



EMC Insurance Companies

Des Moines, Iowa 50309

CONTRACTOR'S INFORMATION FORM

Date Completed _____ Agency _____

Address _____

Name of firm _____

☐ Corporation

Address _____

☐ Subchapter "S"

☐ Partnership

Telephone _____ FAX _____

☐ Proprietorship

Fiscal Year End _____

☐ Limited Liability Corp.

OWNERSHIP

| Name (Spouse) | Title | % Owned | Age | Home Address | Social Security # |
|---------------|-------|---------|-----|--------------|-------------------|
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Indemnity Available: Corporate _____ Personal _____ Cross _____

Date Business Established _____ Date of Incorporation (if applicable) _____

If previously under another name, give names and dates of changes _____

In what type(s) of construction do you specialize? _____

What other types of work are at times performed? _____

Geographic territory of operation _____

Percentage of work obtained: as: General Contractor _____ % Subcontractor _____ %

by: Public Bid _____ % Private Bid _____ %

Percentage of work subcontracted to others _____ % Trades subcontracted to others _____

Do you require subcontractors to provide bonds? ☐ Yes ☐ No If yes, when? _____

Do you undertake design/build contracts? ☐ Yes ☐ No If yes, do you have design liability insurance (attach copy)?

In addition to contracting, what other business activities are you now engaged or plan to engage in the future?

List any affiliate and/or subsidiary companies: _____

Give a list of the largest jobs completed in the last 5 years: (may attach separate sheet)

| Contract Amount | Date Completed | Owner/Location | Job Description | Architect/Engineer | Amount Profit/Loss |
|-----------------|----------------|----------------|-----------------|--------------------|--------------------|
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List total sales each of the past 3 years (most recent first) \$ _____ \$ _____ \$ _____

What is your average job size? \$ _____

What size contracts is your organization best qualified to handle? \$ _____

Greatest amount of work on hand at any one time \$ _____ When _____

What is largest job bid? \$ _____ Negotiated \$ _____ Time & Material _____

How many projects can you handle at any one time? _____ How many construction crews do you have? _____

Is present equipment adequate for the work program planned? ☐ Yes ☐ No

List %: Owned _____ Leased _____ Rented _____

Are all projects under contract on schedule? ☐ Yes ☐ No If no, explain: _____

Have you ever failed to complete a contract? ☐ Yes ☐ No If yes, detail: _____

Give a list of uncompleted contracts now on hand (**Attach Status of Contracts Form 7503**)

What surety companies have furnished bonds for you in the past? _____

Reason for leaving: _____

Has the firm or any officer/owner or any firm which an officer or owner has been associated with ever:

Defaulted on a contract? ☐ Yes ☐ No

Caused a surety to pay on a surety bond? ☐ Yes ☐ No

Ever been convicted of a felony? ☐ Yes ☐ No

Filed bankruptcy under Federal Bankruptcy Chapter 11 or 13? ☐ Yes ☐ No

If "Yes" to any of above, please submit explanation.

Are you, any officers, stockholders, key members, or any related companies involved in any litigation, disputes, or any judgements pending or rendered? ☐ Yes ☐ No If yes, please explain: _____

ORGANIZATION/PERSONNEL

Key Employees (**Attach Resumes**)

| Name | Position | Age | Years of Construction Experience | |
|------|----------|-----|----------------------------------|-------------|
| | | | This Firm | Other Firms |
| | | | | |
| | | | | |
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Buy/Sell Agreement in effect? ☐ Yes ☐ No Continuity Agreement ☐ Yes ☐ No If yes, please attach copy.

Name/Position of employee(s) involved:

1. _____ 3. _____

2. _____ 4. _____

Effective date: _____ Last review date: _____

How funded? _____

Is Life Insurance in force? ☐ Yes ☐ No

| On Whom | Face Amount | Cash Value | Insurance Company | Beneficiary |
|---------|-------------|------------|-------------------|-------------|
| | | | | |
| | | | | |

Business Insurance (**attach copy of insurance certificates**)

| Limits | Coverage | Company |
|--------|----------|---------|
| | | |
| | | |

SUPPLEMENTAL INFORMATION ☐

INTERNAL CONTROLS

Is management furnished periodic reports of work completed? ☐ Yes ☐ No How often? _____

Does management visit all job sites routinely to verify reported progress? ☐ Yes ☐ No How often? _____

Are reports prepared comparing actual with budgeted costs? ☐ Yes ☐ No

Estimates are prepared by: _____

What profit margin is built into a bid? _____

What percentage for overhead is included in bid? _____

Are progress billings prepared promptly on completion of a job segment? ☐ Yes ☐ No

Is there timely follow-up of collections on billings? ☐ Yes ☐ No

Is a periodic estimate made of additional costs to complete a project using actual costs to date vs. estimated cost?
☐ Yes ☐ No

