



**Hillsborough
County Florida**



ARIEL
BUSINESS GROUP
Enterprise & Government Consulting

Hillsborough County Small Contractor Development Program

APPLICATION INSTRUCTIONS

Instructions:

1. Application must be completed in fillable document.
2. Do not substitute or alter this application.
3. Answer all questions completely. Use additional sheet(s) if necessary with applicant's name typed or printed at the top of the page. Include question number with response.
4. Attach a copy of the owner's resume, capabilities statement, business organizational chart and business brochure.
5. Sign, date, save a copy and email a copy. All information submitted on the application must be accurate to the best of your knowledge.

Return Completed Application To:
Hillsborough County and ARIEL Business Group
Hillsborough County Economic Development Department - SBE Division
Attention:
Theresa Kempa at KempaT@hcfl.gov
and ARIEL Business Group at HCSCDP@arielbusinessgroup.com



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APPLICATION

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A. GENERAL INFORMATION

1. Name of Firm _____
2. Owner _____
3. Mailing Address _____ City _____ State _____ Zip _____
4. Physical Address (if different from mailing address) _____
5. Business Phone Number (include area code) _____ Fax _____
6. Cell or Mobile Number (include area code) _____
7. Email Address _____ Website _____

B. BUSINESS PROFILE

1. Type of Business/Services offered: _____

2. What trades/services do you normally subcontract out? _____

3. Business Organization: Sole Proprietor Partnership Corporation LLC



4. In addition to Hillsborough County SBE certification, what other small business certifications does your company have (attach certifications)? _____

5. Number of years in business _____

6. Number of employees: Fulltime _____ Part-time _____ Seasonal _____

C. FINANCIAL / BONDING INFORMATION

1. Have you ever applied for bonding? Yes No

2. Have you ever been bonded? Yes No

3. Name and address of current Bonding Company if applicable _____

4. What is your firm's bonding limit?: Aggregate \$ _____ Project \$ _____

5. Name of Bank (Business Account) _____

6. Do you have a line of credit? Yes No Credit Limit _____

7. Has your business or any officers of the business ever petitioned for bankruptcy or caused a loss to a surety?

Yes No If "yes", explain: _____

8. Do you have Financial Statements?

Type: Audited Reviewed Compilation None

9. Number of years available _____ Date of last statement _____

10. List amount of Coverage for Insurance(s)

General Liability _____ Professional Liability _____

Key Man Insurance _____ Workers Compensation _____

11. List the three (3) largest projects completed by your company in the last five years. Also list dollar amounts of each contract.

- a. _____
- b. _____
- c. _____

12. List the three (3) largest active jobs your company currently has:

- a. _____
- b. _____
- c. _____



D. BUSINESS PLANNING AND MARKETING

1. Do you have a current business plan for your business? Yes No

2. List three (3) goals for your business that you are working toward accomplishing in the next two (2) years.

- a. _____
- b. _____
- c. _____

3. How do you market your business? Check all that apply.

- | | | |
|--|--|--|
| <input type="checkbox"/> Business Cards | <input type="checkbox"/> Professional/Trade Associations | <input type="checkbox"/> None at this time |
| <input type="checkbox"/> Newspaper Ads | <input type="checkbox"/> Social Media | |
| <input type="checkbox"/> Referrals | <input type="checkbox"/> Radio Ads | |
| <input type="checkbox"/> Online Ads | <input type="checkbox"/> TV Ads | |
| <input type="checkbox"/> Networking Events | <input type="checkbox"/> Website | |

E. MANAGEMENT AND ADMINISTRATION

1. Do you have an employee handbook? Yes No

2. Have you implemented any of the following policies in your business or jobsites? :

Drug Free Work Place Non-discrimination Policy Sexual Harassment Policy

3. Do you use computers and or Technology? Yes No

4. What type(s) of software do you use in your business? List. _____

F. ESTIMATING AND BIDDING

1. Who prepares your estimates/take-offs? _____ Bids? _____

2. Do you know how to prepare an estimate? _____ Bids? _____

3. What information is required by your company to prepare an estimate? _____

To prepare a bid? _____

Where do you get this information? _____

4. How do you acquire project plans and specifications? _____

5. What software do you use to develop estimates or bids? _____



6. How do you establish contact with primes for possible subcontracting opportunities or owners for prime opportunities? (List all methods that you use) _____

G. FIELD AND PROJECT OPERATIONS

1. How do you monitor your projects? _____

2. Do you keep records or charts that show project monitoring? Yes No

Explain what you use _____

Do you review the reports? Yes No

3. Who monitors the jobsite? _____

4. How do you know if a project is not on schedule? _____

5. Do you have field staff? Yes No

6. Does your field staff keep a daily log? Yes No

H. CONSTRUCTION ACCOUNTING/FINANCIAL MANAGEMENT

1. How do you track field employee's time? _____

2. Do you allocate office overhead costs to projects? Yes No

Do you allocate field labor costs to projects? Yes No

3. Do you use material requisition forms, or purchase order forms or similar records that identify projects on which materials are to be used? Yes No

4. Do you compare actual cost with estimated cost for control purposes? Yes No

5. Do you use a job order costing system? Yes No

6. Do you have a CPA or Bookkeeper? Yes No

7. How often do you review your financial statements? _____



I. CLAIMS AND DISPUTES/LEGAL

- 1. Do you have an attorney? Yes No
- 2. Does your attorney review contracts? Yes No
- 3. Do you file notice to owners on projects? Yes No
- 4. Have you filed mechanics liens on projects? Yes No
- 5. What process do you use to resolve contract or payment disputes? _____

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Note: You must save the application prior to printing or sending it. If you do not save it first, you will send a blank application.

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For more information on the program visit:

Click Here: Hillsborough County - Small Contractor Development Program

[Program Page: https://bit.ly/3D81btW](https://bit.ly/3D81btW)

Company Name: _____

Owner/Applicant Name: _____

Owner/Applicant Signature: _____

or E-Signature: _____

Date: _____

Return Completed Application To Both

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SBE Division

Attn: Theresa Kempa

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