



## INSTRUCTIONS FOR BID, PERFORMANCE AND PAYMENT BOND SUBMISSIONS

### **\$100,000.00 OR LESS**

#### **PLEASE READ PRIOR TO COMPLETING FORMS**

#### **APPLICATION FOR CONTRACTORS BOND: (enclosed)**

All questions on Pages 1, 2 & 4 must be completed for the initial submission.

#### **FINANCIAL STATEMENTS:**

Current In House or Independent Accountant Prepared Financial Statements will be accepted. They should contain a Balance Sheet and an Income Statement, plus a copy of the last filed Business Tax Return.

#### **GENERAL AGREEMENT OF INDEMNITY:**

Form to be forwarded upon completion of underwriting.

#### **RESUME: (enclosed)**

Resumes of all Principals and Key Personnel of the Business are required.

#### **AUTHORIZATION FOR INVESTIGATION: (enclosed)**

Read, execute and date. Please submit check payable to Bond Investigations, Inc.

#### **BANK VERIFICATION:**

Provide last month bank statements for all business and all personal accounts.

**IN ADDITION TO THE COMPLETION OF THE ABOVE FORMS**, a copy of the Bid Proposal/ Invitation, including the General and Special Conditions, is required if submission is for Bid Bond. If submission is for a Performance/Payment Bond, a copy of the contract, along with the General Special Conditions, is required. Please submit any Special Bond Forms that may also be required.

**IF CONTRACTOR HAS STARTED THE JOB** affidavits stating the percentage of the satisfactory completion from the Obligee, Architect or Engineer and the Principal are mandatory. Forms addressing this situation will be provided upon request.

#### **BOND COSTS:**

Relative to Bid Bond submissions a \$50.00 check payable to Security Bond Associates, Inc. is required. For Performance Bond submissions, the fee will be quoted upon review.

**The information requested herein is necessary to seek approval of surety credit. The submission of this information in no manner assures that any requested bond will be approved or provided. A complete and accurate submission is necessary to request surety approval.**

**INCOMPLETE INFORMATION DELAYS THE UNDERWRITING PROCESS.**



10131 SW 40<sup>th</sup> Street  
 Miami, FL 33165-3947  
 (305) 552-5414  
 (800) 780-5414  
 (305) 226-7876 Fax  
[www.sbai.com](http://www.sbai.com)

TO BE COMPLETED BY PRODUCING AGENT ONLY	
Producer:	_____
Address:	_____ _____
Phone:	_____ Fax: _____
Agent's License I.D. #	_____

CONTRACT DATA FOR CURRENT SUBMISSION FOR \_\_\_\_\_  
 CONTRACTOR'S TRADE NAME

In addition to the following information, a copy of the Bid Invitation as well as the Special and General Conditions, a copy of the Contract if awarded, including Special Bond Forms, **must be enclosed with the submission.**

1.) Name of Obligee (to whom your bid or contract is with) \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 NUMBER, STREET, CITY, STATE, ZIP

2.) Description and location of Contract (including Project Number) \_\_\_\_\_

3.) Contract Negotiated or Bid? \_\_\_\_\_ If Bid, complete the following:

Date of Bid Opening: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount of Bid \$ \_\_\_\_\_ Amount of Bid Bond \$ \_\_\_\_\_ %

If already bid, list next two higher bidders.

NAME OF BIDDER	NUMBER, STREET, CITY, STATE, ZIP	PHONE	AMOUNT BID
			\$
			\$

Please, indicate how your Bid Security was posted (Certified Check or Bid Bond)? \_\_\_\_\_

If Bid Bond filed by surety company, give Name of Surety Company \_\_\_\_\_

4.) Amount of Contract \$ \_\_\_\_\_ Contract Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount of Performance Bond \$ \_\_\_\_\_ Labor & Material or Payment Bond \$ \_\_\_\_\_

Completion Time: \_\_\_\_\_ Liquidated Damages \$ \_\_\_\_\_ per \_\_\_\_\_

**If Contractor has started job, an affidavit from the Obligee is mandatory stating the percentage of satisfactory completion and that to the best of the Obligee's knowledge there are no problems or liens filed. (Affidavit will be provided)**

5.) Is there a Repair/Maintenance Guarantee Period? \_\_\_\_\_ If so, what is it? \_\_\_\_\_

6.) What are the Terms of Payment on this Contract? \_\_\_\_\_ Retain Percentage \_\_\_\_%

7.) Subcontracts to be sublet on this Contract \_\_\_\_\_ (Attach additional sheet if necessary)

NAME OF SUBCONTRACTOR	NUMBER, STREET, CITY, STATE, ZIP	PHONE	AMOUNT BID	BONDED If yes, with whom
			\$	
			\$	
			\$	

8.) Major Suppliers on this Contract (Attach additional sheet if necessary)

NAME	NUMBER, STREET, CITY, STATE, ZIP	PHONE

**APPLICATION MUST BE ANSWERED IN ITS ENTIRETY ON THE INITIAL SUBMISSION ONLY**

**COMPANY INFORMATION**

1.) Contractor's Trade Name: \_\_\_\_\_ Employer's I.D. Number: \_\_\_\_\_

2.) Business Address: \_\_\_\_\_  
NUMBER, STREET, CITY, STATE, ZIP

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

3.) If Company is a Partnership, Name All Partners: If a Corporation, Name all Officers.

