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| Name of Firm:  | Tel. #:  |
| Address:  | Fax #:  |
| City:  | Province:  | Postal Code:  | Incorporation Date:  | Type of Business: | [ ]  Individual [ ]  Partnership | [ ]  Corporation |
| Class of Contractor (Check all that apply): | [ ]  Civil Construction[ ]  Highway Design-Builds | [ ]  Underground/Utilities[ ]  Trade Contractor | [ ]  General Builder[ ]  Other  | Is your Operation:[ ]  Union  [ ]  Non-Union |
| What type of work do you normally undertake?  |
| In what geographical areas?  |
| **Shareholders-Corporate Officers-Partners-Proprietor** |
| **Name (In full including middle initials)** | **Age** | **Position** | **% of Stock** | **Name of Spouse****(In full including middle initial)** |
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|   |   |   |   |   |
| Will all of the above and their spouses personally indemnify surety?[ ]  Yes [ ]  No If yes, please explain fully:  |
| Is your organization presently involved in any litigation? |
| [ ]  Yes [ ]  No If yes, please explain fully: | Jurisdiction:  | Country:  |
|   |
| Estimate time to completion:  |
| If you have been previously bonded, state name of surety and reason for change:  | Do you have lien bonds currently outstanding? |
| Has a bonding company ever paid a claim on your behalf? If yes, please explain fully:  | [ ]  Yes [ ] No |
| Has this company, any predecessor company, parent, associate or affiliate, or have any of the shareholders ever been corporately or personally insolvent?[ ]  Yes [ ]  No |
| If Yes, Please explain fully:   |
| List any subsidiaries or affiliated companies-exact name, type of business, ownership, address of any branch offices (or attach a detailed corporate organization chart):  |
| What portion of your work is normally for: Government agencies?  | % | Private owners?  | % |
| On average, what portion of your work is sub-contracted?  | % |
| Do you normally require bonds from your subs? [ ]  Yes [ ]  No |
| If yes, over what size subcontract? $  |
| If no, please explain fully:  |
| Do you engage in Joint ventures? [ ]  Yes [ ]  No |
| If yes, list the firms you have joint ventured with in the past 5 years:   |
| Do you have the necessary equipment to perform anticipated job/total work program? [ ]  Yes [ ]  No |
| If no, what equipment will you be acquiring in the next year? |
|  $  | Financing $  |
| Attach current equipment schedule, do you lease equipment? [ ]  Yes [ ]  No |
| If yes, provide terms of any lease agreements not explained in your latest financial statements:  |

 **Contractor’s Questionnaire**

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| **Key Personnel:**  |
| Complete below only if you are NOT attaching resumes OR attach resume for each person | Summarize education, size and type of work handled and in what capacities if hired within the past 3 years, list the 2 most recent other employers |
| Name:  |  |
| Position:  |  |
| With company since:  | Years of construction experience:  | Age:  |  |
|  |
| Name:  |  |
| Position:  |  |
| With company since:  | Years of construction experience:  | Age:  |  |
|  |
| Name:  |  |
| Position:  |  |
| With company since:  | Years of construction experience:  | Age:  |  |
|  |
| Name:  |  |
| Position:  |  |
| With company since:  | Years of construction experience:  | Age:  |  |
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| On what basis are your financial statements prepared? [ ]  % of completion [ ]  Completed contract [ ]  Accrual [ ]  Other |
| CA/CGA Firm and contact person:  | Tel. #(s):  |
| Are financial statements prepared internally? [ ]  Yes [ ]  NoHow often are they prepared?[ ]  Monthly [ ]  Other (explain):  | Does your office staff include a full time accountant? [ ]  Yes [ ]  NoIf yes, how long has he/she been employed by you? Qualifications (if any):  |
| Are individual job cost records prepared? [ ]  Yes [ ]  NoIf yes, how often are they updated? [ ]  Daily [ ]  Weekly [ ]  Monthly | Reviewed?[ ]  Weekly [ ]  Monthly | Do you prepare work on hand schedules:[ ]  Monthly [ ]  Other (Explain):  |
| Bank/Address/Contact (Of not shown in bank letter):  | Tel. #(s):  |
| What is your total line(s) of credit? $  |
| How much of your line is current available? $  | ► Attach a copy of your latest bank “Terms and Conditions” letter  |
| What is the largest amount of uncompleted work on hand at any one time in the past?  |
| Amount: $  | Year:  |
| **List the 5 Largest contracts completed by your company in the past 10 years:** |
| **Project-Name/Owner** | **Contract Price** | **Gross Profit** | **Start and Completion Dates** |
|   | $  | $  |   |
|   | $  | $  |   |
|   | $  | $  |   |
|   | $  | $  |   |
|   | $  | $  |   |
| **List 5 of your major suppliers:** |  |  |  |
| **Name:** | **Tel. #** | **Full Mailing Address** | **Credit Manager/Contact** |
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| At present, your firm is: [ ]  Discounting Bills [ ]  Paying in 30 Days [ ]  Paying in 30 to 60 Days [ ]  Paying over 60 Days [ ]  Special Terms (Explain):  |

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| **List 5 Subcontractors with whom you have worked in the past 5 years (List contractors if you are a subcontractor):** |
| **Name** | **Full mailing address and contract name** | **Tel. #** |
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| **List 3 Architects or Engineers who have supervised your work in the past 5 years:** |
| **Architect**  | **Full mailing address and contact name** | **Owner/Project** |
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|   |   |   |
| **List any “key man” life insurance carried:** |
| **Name of Insured** | **Amount** | **Issuing Company** | **Beneficiary** | **Cash/Surrender Value (if any)** |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
| **List General Insurance Coverages in effect:** |
| **Coverage** | **Limits** | **Expiry Date** | **Issuing Company** |
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| What has been your insurance claims experience over the last 3 years? (Attach list, if any) |
| General Liability?  | Auto?  | Equipment Floater?  | Course of Construction?  |
| What size projects and backlog do you feel your organization can undertake? |
| Single job: $  | Total work program: $  | (At any point of time)  |
|  |
| Prepared by:  | Position:  |  |  |
| Signature:  | Date:  |  |  |
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| Please provide your last three year end financial statements and your most current interim financial statements. |
| Please complete the attached schedule of work progress in form, as at your last fiscal year end and a second form at the most recent month-end. |
| Please provide a copy of your most recent bank ‘Terms and Conditions” letter. |
| Please provide completed personal net worth forms for each personal indemnitor. |