



SUBMISSION REQUIREMENTS

CONTRACTOR'S QUESTIONNAIRE

All questions must be answered in their entirety, applicable (N/A). The questionnaire must be signed by the applicant. Those questions that do not apply, please indicate not.

BUSINESS FINANCIAL STATEMENTS

Past three (3) year-end Financial Statements are preferred, and should be independently prepared on at least an accrual basis. The statements are to include the accountant's cover letter, balance sheet, profit & loss statement and accompanying notes.

PERSONAL FINANCIAL STATEMENTS

Current Personal Statements are required of the principals of the company. If the company is a sole proprietorship, personal statements should be concurrent with the Business Statement.

SCHEDULE OF WORK ON HAND

Work-on-hand schedule should be prepared on a current basis.

BANK LINE OF CREDIT LETTER

Please provide a letter from the client's bank indicating the dollar amount available, and the terms and conditions under which it is secured.

RESUMES

Please provide resumes on all owners and key employees.

INSURANCE

Please provide a copy of the current Certificate of Insurance.

**Please include any additional information, i.e. reference letters, that you feel may enhance your client's submission.

MISCELLANEOUS BONDING

Please contact us for specific bond requirements.