

Petrela, Winter and Associates

Insurance Brokers - Bond Consultants

CONTRACTOR'S QUESTIONNAIRE

1. Name of Company:	Date business established:					
Operating tradestyle - name (if any):	Telephone No.:					
2. Full address:	Postal Code:					
3. List all Corporate Officers - Partners - Proprietor - Shareholders - Directors (Use a separate sheet if necessary):						
Name	Residence Address	Age	Position	Held Since	% Stock Ownership	
4. Has your company or any of its principals or their spouses or a company of any of them ever failed in business or compromised with creditors or caused a loss to a surety? [] Yes [] No If yes, please explain in full on a separate sheet of paper.						
5. Does your company have one or more related companies? [] Yes [] No If yes, please state name, address, type of business and share ownership on a separate sheet of paper, <u>attach</u> financial statements and <i>include</i> a company family tree.						
6. List all key Operating Personnel;						
Name	Age	Position	Held Since	Previous Employer	Position	Held Since
7. Type of contractor. i.e. General Building Contractor, Sewer/Watermain, Paving, Electrical, etc.: If more than one type list all and give approximate percentage of annual sales applicable to each:						
8. Have there been any changes in the control or management of the company in the past 3 years? [] Yes [] No If yes, please explain here, or on a separate sheet of paper.						
9. To what extent does management monitor/supervise: Individual Jobs: [] Daily [] Weekly [] Monthly Job Costs: : [] Daily [] Weekly [] Monthly						
10. Give here the names of all persons who are authorized to sign and seal documents on behalf of the company: Give here the names of all persons who have cheque signing authority:						
11. Are any of the persons named in 3 above or their spouses engaged in any other business or businesses? [] Yes [] No If yes, please state name and type of business and share ownership on a separate sheet of paper, <u>attach</u> financial statements and <i>include</i> a company family tree.						

Contractor's Questionnaire - P.2

12. Is this company or a related company or any of the persons named above or their spouses engaged...

- | | | | | | |
|---------------------------------|------------------------------|-----------------------------|---|------------------------------|-----------------------------|
| in a joint venture | <input type="checkbox"/> Yes | <input type="checkbox"/> No | in dam or bridge construction | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| in a foreign venture | <input type="checkbox"/> Yes | <input type="checkbox"/> No | in wharf, pier or breakwater construction | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| in land or property speculation | <input type="checkbox"/> Yes | <input type="checkbox"/> No | in tunnelling | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| in real estate development | <input type="checkbox"/> Yes | <input type="checkbox"/> No | in contracts lasting more than 2 years | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| as a subdivider | <input type="checkbox"/> Yes | <input type="checkbox"/> No | in design work | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| as operative builder | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | | |
| in turn key propositions | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | | |

If yes, provide details:

13. State type of owner for whom you do work and list approximate percentage of your annual sales for each:

- | | | |
|-------------------|------------------------|------------------|
| Governments ()% | Private Companies ()% | Developers ()% |
| Institutions ()% | Individuals ()% | Others ()% |
| Utilities ()% | | (please specify) |

14. For each type of construction you do, list the 3 largest fixed price contracts you have completed in the 3 years preceding your latest financial statements. (Do not include contracts completed since the date of your latest financial statement). Use a separate sheet of paper if necessary:

	-1-	-2-	-3-
Project Name	_____	_____	_____
Contract Price	_____	_____	_____
Location	_____	_____	_____
Start / Complete date	_____	_____	_____
Type of work	_____	_____	_____
Surety	_____	_____	_____
Architect or Engineer	_____	_____	_____
Owner	_____	_____	_____

15. In which geographic area do you mostly work:

Do you ever work outside it Yes No If yes, where and how often:

16. Is your operation -- Union Non-Union Do you pay union scale wages Yes No

Duration of union contracts: _____ When does present contract expire: _____

17. What was the largest amount of uncompleted work on hand at any one time in the past 3 years:

\$ _____ year _____ It consisted of _____ (state number) of contracts.

18. What percentage of your work is usually sublet to others? _____%

Types of work usually sublet?
 Types of work usually *not* sublet?
 Do you obtain bonds from your subcontractors? Always Sometimes Never
 If never, please explain why not:

If sometimes, please state under what circumstances you waive bonds:

19. List at least 2 architects or engineers who have supervised your work in the past year:

Architect/Engineer	Address	Telephone No.	Owner/Project
1.			
2.			
3.			
4.			

Contractor's Questionnaire - P.3

20. List your present 4 main suppliers:

Name	Address	Telephone No.	Credit Manager
1.			
2.			
3.			
4.			

21. At present your company is:

Discounting bills Paying in 30 days in 31 - 45 days in 46 - 60 days in 61 - 90 days over 90 days

Special terms If over 45 days give reasons (use a separate sheet of paper if necessary):
(explain below)

22. List 3 subcontractors (contractors, if you are a subcontractor) with whom you worked in the past 2 years:

Name	Address	Telephone No.
1.		
2.		
3.		

23. Name of present surety: _____ How long with present surety: _____ yrs.

Limits established: (a) Total work on hand \$ _____ (b) Single jobs \$ _____

Other conditions imposed:

Reason for changing surety:

Have you been refused a bond: Yes No If yes, please give details:

24. List names of other sureties with whom you have dealt in the past 3 years and reasons for change.

25. When is your fiscal year end?

Date of latest interim statement:

On what basis are financial statements prepared?

