

BID AND CONTRACT BOND KIT

Please provide the following information:

1. **CONTRACTOR'S QUESTIONNAIRE.** Form attached.
2. **BUSINESS FINANCIAL STATEMENTS: (LAST THREE FISCAL YEAR-ENDS)**
 - A) If year-end statement is more than six (6) months old, an interim statement is required.
 - B) Statements should be CPA prepared with full notes and schedules (some in house and accountant prepared statements are acceptable if properly prepared).
 - C) Cash Basis Financial Statement are unacceptable. We prefer % of Completion Method or the accrual method of accounting is acceptable.
3. **PERSONAL FINANCIAL STATEMENTS: (CONCURRENT WITH BUSINESS YEAR-END)**
 - A) Proprietorship, submit statement of owner.
 - B) Partnership, submit statement of each partner.
 - C) Corporation, submit statement of each officer.
 - D) Affiliates/Subsidiaries (Fiscal Year-End Business Financial Statement).
4. **AGING SCHEDULES FOR THE ACCOUNTS RECEIVABLES AND THE ACCOUNTS PAYABLES SHOWN ON THE LAST BUSINESS FINANCIAL STATEMENT.**
5. **CURRENT WORK ON HAND SCHEDULE.** Form attached.
6. **REFERENCE LETTER FROM BANK:** (Must be currently dated, showing average balances of all accounts and borrowings, including line of credit information). Or supply current bank statements for the Business Accounts and Bank Line of Credit if available, with a copy of the Bank Line of Credit Agreement.
7. **RESUMES OF KEY PERSONNEL.** (Form attached)
8. **COMPANY BUSINESS PLAN.** (Form attached)
9. **CERTIFICATE OF INSURANCE** - Showing current Liability and Work Comp Coverage. (Should name Valley Surety Ins. as Cert. holder).
10. **INFORMATION ON REQUESTED BOND(S):**
 - A) Copy of Invitation to bid and/or complete the attached Bid Bond Request.
 - B) Copy of the Contract/Agreement and Bond Forms if available.

IF YOU HAVE ANY QUESTIONS, OR NEED ASSISTANCE, PLEASE DO NOT HESITATE TO CONTACT THIS OFFICE. THANK-YOU FOR CONSIDERING VALLEY SURETY INSURANCE AGENCY FOR YOUR BONDING NEEDS!!