

## CONTRACTOR QUESTIONNAIRE

Corporate Name.....Date of Incorporation.....

Business Address .....

Postal Code: .....

Phone: ..... Fax: ..... Web Site Address: .....

**Management Personnel (List all corporate officers/partners/proprietors/shareholders/directors as applicable) (Use Separate Sheet if Necessary)**

Name	Residence Address	Date of Birth	% Owned	Name of Spouse	Indemnity Available
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>

**Key Personnel (Give the names of other key personnel such as Engineers, Estimators, Project Managers etc.) (Use Separate Sheet if Necessary)**

Name	Age	Position	Since	Previous Employer	Position	Since

**Attach Resume for all Management and Key Personnel**

**Related Companies (List all Subsidiary/Affiliated Companies)**

(Use Separate Sheet if Necessary)

Name of Company	Business Address	Type of Business	Details of Ownership

Has the company or any of its principals and/or their spouses and/or a company of any of them ever failed in business, petitioned for bankruptcy, compromised with creditors or caused a loss to a Surety? (If yes, provide details)  Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the Company or any of its principals and/or their spouses and/or a company of any of them presently involved in litigation matters of any kind? (If yes, provide details)  Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the Company or any of its principals and/or their spouses and/or a company of any of them previously received bonding facilities? (If yes, provide name of Surety, bonding limits provided (single job/work program), length of time with Surety and reason for change)  Yes <input type="checkbox"/> No <input type="checkbox"/>
Has there been any change in the control and/or management of the Company in the past 3 years? (If yes, provide details)  Yes <input type="checkbox"/> No <input type="checkbox"/>

Is the Company or any of its principals and/or their spouses or a Company of any of them engaged in any of the following types of projects?

	<b>Yes</b>	<b>No</b>		<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	
Joint Ventures	<input type="checkbox"/>	<input type="checkbox"/>	Contracts more than 2 years	<input type="checkbox"/>	<input type="checkbox"/>	Foreign Ventures	<input type="checkbox"/>	<input type="checkbox"/>
Wharf/pier/dams	<input type="checkbox"/>	<input type="checkbox"/>	Hazardous Materials	<input type="checkbox"/>	<input type="checkbox"/>	Bridge Construction	<input type="checkbox"/>	<input type="checkbox"/>

Turnkey Propositions   Asbestos Removal   Private/Public Partnering    
 Tunnelling Projects   Real Estate Speculation   Efficiency/Performance Guarantees    
 Design/Build Projects   Land Development   Other (Specify)

**Class of Construction Contracts normally performed:**

General Contractor  Subcontractor  Mechanical  Electrical   
 Road Builder  Specialty Builder  (identify \_\_\_\_\_) Other  (identify \_\_\_\_\_)

Federal	%	Provincial	%	Other Public	%	Private	%
In what geographic area is the Company's work normally undertaken? City _____ Province _____ Radius from City in which work performed _____ km. Occasionally expands into what other geographic area _____							
Is the standard CCDC form of contract used? (If no, explain) Yes <input type="checkbox"/> No <input type="checkbox"/>							
Is the work undertaken subject to environmental exposures? (If yes, detail insurance coverages) Yes <input type="checkbox"/> No <input type="checkbox"/>							
On average, what portion of the Company's work is subcontracted? _____ % What type of work? Are Bonds normally required from the major subtrades? Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> If <b>Never</b> , please explain why not:  If <b>Sometimes</b> , please indicate under what circumstances you waive bonds:							
What is the largest amount of work on hand your Company has had at any one time in the past 4 years: \$ _____ Year _____ It consisted of _____ (state number) of contracts							
What size contracts do you feel the Company and its owners are qualified to undertake?: \$ _____ to \$ _____ How many at once? _____ What type of work? _____							

**List the 4 Largest Fixed or Negotiated contracts completed by the Company in the past 4 years:**

	1	2	3	4
Type of Work				
Original Contract Price				
Final Contract Price				
Location				
When Started				
When Completed				
Gross Profit				
Owner or General				
Architect/Engineer				
Surety				

**List 5 current major suppliers:**

Supplier	Business Address	Contact	Telephone# / E-mail

**List 5 subcontractors with whom the Company has worked in the last 2 years:**

Company Name	Business Address	Contact	Telephone# / E-Mail

**Accounting Details:**

When is the fiscal year-end of the Company?.....

On what basis is the year-end statement prepared? Accrual  Completed Contract  % of Completion

How often are interim statements prepared? Monthly  Quarterly  Semi-annually

Who prepares the outside statement? C.A.  Other (Identify) .....

If C.A. prepared, are the statements fully audited? Yes  No  If no, explain .....

Name of Accounting Firm and individual to contact:

Firm: ..... Contact: ..... Phone: .....

Does your staff include a full-time accountant? Yes  No  (if yes, provide details in space provided below)

Name .....Background ..... Years with Company .....

