

Submitted To:

Address:

Submitted By:

DEMO Version

Name:

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or go online to

Address:

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Principal Office:

- Corporation
- Partnership
- Individual
- Joint Venture
- Other

Name of Project: (If applicable)

A

Type of Work: (File separate form for each Classification of Work)

- General Construction
- HVAC
- Electrical
- Plumbing
- Other (Please Specify)

1. Organization

1.1 How many years has your organization been in business as a Contractor?

1.2 How many years has your organization been in business under its present business name?

1.2.1 Under what other or former names has your organization operated?

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1.3 If your organization is a corporation, answer the following:

1.3.1 Date of incorporation:

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1.3.2 State of incorporation:

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1.3.3 President's Name:

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1.3.4 Vice-president's Name(s):

1.3.5 Secretary's name:

1.3.6 Treasurer's name:

1.4 If your organization is a partnership, answer the following:

1.4.1 Date of organization:

1.4.2 Type of partnership, if applicable:

1.4.3 Name(s) of general partner(s):

1.5 If your organization is individually owned, answer the following:

1.5.1 Date of organization:

1.5.2 Name of owner:

1.6 If the form of your organization is other than listed above, describe it and the principals:

2. Licensing

2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable.

2.2 List jurisdictions in which your organization's partnership or trade name is filed.

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3. Experience

3.1 List the categories of work that your organization normally performs with its own forces.

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3.2 Claims and suits. (If the answer to any of the questions below is yes, please attach details.)

3.2.1 Has your organization ever failed to complete any work awarded to it?

3.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

3.2.3 Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years?

3.3 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract?

(If the answer is yes, please attach details.)

3.4 On a separate sheet, list major construction projects your organization has in progress, giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date.

3.4.1 State total worth of work in progress and under contract:

3.5 On a separate sheet, list the major projects your organization has completed in the last five years, giving the name of project, owner, architect, contract amount, date of completion and percentage of the cost of the work performed with your own forces.

3.5.1 State average annual amount of construction work performed during the past five years:

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3.6 On a separate sheet, list the construction experience and present commitments of the key individuals of your organization.

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4. References

4.1 Trade References:

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4.2 Bank Reference:

4.3 Surety

4.3.1 Name of bonding company:

4.3.2 Name and address of agent:

5. Financing

5.1 Financial Statement

5.1.1 Attach a financial statement, preferably audited, including your organizations's latest balance sheet and income statement showing the following items:

.1 Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);

.2 Net Fixed Assets;

.3 Other Assets;

.4 Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);and

.5 Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).

5.1.2 Name and address of firm providing attached financial statement and date thereof:

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5.1.3 Is the attached financial statement for the identical organization named on page one?

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5.1.4 If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsiary).

5.2 Will the organization whose financial statement is attached act as guarantor of the contract for construction?

6 Signature _____

6.1 Dated this _____ day of _____ 20____

Name of Organization:

6.2 By:
Title:
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duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

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Subscribed and sworn before me this _____ day of _____ 20____

Notary Public:

My commission Expires:

Owner (Signature)

(Printed Name and Title)

Contractor (Signature)

(Printed Name and Title)