

6. Do you have an accountant? YES NO
7. Who completes your business taxes?
8. Does your business utilize a payroll service? YES NO
9. Do you have experience completing a certified payroll? YES NO
10. Is there an accounting system in place? YES NO

Bonding

11. Have you ever applied for bonding?(check all that apply)
 ___ Bid Bond ___ Payment Bond ___ Performance Bond ___ Health Pension and Welfare Bond
12. Have you experienced difficulty acquiring the following bonds?
 ___ Bid Bond ___ Payment Bond ___ Performance Bond ___ Health Pension and Welfare Bond
13. Have you ever had your bond pulled?
 ___ Bid Bond ___ Payment Bond ___ Performance Bond ___ Health Pension and Welfare Bond

Financing

14. Do you currently have a line of credit? YES NO
15. Has the business experienced cash flow problems in the last six months? YES NO
16. Has your profit been increasing or decreasing over the last 2-3 years?

Challenges

17. List any challenges your business is experiencing. *Please add additional pages as needed.*

Insurance

18. Are regular insurance reviews conducted to determine if your business's insurance coverage is adequate? YES NO
19. List all types of insurance your company has at this time.

Contracting Experience

Please answer the following questions in dollar amounts:

20. How much business did you perform with the Illinois Tollway last year?
21. How much business did you perform for municipal clients last year?
22. What is the single largest project your business is capable of completing?
23. How much work does your business currently have under contract?

Please rate yourself in the following areas (with 1 being weakest and 10 being the strongest):

- a. Ability to read and understand plans and specifications
- b. Ability to perform quantity take-offs using construction documents
- c. Ability to prepare construction cost estimates
- d. Speed and accuracy for proposal/contract submittals
- e. Ability to determine overhead and profit
- f. Completing projects on schedule
- g. Meeting proposal deadlines
- h. As a Sub-contractor, rate networking relationships with Prime Contractors
- i. As a Prime Contractor, rate your networking relationships with subcontractors
- j. Able to utilize AIA documents (Contracts, Pay Applications, Lien Waivers, etc.)
- k. How familiar are you regarding the Prompt Payment Act and how it affects you as a contractor?
- l. How well do you understand Illinois Tollway Roadway Specifications?
- m. How familiar are you with the Illinois Tollway Procurement Process?
- n. How familiar are you with navigating the Illinois Tollway website?
- o. Ability to negotiate contracts

Networking Skills

- | | | |
|--|-----|----|
| 24. Have you considered partnering with another business? | YES | NO |
| 25. Does your business have a written marketing plan? | YES | NO |
| 26. Please list all industry specific organizations to which you belong: | | |
| | | |
| 27. Do you attend conferences/networking events for your industry? | YES | NO |
| 28. Have you ever participated in a mentor-protégé program? | YES | NO |
| 29. Is there a Personnel Manual/Employee Handbook distributed to all employees of your firm? | YES | NO |

Staff

30. Please list the number of staff you have for the following:

Part Time

Full Time

Contractual

31. Do you have professionally licensed/certified employees? (Check all that apply)

Architect

Civil Engineer

Electrical Engineer

Mechanical Engineer

Structural Engineer

Legal

- | | | | | |
|--|-----|----|-----|----|
| 32. Does your business have a written Safety Plan? | YES | NO | | |
| 33. Do you have an attorney? | YES | NO | | |
| 34. Do you have an attorney review your contracts prior to signing them? | | | YES | NO |
| 35. Do you use your attorney when you have contract disputes? | | | YES | NO |
| 36. Are you familiar with and understand basic Labor Laws? | | | YES | NO |

Signature _____
(Owner)