**Banking Details:** (Attach a copy of current Banking Agreement)

Bank: ..... Address: .....

Account Manager: ..... Phone: ..... Fax: .....

Amount of available credit: \$ ..... Amount currently in use: \$ .....

**Life Insurance Details:**(Provide details of "Key Man" Insurance and/or attach a copy of Buy-Sell Agreement(s) which are currently in place.)

Carrier: ..... Issued on behalf of: .....

Amount: \$ ..... Cash Surrender Value: ..... Beneficiary: .....

Policy No.: ..... Policy Term: From : ..... To: .....

Restricting Endorsements Attached? Yes  No  If yes, please explain: .....

Has the Policy been assigned to anyone or a financial institution? Yes  No  If yes, please identify: .....

**Other Insurance Carried**

Type	Policy Number	Amount/Limits	Issuing Company
Liability			
Environmental			
Errors & Omissions			
Equipment			
Other			

**Other Information:**

<p>Is the Company or any of its principals and/or their spouses or a Company of any of them, acting as guarantor, indemnitor, or Surety for others, or as endorser (co-signor) on notes and/or accounts? (if yes, provide details)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Does the Company or any related, affiliated or subsidiary company anticipate purchasing in the next 12 months any equipment or other form of fixed asset or extending any portion of existing fixed assets presently owned? (If yes, provide details)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Does the Company or any related, affiliated or subsidiary company have any accounts receivable and/or holdbacks receivable which are overdue? (If yes, provide details)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

**Please attach the following information prior to submitting**

<input type="checkbox"/>	Last 3 fiscal year-end statements and any recent available interim statements of the company and any related, affiliated and/or subsidiary companies.
<input type="checkbox"/>	Current personal financial statements of all individuals having a financial interest in the company and/or any related, affiliated and/or subsidiary companies
<input type="checkbox"/>	Completed "Status of Contract" form as at the Company's last fiscal year end and at a current date.
<input type="checkbox"/>	All separate sheets on which explanations are being provided in respect to answers given to questions previously asked in this questionnaire.
<input type="checkbox"/>	Copy of the current Banking Agreement in respect to the Company's Line of Credit Facility.
<input type="checkbox"/>	Resumes for all Management and Key Personnel
<input type="checkbox"/>	Any relevant Company brochures

For the purpose of allowing Stanhope Simpson Insurance Limited to apply for surety bonds or their undertakings on behalf of the undersigned, the undersigned hereby warrants that the above information is true and accurate. The undersigned further authorizes any financial institution, credit bureau or other reference to verify the correctness of information presented in this questionnaire for the purpose of any surety bond provider's underwriting review.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of authorized individual

**CONTRACT STATUS REPORT**

NAME OF CONTRACTOR:							STATUS AS AT:				
Provide Name of Owner or General Contractor and a brief Contract Description	Bond Number (if applicable)	Original Contract Price	Original Est. Cost at Time of Bid	Current Contract Price incl. app. Change Orders	Billed to Date	Payments Received to Date	Total Direct Costs to Date	Current Estimated Cost to Complete	Estimated Date of Completion	Comments: (satisfactory progress, liens, delays, etc.) <b>(Attach details if more space is required)</b>	
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
<b>TOTALS</b>											
Report Prepared By:	Name (Print):					Signature:			Title:		
Date:						<i>NOTE: PROVIDE INFORMATION ON COMPLETED CONTRACTS ON THE BACK OF THIS CONTRACT STATUS REPORT.</i>					

**CONTRACTS COMPLETED SINCE LAST FISCAL YEAR END OR SINCE LAST CONTRACT STATUS REPORT**

Name of Owner or General Contractor & Contract Description	Bond No.	Final Contract Price	Profit	Date Completed	Comments
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
<b>TOTALS</b>					

**THE FOLLOWING DEFINITIONS ARE PROVIDED TO ASSIST YOU IN COMPLETING THIS REPORT:**

1. **CONTRACT PRICE** and **CONTRACTOR'S ESTIMATED COST AT TIME OF BID** should include approved change orders only and , in original estimated costs, the costs applicable thereto. Exclude claims and disputed items. If desired, an explanation of these items may be attached.  
If contracts are on a unit price basis, and the estimated number of units approved has increased or decreased since bid date, adjust the original contract price and costs accordingly, using the original price and cost per unit as a base, and enter these amounts unless the change in unit quantity has contractually operated to change the unit price.
2. All projects should be listed: Bonded, non-bonded, lump sum and cost plus.
3. **COSTS** should be entered consistent with financial statement (Profit and Loss Report) allocation, excluding general and administrative (specifically unallocated) overhead.
4. **BILLED TO DATE** and **COST TO DATE** should be entered as of the same date or, when this schedule is provided in conjunction with a financial statement, consistent with their treatment in the financial report.
5. **ESTIMATED REMAINING COSTS TO COMPLETE** should be a revised figure reflecting developments which have occurred subsequent to bid date causing a change in total cost (or cost per unit), if any, not merely a subtraction exercise. After approximately 50% completion, it is imperative that a re-evaluation of costs be made. In the early stages of a project, a re-evaluation of costs may be difficult and perhaps impractical.

