

# **BDH ASSOCIATES, INC.**

4572 Lawrenceville Hwy, Suite 201

Lilburn, GA 30047

(770) 564-2999 or Toll Free (888) 328-0500

Fax: (770) 564-9327

## **QUICK CHECKLIST FOR BID & PERFORMANCE BONDS & MAINTENANCE BONDS**

All of the following information is for the Surety Company.

- \_\_\_\_\_ Contractor's Questionnaire
- \_\_\_\_\_ Business Financial Statement - last 3 years
- \_\_\_\_\_ Personal Financial Statement from all owners
- \_\_\_\_\_ Resumes on all owners & key people
- \_\_\_\_\_ Schedule of Uncompleted Work
- \_\_\_\_\_ Certificate of Insurance
- \_\_\_\_\_ Bank Line Letter or Reference Letter
- \_\_\_\_\_ Business Plan
- \_\_\_\_\_ General Agreement of Indemnity - please complete the Indemnity Agreement Information so we can get this prepared.
- \_\_\_\_\_ 3 Letters of Reference from Suppliers
- \_\_\_\_\_ 3 Job Reference letters from completed jobs

All of the following information is for the Small Business Administration, if they will be utilized to obtain your bonds.

- \_\_\_\_\_ Form 994 - must have 1 with an original signature for each requested bond
- \_\_\_\_\_ Form 1624 - must have 1 with an original signature for each requested bond.
- \_\_\_\_\_ Form 1261 - all owners and their spouses and all corporate officers must sign and date this form
- \_\_\_\_\_ Form 912 - each owner and spouse must complete, sign and date one of these forms.

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## CHECKLIST FOR BID OR PERFORMANCE BONDS

Enclosed is our Contract Bond Kit. Complete the attached forms in detail to secure a quick response:

1. Contractor's Questionnaire

Please answer all questions completely.

2. Business Financial Statements

It is necessary to furnish copies of year-end financial statements for the last three years. These financial statements must be prepared on an accrual basis by a Certified Public Public Accountant and include the following:

- a. accountant's cover letter
- b. balance sheet
- c. profit and loss statement
- d. accompanying notes
- e. cash flow statement

If the most recent year-end financial statement is older than six months, please include an interim financial statement.

3. Confidential Personal Financial Statement

All owners must submit a personal financial statement dated as of the company's last year end. Forms are enclosed for your convenience.

4. Information for Requested Bond(s)

Bid/Final Bond Request - Please complete the enclosed forms. Copy of Bid Invitation, Request for Proposal (RFP) or copy of contract is required on all Final Bonds. Please provide Bid or Final Bond form if special form is required.

5. Resumes

Please submit a resume for each owner as well as key employees (job foreman, head estimator, etc.). Forms are enclosed for your convenience.

6. Statement of Contracts-in-Progress

Please complete in detail, dated as of the company's last year-end and as of the current date if year-end is over 30 days past.

7. Certificate of Insurance

Please provide a certificate showing current coverages for all business insurance.

8. Additional Information

Please include any additional information, such as letters of reference from your suppliers and from previous job owners.

9. Bank Letter

If you have a formal Line of Credit set up with your bank, please get a letter from the bank giving specifics of the line of credit. If no formal line of credit is set up, please have your bank give you a reference letter showing how long you have banked with them, what accounts you have, etc.

The more we know about you and your company, the better we can help you secure the bonds you need. Any kind of letter from you telling us where you and your company have been, where it is today, and where you want to take it in the near future would be very helpful. If you have any questions on the enclosed forms, please give us a call. We want to help you in any way we can to bid bigger jobs and have a larger work program.

Sincerely yours,

*Robert G. Hrehor*

Robert G. Hrehor  
President

RGH/dlh