____

• ORGANIZATION-OWNERS •

NAME	SS#	AGE	% OF STOCK	POSITION	NAME OF SPOUSE	SS#
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Are the owners personally active in this business? Yes No (If no, give details.)

Have any of the principals declared bankruptcy? Yes No (If yes, give details.)

• KEY EMPLOYEES (Include Proj. Mgrs, Supers, Foremen, Controller/Bookkeeper, Estimators) •

Name	Position	Number of Years Experience Here/Others	Name of Previous Employer
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

• PARENT, AFFILIATE AND/OR SUBSIDIARY COMPANIES •

Name	Location	Owned by	Scope of Operations
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Has any entity in which the contractor, stockholders or related companies have financial interests engaged in any form of real estate investment, development or building or any other related activities? Yes No

If yes, describe: _____

In addition to contracting, what other business activities are you or do you intend to 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 is it between? _____

Amount of Life Insurance Payable to the Corporation

Insured	Insurance Company	Amount	Amount Borrowed	Beneficiary
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

What arrangements have been made to assure contracts are completed in the event of the death or disability of the owner(s)? _____

What incentives are given the key employees to follow through (bonuses, profit sharing, etc.)? _____

• BANK REFERENCES •

Name of Bank: _____ With Since: _____

Address: _____

City/State/Zip Code: _____

Name of Loan Officer: _____ Phone _____

Amount of Bank Line: \$ _____ Unsecured \$ _____ Secured

Description of Security: Accounts Receivable Contract Rights Personal Endorsement
 Inventory Equipment/Real Estate Other _____

Expiration Date: _____ Amount of Bank Line currently in use: _____

• ACCOUNTING AND FINANCIAL REPORTING •

Name/Address of Accounting Firm: _____ Contact Person: _____ CPA
_____ Public Accountant
_____ Other _____

Phone: _____

This accounting firm is: Independent
 Internal and/or accountant is an officer or partner of the construction company
 Other

How many years has this firm prepared your financial statements? _____ Number of years _____ tax returns? _____ years

Fiscal year end date: _____ This statement is prepared: Fully audited (unqualified) Review basis
 Partially audited Compilation basis

Are interim statements prepared? Yes No
How often? Monthly Quarterly Semi Annually

Name of Accounting Software used in-house _____

Method of Accounting: (Check one each line)	% of Completion	Completed Contract	Accrual	Cash
For financial reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For tax purposes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date of your last IRS clearance _____ Results: _____

Have your operations been profitable since the last statement date? Yes No

Are Taxes current? Yes No Any tax liens? Yes No

Have there been any major changes in your financial condition since last statement date with respect to ownership, major loans or refinancing.

major equipment purchases or leases, withdrawals or other? If so, describe: _____

Internal cost accounting records provide job status reports daily, weekly, monthly, quarterly, other: _____

Please provide your Federal I.D. No. _____

• CURRENT WORK ON HAND •

Attach a "Schedule of Uncompleted Work" form concurrent with the latest fiscal year end statement furnished and a current report, if the latest financial statement is more than 3 months old. The following questions pertain to the latest "Schedule of Uncompleted Work" form. Explain on a separate sheet of paper any "Yes" answers.

Was your bid on any project more than 10% below that of the second bidder? Yes No

Any projects behind schedule to complete? Yes No

Any delays or disputes on any projects? Yes No

Any in penalty for late completion? Yes No

• REFERENCES •

List your 5 major suppliers:

Name/Address	Telephone No.	Credit Manager
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List your Subcontractors (Contractors if you are a subcontractor) with whom you have worked in the last 2 years:

Name/Address	Telephone No./Contact Person
_____	_____
_____	_____
_____	_____

• INSURANCE CURRENTLY IN FORCE •

Attach Certificate of Insurance listing all insurance coverages including carrier, limits and expirations.

• SUITS, JUDGEMENTS, DEFAULTS AND CONTINGENT LIABILITIES •

Has your company or any officer or any partner ever failed in business or comprised 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
Are you acting as surety or bondsman for others? Yes No
Are you acting as an endorser for others on their notes or accounts? Yes No
Does your company or any officer or partner owe any money to a bonding company? Yes No
Has your company or any officer or partner ever required any financial assistance or borrowed any from a bonding company? Yes No
Do you have the necessary equipment to perform anticipated job/program? Yes No

• JOB EXPERIENCE •

Largest Single Job Completed: \$ _____ Year: _____
What has been the greatest dollar volume of work on hand at one time? \$ _____ Year: _____

Please list the 3 largest contracts completed to date.

1. Job Description: _____

Owner _____ Contact Person: _____

Address _____

Contract Price \$ _____ Amount of profit or loss \$ _____ Date Completed: _____

Architect/Engineer _____

2. Job Description: _____

Owner _____ Contact Person: _____

Address _____

Contract Price \$ _____ Amount of profit or loss \$ _____ Date Completed: _____

Architect/Engineer _____

3. Job Description: _____

Owner _____ Contact Person: _____

Address _____

Contract Price \$ _____ Amount of profit or loss \$ _____ Date Completed: _____

Architect/Engineer _____

• PRIOR SURETIES •

Name/Address of present surety: _____

How long have you been with your present surety? _____ years. Reason for changing: _____

Have you ever been refused a bond by your present or prior surety? Yes No If yes, explain: _____

Signed _____ Dated _____