# Stanhope Simpson

INSURANCE LTD.

## PERSONAL WORTH STATEMENT

Name of Individual: \_\_\_\_\_

Business Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_

STATEMENT OF ASSETS AND LIABILITIES AS OF \_\_\_\_\_

### CURRENT ASSETS

Cash in Bank \_\_\_\_\_

Branch \_\_\_\_\_

Cash on Hand \_\_\_\_\_

Stocks, Bonds, etc. (Schedule "A") \_\_\_\_\_

Accounts Receivable \_\_\_\_\_

Mortgages Receivable \_\_\_\_\_

Life Insurance C.S.V. \_\_\_\_\_

Other Current Assets \_\_\_\_\_

Other Investments \_\_\_\_\_

**Total Current Assets**

### CURRENT LIABILITIES

Accounts Payable \_\_\_\_\_

Bank Loan \_\_\_\_\_

Loans Payable \_\_\_\_\_

Taxes Due \_\_\_\_\_

Interest Due \_\_\_\_\_

Other Current Liabilities (describe) \_\_\_\_\_

**Total Current Liabilities**

### FIXED ASSETS

Real Estate (Schedule "B") \_\_\_\_\_

Other Personal Property and Fixed Assets (describe) \_\_\_\_\_

**Total Assets**

### DEFERRED LIABILITIES

Mortgages on Real Estate (Schedule "B") \_\_\_\_\_

Other Deferred Liabilities (Liens) (describe) \_\_\_\_\_

**Total Liabilities**

**Personal Net Worth**

### LIFE INSURANCE

Name of Company \_\_\_\_\_ In Favour of \_\_\_\_\_ Amount of Policy \_\_\_\_\_ Cash Surrender Value \_\_\_\_\_

\$ \_\_\_\_\_ \$ \_\_\_\_\_

**Schedule "A" - Stocks, Bonds, Etc.**

<i>Name of Security</i>	<i>No. of Shares</i>	<i>Par Value</i>	<i>Market Value</i>	<i>Secured or Unsecured</i>

**Schedule "B" - Real Estate**

<i>Location/Description of Property</i>	<i>In Whose Name Title</i>	<i>Present Value</i>	<i>Amount of Mortgage</i>	<i>Mortgage</i>

**Mortgages Owned**

<i>In Favour Of</i>	<i>Property Covered</i>	<i>Amount of Mortgage</i>	<i>Prior Mortgages</i>	<i>Maturity</i>

**Questionnaire**

Indirect Liability - As Endorser - \$ \_\_\_\_\_

Indirect Liability - As Guarantor - \$ \_\_\_\_\_

Indirect Liability - Finance Corporations - \$ \_\_\_\_\_

Fire Insurance - Real Estate - \$ \_\_\_\_\_

The undersigned hereby declare(s) that all the information provided herein and on the accompanying statements is to the best of my/our knowledge true, complete and correct and understand it will be used by the Surety to determine credit worthiness.

The undersigned further consent(s) to the Surety making any enquiries it deems necessary to reach a decision on this application, and consent(s) to the disclosure at any time of any credit information about me/us to any credit reporting agency or to any one with whom I/we have financial relations.

Witness \_\_\_\_\_

Signed \_\_\_\_\_



# Stanhope Simpson

INSURANCE LTD.

Attention: **Bank Manager**

Re: \_\_\_\_\_

Good Day \_\_\_\_\_,

We are considering providing bond facilities for the above contractor and through application to us for Surety, they have referred us to your branch where, we understand, they conduct their banking operations.

We would appreciate you answering the following questions. The information will be considered confidential and will confer no responsibility upon you.

If you deem it necessary we suggest that you contact \_\_\_\_\_ of the above for his/her permission to release this information to us.

- 1.) How long has this account been with your bank? \_\_\_\_\_
- 2.) What is the average balance maintained in the company's account? \_\_\_\_\_
- 3.) What is the present balance in the company's account? \_\_\_\_\_
- 4.) What line of credit is extended and how it is secured? \_\_\_\_\_  
\_\_\_\_\_
- 5.) What is the Review date of the line of credit? \_\_\_\_\_
- 6.) What is the highest amount that has ever been borrowed? \_\_\_\_\_
- 7.) What is the amount presently owing? \_\_\_\_\_
- 8.) Are settlements made as agreed or are extensions requested? \_\_\_\_\_
- 9.) General comments, if any: \_\_\_\_\_  
\_\_\_\_\_

Thank you for your cooperation.

Sincerely,