

**CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES**



**CONTRACTOR'S
STATEMENT OF EXPERIENCE
AND
FINANCIAL CONDITION**

STATEMENT DATED _____, 20 ____.

SUBMITTED BY:

CONTRACTOR: _____

MAIN OFFICE ADDRESS: _____

CITY / STATE: _____

TELEPHONE NO.: () _____ **ZIP CODE:** _____

FAX NO.: () _____ **FEIN NO:** _____

E-MAIL ADDRESS.: _____

FINANCIAL RATING OF CONTRACTORS

PURPOSE

The purpose of the financial rating and experience evaluation procedure is to provide this Department with adequate information regarding a contractor's capabilities to undertake and satisfactorily complete any contract awarded by the City of Chicago.

GENERAL - METHOD OF DETERMINING FINANCIAL RATING

In order to provide a fair and equitable basis for the financial rating of a contractor, the Department considers the following major factors:

1. Financial Resources
2. Organization and Experience
3. Plants and Equipment
4. Past Performance

In the evaluation of a contractor, considerable weight is given to such factors as the amount of work a contractor does with his own organization, the facilities he owns or has under his control, the experience and depth of his organization, and the performance ratings of his past work. The financial rating limits the total amount of uncompleted work that the contractor may have under contract at any one time.

If new items of equipment are acquired after the financial statement is prepared, evidence of purchase must be submitted by the accountant. This may be in letter form giving a description of each item with make, model number, serial number, the purchase price, down payment and method of payment of balance (if any).

The accountant must also state his method of verification (receipted invoice, canceled check, etc.) and that equipment is in the contractor's possession. The financial rating will be adjusted to reflect the money used to purchase other equipment.

A contractor who expands or reduces his/her staff and/or equipment must notify the Chief Procurement Officer immediately in writing in order to make any necessary adjustment to the financial rating. The Chief Procurement Officer shall be notified immediately in writing of any withdrawal of securities or other assets during the current year subsequent to the filing of a financial statement so that the financial rating may be adjusted accordingly. Failure to comply with these requirements shall be considered grounds for denying or reducing a contractor's financial rating with the Department.

FORMS REQUIRED TO ESTABLISH FINANCIAL RATING

A contractor wishing to receive financial rating for the first time is furnished the following necessary papers upon request:

“Contractor’s Statement of Experience and Financial Condition”.

Any contractor who desires to be financially rated for the first time or to renew an expired rating shall furnish one copy of the above mentioned Form to the Department at least thirty (30) calendar days prior to the scheduled opening of bids in which the contractor is interested.

Mail or deliver to: Chief Procurement Officer
Department of Procurement Services
City Hall, Room 403
121 N. LaSalle Street
Chicago, Illinois 60602

A Contractor who is requesting a financial rating for the first time must submit his/her nine-digit Federal Employer's Identification Number. If the Contractor does not have a Federal Employer's ID Number, his Social Security number must be submitted. State law requires that all out-of-State contractors secure a certificate from the Secretary of State of the State of Illinois authorizing them to do business in this State. Such certificates must be obtained prior to the awarding of a contract.

The Department will, to the extent permitted by law, maintain and treat all of the contractor's financial information as confidential and for use only by the Department or another governmental agency entitled by law or by agreement to use such information.

PREPARATION OF "CONTRACTOR'S STATEMENT OF EXPERIENCE AND FINANCIAL CONDITION"

1. ACCOUNTANTS

- A. A contractor's audited financial statement shall be prepared from data secured from the actual audit of a contractor's records.
- 1) A certified public accountant, who has been registered by the Department of Registration and Education of the State of Illinois and who holds a valid and unrevoked registration card from the Department, or
 - 2) An out-of-state certified public accountant who has been issued a certificate and holds a valid and unrevoked registration card where reciprocity is recognized by that State and the State of Illinois.

No certified financial statement shall be accepted which has been prepared by an accountant who has directly or indirectly a financial interest in or is connected with the business of the contractor submitting the statement.

- B. If a financial rating of \$ 500,000 is desired by a contractor, provided that he/she has met all other requirements and that calculation using the financial rating formula produce a figure that equals or exceeds these limits, either of the following procedures may be utilized.
- 1) The unaudited financial statement shall be prepared, signed, and sworn to in the same manner as audited statements, except that in these cases, it will not be necessary for the statement to be prepared and certified by a registered accountant. However, these statements also must be prepared from data secured from the contractor's records, must be complete and in balance, properly signed by the contractor, and notarized.

Note: Since adequate working capital is necessary as "start-up" money on contract work, insufficient working capital may limit these statements to a financial rating of even less than \$ 500,000.

