



CONTRACTOR MANAGING GENERAL INSURANCE AGENCY, INC.

Bid, Performance and Payment Bonds

Submission Requirements

- 1) Request for Bid or Performance and Payment Bonds. *(Forms attached for your convenience, please return only with a Bid, Performance and or Payment Bond Request. Keep these as your originals)*
- 2) Cost Breakdown *(Form Attached – to be submitted with specific job/bond request)*
- 3) Contractors Questionnaire *(Form Attached, please fill out completely, sign and return)*
- 4) Business Bank Reference Letter *(Form Attached. Please forward directly to your banker to complete and return to our office) – OR current business bank, investment and line of credit statements.*
- 5) **Last Three Years** of CPA Prepared Business Financial Statements and a Current Interim Business Financial Statement. If CPA Prepared Financials not available please provide In-House Business Financial Statements and/or Business Tax Returns.
- 6) Personal Bank & Investment Statements
- 7) Personal Financial Statement for each owner *(Form Attached if needed - It should be concurrent with business year end – Please complete and sign where indicated)*
- 8) Current Work on Hand Schedule *(Form Attached)*
- 9) Blanket Credit Authorization Letter *(Form Attached)*
- 10) Resume of all key personnel/owners *(Form Attached if needed)*
- 11) Copy of Contractors State License
- 12) Proof of General Liability and Workers Compensation Insurance

IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CALL AT ANY TIME!
20335 VENTURA BLVD., SUITE 426, WOODLAND HILLS, CA 91364
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