

# Contractor's Qualification Statement

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading. This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

**Submitted To:**

**Name** Submitting Section -> Submitted To

**Address:** Submitting Section -> Submitted To -> Address City, VT 05872

**Submitted By:**

**Name:** Sunburst Software Solutions, Inc.

**Address:** 2378 Dane Hill Road West Charleston VT, 05872

**Principle Office:** Submitting Section -> Principal Office

- Corporation**
- Partnership**
- Individual**
- Joint Venture**
- Other**

**Name of Project:** Submitting Section -> Name of Project

**Type of Work** (Separate form is required for each Type of Work):

- General Construction**
- HVAC**
- Electrical**
- Plumbing**
- Other – specifically**

**# 1 Organization**

**#1.1 How many years has your organization been in business as a contractor?** 10 years.

**#1.2 How many years has your organization been in business under its present business name?** 10 years.

**#1.3 If your organization is a corporation:**

- #1.3.1 Date of Incorporation:** 8/16/2000
- #1.3.2 State of Incorporation:** Organization Section -> State of Incorporation
- #1.3.3 President's name:** Organization Section -> President's Name
- #1.3.4 Vice-president's name(s):** Organization Section -> Vice-president's name(s)
- #1.3.5 Secretary's name:** Organization Section -> Secretary's Name
- #1.3.6 Treasurer's name:** Organization Section -> Treasurer's Name

**#1.4 If your organization is a partnership:**

- #1.4.1 Date of organization:**
- #1.4.2 Type of partnership:** Organization Section -> Type of Partnership
- #1.4.3 Name(s) of general partner(s):** Organization Section -> Name of General Partners

**#1.5 If your organization is individually owned:**

- #1.5.1 Date of organization:**
- #1.5.2 Name of owner:** Organization Section -> Name of Owner

**# 1.6 If your organization is other than those listed above describe it with the date of organization and list the principals involved.** Organization Section -> if your organization is other than those listed above, describe it and name the principals

**#2 Licensing**

**#2.1 List the jurisdictions and trade categories in which your organization is legally qualified to do business and indicate any registration and license numbers.** Licensing Section -> List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable

**#2.2 List all jurisdictions in which your organization's name is filed.** Licensing Section -> List jurisdictions in which your organization's partnership or trade name is filed

**#3 Experience**

**#3.1 List the categories of work that your organization normally performs with its own forces.** Experience Section -> List the categories of work that your organization normally performs with its own forces

**#3.2 Claims and Suits.** (Any positive response requires a detailed explanation attached).

**#3.2.1 Has your organization ever failed to complete any work awarded to it?** No

**#3.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?** No

**#3.2.3 Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years? No**

**#3.3 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? If so, please attach details. No**

**#3.4 Attach a separate piece of paper listing major construction projects your organization has in progress, including the project name, owner, architect, contract amount, percent complete and estimated completion date.**

**#3.4.1 Total worth of work in progress and under contract: \$100,000,000.00**

**#3.5 Attach a separate piece of paper listing major construction projects your organization has completed in the last five years, including the project name, owner, architect, contract amount, date of completion and percentage of the cost of the work performed by your forces.**

**#3.5.1 Average annual amount of construction work performed during the past five years. \$500,000.00**

**#3.6 Attach a separate piece of paper that lists the construction experience and present commitments for the key individuals in your organization.**

#### **#4 References**

**#4.1 Trade References: References Section -> Trade References**

**#4.2 Bank References: References Section -> Bank References**

#### **#4.3 Surety:**

**#4.3.1 Name of bonding company: References Section -> Surety -> Name of bonding company**

**#4.3.2 Name and address of agent: References Section -> Surety -> Name and address of agent**

#### **#5 Financing**

**#5.1 Please attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:**

**Current Assets**

**Net Fixed Assets:**

**Other Assets:**

**Current Liabilities:**

**Other Liabilities:**

**#5.1.2 Name and address of firm preparing attached financial statement and date thereof:** Financing Section -> Name and Address of firm preparing financial statement, prepared Thursday, December 31, 2009

**#5.1.3 Is the attached financial statement for the identical organization named on page one?** Yes

**#5.1.4 If not explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).** Financing Section -> Explanation of the relationship and financial responsibility of the organization whose financial statement is provided (i.e. if the financial statements being presented are NOT the financials of the company listed on page 1 - for example a parent-subsidiary relationship)

**#5.2 Will the organization, whose financial statement is attached, act as guarantor of the contract for construction?** Yes

**#6 Signature**

**#6.1 Dated this** twentieth day of April, 2010

**Name of Organization:** Sunburst Software Solutions, Inc.

**By:** Representative Info form CAP System Setup->Address & Default->Notary Tab

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**Dated:** Tuesday, April 20, 2010

**Title:** Representative Title

**#6.2 Notary**

Notary Info from System Setup->Address & Default->Notary Tab **being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.**

**Subscribed and sworn before me this** twentieth day of April, 2010

**Notary Public:** Notary Info from System Setup->Address & Default->Notary Tab

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**State of:** Notary State

**County of:** Notary County

**My Commission Expires:** Notary Expires date

## Jobs Currently in Progress

### Change Orders

Original Contract Date:	1/5/2007
Original Contract:	\$7,500.00
Change Orders:	\$1,500.00
Total Billed:	\$1,250.00
Percent Complete:	13.89%

### QuickBooks Job Record=Project

Original Contract Date:	1/5/2009
Original Contract:	\$26,527.50
Change Orders:	\$0.00
Total Billed:	\$4,018.75
Percent Complete:	15.15%

### Deleting A Line

Original Contract Date:	10/1/2008
Original Contract:	\$21,500.00
Change Orders:	(\$2,000.00)
Total Billed:	\$7,450.00
Percent Complete:	38.21%

### Changing Estimate Structure

Original Contract Date:	10/1/2008
Original Contract:	\$18,250.00
Change Orders:	\$0.00
Total Billed:	\$3,975.00
Percent Complete:	21.78%

### Same Item - Multiple Times

Original Contract Date:	10/1/2008
Original Contract:	\$11,500.00
Change Orders:	\$0.00
Total Billed:	\$1,150.00
Percent Complete:	10.0%

### Handling Change Orders

Original Contract Date:	10/1/2008
Original Contract:	\$9,487.50
Change Orders:	\$4,000.00
Total Billed:	\$6,689.38
Percent Complete:	49.60%

### AIA Training Exercise

Original Contract Date:	11/2/2009
Original Contract:	\$105,000.00
Change Orders:	\$10,000.00
Total Billed:	\$84,250.00
Percent Complete:	73.26%

The jobs listed above are jobs that you have pulled into the CAPS program for AIA Billing, other jobs may need to be added to the Jobs in progress window - if so add these jobs manually in this box - BELOW THE </JobsInProgress> TAG.

## Jobs Completed in last 5 years

### Stored Materials

Original Contract Date: 12/1/2003  
Original Contract: \$336,000.00  
Completed Contract: \$336,000.01

The jobs listed above are completed jobs (billed at 100%) that have been brought into CAPS for AIA Billing. Other jobs may need to be added to the Jobs Completed window which you have not used CAPS for billing.