Completed Contract Percentage of Completion
 Other (please specify)

26. Who is your auditing firm contact?

Are individual job cost records prepared? Yes No

If yes, how often are they updated? Reviewed?

27. Does your office staff include a full time accountant/bookkeeper? Yes No

What are his/her qualifications and experience?

28. Name of bank _____ Address _____ Tel. No. _____ With bank since _____
What is authorized operating line of credit? _____ How much presently in use? _____ How secured? _____

What other loans do you have?
Purpose: _____ Amount outstanding: \$ _____ Annual repayment amount: \$ _____ How secured? _____
Loan Officer: _____

29. Do you have one or more accounts receivable or holdbacks of any consequence which are overdue or doubtful? Yes No

If yes, give details and amounts on a separate sheet of paper.

30. Do you at present time have any holdbacks which are not due within 12 months? Yes No

If yes, state amount \$ _____ and when due _____

Contractor's Questionnaire - P.4

31. **Have any of your accounts receivable, holdbacks or notes been assigned, pledged, sold or discounted?** [] Yes [] No
 If yes, please give details:

32. **Is your company acting as Guarantor, Indemnitor, Bondsman or Surety for other companies , or as endorser on their notes or accounts?** [] Yes [] No
 If yes, please give details:

33. **Are there any liens for labour or material filed against you anywhere?** [] Yes [] No
 If yes, please give full details and amounts:

34. **Are there any judgements, suits or claims outstanding against your firm, its officers or any company of either?** [] Yes [] No
 If yes, please explain on a separate sheet of paper:

35. **Are others disputing any work which you did or failed to do or any account which you presented to them?** [] Yes [] No
 If yes, please explain fully and give amounts:

36. **Are there any liens for labour or material filed by you against a third party?** [] Yes [] No
 If yes, please give details and amounts:

37. **Are you disputing any work which was done for you or accounts which were presented to you?** [] Yes [] No
 If yes, please give full details and amounts:

38. **Have you or any related Company purchased any equipment or other assets of any kind *since your last fiscal year end.*** [] Yes [] No
 (Substantial purchases only) If yes, please list here. (If more than one use a separate sheet of paper):

(a) Type of asset	(c) Downpayment	(e) Name of lender
(b) Total purchase price	(d) Monthly payments	(f) Term

39. **Do you or any related Company contemplate purchasing in the next 12 months any equipment or other fixed assets?** [] Yes [] No
 If yes (substantial only), please list here. (If more than one use a separate sheet of paper):

(a) Type of asset	(c) Downpayment	(e) Name of lender
(b) Total purchase price	(d) Monthly payments	(f) Term

40. **Have you or any related Company since the last fiscal year end built or do you contemplate building or acquiring or have built in the next 15 months a building, shop or plant of your own or an extension of your present one?** [] Yes [] No
 If yes, please give full details on a separate sheet of paper.

41. **List of insurance coverages in effect:**

Coverage	Yes	No	Limits	Insurance Co.	Expiry	Coverage	Yes	No	Limits	Expiry	Insurance Co.
Property	[]	[]				Automobile	[]	[]			
Equipment	[]	[]				Liability	[]	[]			
Stock	[]	[]				Completed Ops	[]	[]			
Installation Floater	[]	[]				Nonowned Auto	[]	[]			
Builder's Risk	[]	[]				Umbrella	[]	[]			
Course of Constr.	[]	[]				Fidelity	[]	[]			
Windstorm	[]	[]				Life (Principals)	[]	[]			

Contractor's Questionnaire - P.5

42. **What maximum size contracts in each of the types of work you do, do you think your company is best qualified to handle?**

- | | | |
|-------------|---------|---------|
| (a) Type: | Type: | Type: |
| (b) Amount: | Amount: | Amount: |

43. **What work program do you feel your organization is qualified to undertake:**

- (a) Total program any one time: (uncompleted work on hand)
- (b) Single Project size:

44. **Remarks:**

45. **Attached to this presentation should be:**

- (a) Last three fiscal year end statements and any recent interim statement of applicant and of all related companies whether active or not.
- (b) Personal financial statements of all shareholders and financial statements of their other companies whether active or not.
- (c) Purpose and description of operations of each of the related or privately owned companies whether active or not.
- (d) Current Uncompleted Work Schedule *and* Uncompleted Work Schedule as of latest financial year end.
- (e) A letter from your bank stating your operating line of credit, the amount presently in use and the security held.

New Privacy Consent requirement (2004) : I declare the information I have provided herein to be true and correct and I understand that the Surety Company, in granting suretyship, relies upon the accuracy and completeness of this statement.

I authorize use of the information requested on this form by Petrela, Winter & Associates (PWA) for the purposes of obtaining and/or maintaining Surety Facilities as agent on my behalf (each an "Authorized Purpose"). I authorize access to, and disclosure of, this information to those Surety Companies who have a need to know for any Authorized Purpose and to any other person as authorized by law. I authorize PWA to use any information about me contained in PWA's existing files for any Authorized Purpose. To the extent I am providing any information on this form about a third party, I confirm that I have the authority to provide such information.

I authorize our Surety Company and PWA to periodically investigate my credit history, financial standing, character and reputation for any Authorized Purpose. I authorize any credit reporting agency, financial or other institution with whom I have had dealings and any reference provided by me to disclose to our Surety and PWA any information about me in connection with such investigation.

Prepared for the Company by:

Position

(please print)

(please print)

Signature _____

Date _____