NAME	HOME ADDRESS, CITY, STATE, ZIP	PHONE	TITLE	% OF OWNERSHIP

Year and State of Incorporation (if applicable) \_\_\_\_\_ Year Business started: \_\_\_\_\_ Fiscal Year End: \_\_\_\_\_

4.) Largest Contracts Completed within Past Two Years (Please, include Project Name)

OBLIGEE, NUMBER, STREET, CITY, STATE, ZIP	PHONE	PROJECT NAME	CONTRACT AMOUNT	IF BONDED, WITH WHOM	DATE COMPLETED
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		

5.) Has Contractor been previously bonded? \_\_\_\_\_ If Yes, with what Surety Company? \_\_\_\_\_  
 Reason for Change \_\_\_\_\_

6.) Has contractor had major disputes or ever failed to complete job on schedule? \_\_\_\_\_ (If Yes, attach specifics)

7.) Has any bond application been declined? \_\_\_\_\_ (If Yes, attach specifics) \_\_\_\_\_

8.) Are any Mechanics' Liens, Judgments, Law Suits or Claims pending on completed or uncompleted work? \_\_\_\_\_  
 (If Yes, attach specifics)

9.) Prime Suppliers

NAME	NUMBER, STREET, CITY, STATE, ZIP	PHONE

10.) Name, Address, and Phone of your Accountant: \_\_\_\_\_

**THIS SCHEDULE MUST BE THIRTY (30) DAYS CURRENT AT TIME OF SUBMISSION**

SCHEDULE OF UNCOMPLETED WORK (ALL WORK-BONDED & UNBONDED- IF COST PLUS, PLEASE INDICATE)

NAME OF CONTRACTOR: \_\_\_\_\_ AS OF     /     /

OBLIGEE-PERSON TO CONTACT – PHONE	STARTING DATE	COMPLETION DATE	Bonded	Un-bonded	CONTRACT PRICE (Including Approved Change Orders)	Contractors Est. Cost When Bid (Including Cost of Approved Change Orders)	Total Billed to Date Including Retainages (Explain Any Dispute Items)	TOTAL COST TO DATE	TOTAL REVISED ESTIMATED COST TO COMPLETE
OBLIGEE: _____ Project Name: _____ Phone: _____									
OBLIGEE: _____ Project Name: _____ Phone: _____									
OBLIGEE: _____ Project Name: _____ Phone: _____									
OBLIGEE: _____ Project Name: _____ Phone: _____									
OBLIGEE: _____ Project Name: _____ Phone: _____									
OBLIGEE: _____ Project Name: _____ Phone: _____									
<b>TOTALS</b>									

SIGNATURE X \_\_\_\_\_ TITLE: \_\_\_\_\_ REMARKS: \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY

**PERSONAL FINANCIAL STATEMENT**

**Confidential**

TO: \_\_\_\_\_ Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Name: \_\_\_\_\_ - - - - - / /  
 \_\_\_\_\_ Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Spouse: \_\_\_\_\_ - - - - - / /

Residence Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Previous Residence Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

The following is submitted for the purpose of procuring, establishing and maintaining credit with you on behalf of the undersigned or persons, firms or corporations in whose behalf the undersigned may either severally or jointly with others execute a guaranty in your favor. The undersigned warrants that this financial statement is true and correct and that you may consider this statement as continuing to be true and correct until a written notice of change is given to you by the undersigned.

Completed as of \_\_\_\_\_, 20\_\_\_\_

**PLEASE DO NOT LEAVE ANY QUESTIONS UNANSWERED. USE "NO" OR "NONE" WHERE NECESSARY**

<b>ASSETS</b>	<b>In Even Dollars</b>			<b>LIABILITIES</b>	<b>In Even Dollars</b>		
Cash in banks				Notes Payable to banks - secured			
Marketable Securities - see Schedule A				Notes Payable to banks - unsecured			
Non-Marketable Securities - see Schedule E				Due to brokers			
Securities held by broker in margin accounts				Amounts payable to others - secured			
Restricted or controlled stocks				Amounts payable to others - unsecured			
Partial Interest in Real Estate Equities - see Schedule D "market value"				Accounts and Bills due			
Real Estate Owned - see Schedule C "market value"				Unpaid Income Tax			
Loans Receivable				Other unpaid taxes and interest			
Automobiles and other personal property				Real Estate mortgages payable - see Schedule C "total mortgage due"			
Cash Value - life insurance - see Schedule B				Other Debts - itemize:			
Other assets - itemize:							
				<b>TOTAL LIABILITIES</b>			
				<b>NET WORTH</b>			
<b>TOTAL ASSETS</b>				<b>TOTAL LIABILITIES AND NET WORTH</b>			