Who makes this review? _____ How often? _____

Are there formal procedures for processing and approving contract change orders? ☐ Yes ☐ No

By management? ☐ Job Superintendent? ☐

Are changes made by the owner implemented only after written authorization? ☐ Yes ☐ No

Who approves changes? _____

Do you use financially stable and quality subcontractors? ☐ Yes ☐ No

Are performance bonds required of subcontractors? ☐ Yes ☐ No Over what dollar amount? _____

Are subcontractor change orders approved by management prior to release? ☐ Yes ☐ No

Are acceptance of change orders by subcontractors documented? ☐ Yes ☐ No

Do purchase orders specify delivery dates? ☐ Yes ☐ No

Are supplier's acceptance of purchase terms documented? ☐ Yes ☐ No

Are invoices matched with purchase orders? ☐ Yes ☐ No

Are they approved by foreman prior to payment? ☐ Yes ☐ No

When unsatisfactory materials are provided, do you negotiate for immediate allowance? ☐ Yes ☐ No

Other Comments

CREDIT INFORMATION

List your major material and equipment suppliers:

| Firm | Complete Address | Telephone | Contact Person |
|------|------------------|-----------|----------------|
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Within what time period do you pay your bills?

Take discounts _____ Within 30 days _____ Within 60 days _____ Other _____

With whom have you established borrowing lines of credit? How is it secured? _____

| Bank Name | Address | Telephone | Name of Officer | Amount Credit |
|-----------|---------|-----------|-----------------|---------------|
| | | | | |
| | | | | |

Describe any contingent liability which the firm, owners or officers have pending: _____

Are any owners/officers personal indemnitors for any other organization, firm or person? ☐ Yes ☐ No. If yes, explain: _____

FINANCIAL DATA/ACCOUNTING

Fiscal Year End _____ Date of last financial statement _____

Type of statement: ☐ Full Audit ☐ Review ☐ Compilation

Method of Accounting:

Financial Reporting:
_____ % of completion _____ accrual
_____ completed contract _____ cash

Tax Reporting:
_____ % of completion _____ accrual
_____ completed contract _____ cash

Interim statements available: ☐ Yes ☐ No

How often? _____

Does the firm use: ☐ CPA ☐ PA ☐ Bookkeeper

| Name of Firm | Address | Telephone | Accountant's Name |
|--------------|---------|-----------|-------------------|
| | | | |
| | | | |

Other Comments:

Completed by _____ Date _____

STATUS OF CONTRACTS (BONDED AND UNBONDED)

| CONTRACTOR | CONTRACT DESCRIPTION AND LOCATION | Date Started | | 1 Current Contract Price Including Approved Change Orders | 2 Contractor's Estimated Cost At Time of Bid Including Approved Change Orders | 3 Total Amount Billed To Date Including Retention | 4 Total Costs To Date | 5 Estimated Costs to Complete Remaining Work | Status as of | |
|------------|--------------------------------------|--------------|-----|---|--|--|--------------------------------|---|--------------|-----|
| | | Mo. | Yr. | | | | | | 19 | |
| | | | | | | | | | Mo. | Yr. |
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
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| 14 | | | | | | | | | | |
| 15 | | | | | | | | | | |
| TOTALS | | | | | | | | | | |

INSTRUCTIONS

- As surety, we are as interested in the status of your contracts in process as you are. The following definitions will assist you in presenting accurate information.
1. Please list all jobs, bonded and non-bonded.
 2. Contract price and contractor's estimated cost at time of bid (columns 1 & 2) should include approved change orders. Do not include claims or items in dispute. For unit price contracts, adjust the original contract price and costs, using the original price and cost per unit, if approved units have increased or decreased. If unit prices have been contractually changed, adjust contract price and costs accordingly.
 3. Costs should be entered consistent with your financial statement (profit and loss report) allocation. Exclude general and administrative (specifically unallocated) overhead.
 4. Billed to date and costs to date should be entered as of the same date, or, when this schedule is printed in conjunction with a financial statement, consistent with their treatment in the financial report.
 5. Revised estimated costs to complete (column 5) should be a revised figure reflecting developments which have occurred, after the bid date, causing a change in total cost to complete. This should not be an exercise in subtraction. It is very difficult and sometimes impractical to re-evaluate a contract during its early stages. However, alter a contract is approximately 50% complete, and from that point on, it is very important that costs be re-evaluated.

ALL CONTRACTS COMPLETED SINCE LAST FISCAL STATEMENT OR LAST PROGRESS REPORT

| | Final Contract Price | Final Contract Costs | Final Gross Profit or Loss |
|----|----------------------------|----------------------------|----------------------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
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| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |