

The Grayhawk Companies

1740 N Collins Blvd., Ste 200, Richardson, TX 75093

Phone: 972-671-9105 Fax: 972-671-9804

CONTRACTOR GUIDELINES

Contractor: _____

The following is prepared to serve as minimum requirements for all contract bonds. Incomplete submissions will delay processing and the evaluation of your account.

- _____ 1. CONTRACTOR'S QUESTIONNAIRE completed in full (included on website).
Please give names and phone numbers where indicated.
- _____ 2. STOCKHOLDER WORKSHEET completed in full (included on website). This form is used to complete several internal forms. It is very important that all of the information is completed correctly and completely.
- _____ 3. COMPANY FINANCIAL STATEMENTS consisting of, at a minimum, a Balance Sheet and Income Statement from at least the last three (3) fiscal years. If owners have an interest in other companies; provide the financial statements of these companies as well. Financial statements should be at least six (6) months current. If older than six (6) months, include an interim financial statement.
- _____ 4. PERSONAL FINANCIAL STATEMENTS on each individual having ownership in the company and should be dated concurrent with the Fiscal Year End Statement of the company.
- _____ 5. RESUMES on all owners and key personnel within the company.
- _____ 6. CURRENT CERTIFICATE(S) OF INSURANCE showing general liability, automobile, workers compensation, and umbrella (if applicable).
- _____ 7. BANK LETTER, which should come from the principal's bank. It should provide information on how all accounts are handled, and when they were opened. If a line of credit is available, in what amount, and the current amount in use.
- _____ 8. BANK INQUIRY FORM, which may be used to verify bank balances, both company and personal.
- _____ 9. SCHEDULE OF WORK IN PROGRESS should be completed as of the most current month end.
- _____ 10. AGENT'S LETTER OF RECORD must be on company letterhead.
- _____ 11. GENERAL INDEMNITY AGREEMENT(S) must be signed by all owners and their spouses, if applicable. Owners must sign both personally and corporately.
- _____ 12. COMPANY BROCHURE (if applicable).
- _____ 13. INFORMATION FOR REQUESTED BONDS:
 - a) Completed bond request forms
 - b) Copy of bid invitation or contract
 - c) Copy of bid or final bond forms (if special form is required.)