Are all bad and doubtful assets excluded from this statement? \_\_\_\_\_ If no, explain: \_\_\_\_\_

Income Taxes settled through what date? \_\_\_\_\_ Additional Assessments \$ \_\_\_\_\_

<b>ANNUAL SOURCE OF INCOME</b>	<b>PERSONAL INFORMATION</b>
Salary, bonus & commissions \$	Do you have a will? If Yes, name of Executor.
Dividends	
Real Estate Income	Are you a partner or officer in any other venture?
Other Income	
	Married                      Age                      Minor Children
	Single    Other Dependents
<b>TOTAL</b> \$	
<b>CONTINGENT LIABILITIES</b>	<b>GENERAL INFORMATION</b>
Do you have any contingent liabilities? If Yes, give details.	Are any assets pledge?
As endorser, co-maker or guarantor \$	Are you a defendant in any suits or legal actions?
On leases or contracts \$	
Legal Claims \$	Personal bank accounts carried at:
Other special debt \$	
Amount of contested income tax liens \$	Have you ever taken bankruptcy? Explain:
	Have any companies you were an officer of or partner in ever failed or taken bankruptcy? Explain:

**(COMPLETE SCHEDULES AND SIGN ON NEXT PAGE)**

**SCHEDULE A – U.S. GOVERNMENTS AND MARKETABLE SECURITIES**

No. of Shares or Face Value (Bonds)	Description	In Name of	Market Value

**SCHEDULE B – LIFE INSURANCE CARRIED, INCL. GROUP INSURANCE**

Face Amount	Name of Company	Beneficiary	Cash Surrender Value	Loans

**SCHEDULE C - REAL ESTATE OWNED**

Description of Property and Improvements	Date Acquired	Title in Name of	Cost	Market Value	Total Mortgage due	
					Amount	Maturity

**SCHEDULE D - PARTIAL INTERESTS IN REAL ESTATE EQUITIES**

Location of Property	% of Ownership	Type	Yr. of Purch.	Cost (C) or Market (M)	Mortgage	Value of Equity

**SCHEDULE E – NON-MARKETABLE SECURITIES**

Description of Securities	No. of Shares Owned	Dated:	Book Value Per Financial Statement	No. of Shares Outstanding	Total Value

**SCHEDULE F – NAMES OF BANKS OR FINANCE COMPANIES WHERE CREDIT HAS BEEN OBTAINED**

Name	Date	High Credit	Owe Currently	Secured or Unsecured

The undersigned certifies that both sides hereof and the information inserted has been carefully read and is true, correct and complete. In addition, Security Bond Associates, Inc. and/or Bond Investigations, Inc. are hereby authorized to request from any credit reporting agency any information that Security Bond Associates, Inc. and/or Bond Investigations Inc. may feel necessary in the course of their investigation.

SIGNATURE: \_\_\_\_\_  
Principal

\_\_\_\_\_, 20\_\_\_\_  
DATE SIGNED

SIGNATURE: \_\_\_\_\_  
Spouse

State of \_\_\_\_\_ Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

(Use Additional Schedules When Necessary)

**RESUME**

PRINCIPAL \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY, COUNTY, STATE, ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

**PERSONAL DATA**

HEIGHT \_\_\_\_\_

WEIGHT \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

HEALTH \_\_\_\_\_

MARITAL STATUS \_\_\_\_\_

MILITARY \_\_\_\_\_

**EDUCATION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BUSINESS AND PROFESSIONAL EXPERIENCE**

FROM: \_\_\_\_\_ to \_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

FROM: \_\_\_\_\_ to \_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

FROM: \_\_\_\_\_ to PRESENT \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CURRENT CONTRACTOR LICENSES:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VOLUNTEER ACTIVITIES:** \_\_\_\_\_

**PERSONAL REFERENCES:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional information as necessary)

Bond Investigations, Inc.  
10131 S.W. 40<sup>th</sup> Street  
Miami, Florida 33165-3947

Gentlemen:

This letter is to advise you that I consent to the payment of a One Hundred Dollar (\$100.00) fee to cover the additional work and effort involved in the setting up of my bond account, credit reports, and investigations. I recognize the fact that this charge does not in anyway guarantee that I will be able to obtain bonds and is in addition to any premium that may be charged for a bond.

Yours truly,

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_ DATE: \_\_\_\_\_