- 2) A signed certification by a surety stating the maximum amount of performance bond which the surety will provide on behalf of the contractor will be accepted in lieu of a financial statement as a basis for the financial rating of \$ 500,000, or less. The certification by the surety must specify the effective time limits or letting dates and dollar value that such performance bond will be provided on behalf of the contractor. The Certificate of Financial Rating issued to a contractor as a result of such certification will reflect the time limits or letting dates and dollar value, up to \$ 500,000, of such certification by the surety. A completed Form, except for the financial portions, must also be submitted.

2. RECORD OF PAST EXPERIENCE

Information as to construction experience should cover fully the nature and dollar volume of the work completed and for whom performed. Contracts must be listed separately and the type of work performed and dollar value clearly defined, for example:

RECORD OF PAST EXPERIENCE 19__ OR 20__

OWNER	EXCAVATING	AGGREGATE BASES & SURFACES	BITUMINOUS SURFACING	P.C.C.	MISC. CONCRETE	DRAINAGE
Forest Preserve District	\$8,336	\$6,700	\$14,781		\$14,395	
City of Chicago-O'Hare Field		\$233,156				
DuPage County-Sec. 111	\$26,671	\$5,000	\$114,701	\$4,000	\$17,664	\$19,715
Village of Hinsdale SA 222	\$23,000	\$20,000	\$224,980	\$30,820		\$30,705
Cook County District No. 3		\$45,920				
Village of Mt. Prospect-Maint.		\$2,372	\$28,611	\$4,005	\$6,000	
Miscellaneous			\$26,000			
TOTAL	\$58,007	\$313,148	\$409,073	\$38,825	\$38,059	\$50,420

A complete list of all technical, supervisory and key construction personnel with their years of construction experience is required. A contractor being financially rated for the first time should list his construction experience for the period of several years in order that his capabilities may be better evaluated.

3. SCHEDULE OF CONTRACTOR'S EQUIPMENT

The list of equipment shall include the make, model, serial number, and size of capacity of major equipment items be properly identified. In addition, equipment that is owned and equipment that is leased must be clearly defined. The accountant shall satisfy himself as to the correctness of additions and deductions in the equipment schedule and shall see that proper provision has been made for depreciation. All equipment which is still serviceable, even though fully depreciated, should be included and listed by classification such as graders, scrapers, end loaders, bulldozers, cranes, etc. The list of leased equipment must indicate whether or not the equipment is in the physical possession of the contractor.

4. CONTRACTOR'S FINANCIAL STATEMENT

Auditing methods shall be thorough and shall follow established and accepted auditing practices.

5. ACCOUNTS RECEIVABLE AND PAYABLE

In preparing Schedule "D", Accounts Receivable - Contracts in Progress, and Schedule "O", Accounts Payable - Subcontractors, the data required shall be taken from the last pay estimate just prior to the date of the financial statement and the estimate number from which the data was taken shall be shown opposite each item in the schedule. If the contractor has completed work not covered by current estimates and an item for such work is shown in these schedules, the accountant shall obtain evidence in writing from the parties for who the work is performed to justify such items.

6. STOCKS, BONDS, INVESTMENTS, ETC.

In listing stocks, bonds, investments, etc., in Schedule "F", the accountant shall show as separate items the contractor's investments in other contracting firms.

7. MATERIAL OR STOCK RECORDS

In completing Schedule "G", the accountant shall ascertain whether the material or stock records are properly and efficiently maintained.

8. REAL ESTATE

Consideration may be given to the purchase value of real estate.

9. CAPITAL AND SURPLUS

Care should be exercised by the accountant in preparing Schedule "U" to see that the amount of surplus as shown by the last statement submitted agrees with the beginning amount of surplus as shown on the new statement.

10. CAPITAL ACCOUNT

In Schedule "V", Analysis of Capital Account, an analysis of additional investments shall be given and withdrawals of cash, securities, etc., by each member of the firm shall be shown.

11. SUBORDINATION

Long term notes and accounts payable to officers and/or relatives, individuals and related companies, that are classified as a deferred liability by the contractor, should be examined closely by the auditor to make certain no repayment is contemplated in the current year. The Department may require the creditors to sign a letter of subordination stating that these monies will not be requested or paid during the life of this financial rating, or until completion of any contract awarded under this financial rating.

12. PLEDGED ASSETS

With proper verification, pledging of other assets of corporate officers or affiliated companies, sharing common ownership to a bidding entity, may be used to improve the financial rating. That is, two bidding entities sharing common ownership may pledge any part of the rating to the other, provided that this information is properly verified.

13. BENEFICIAL INTEREST IN BIDDING ENTERPRISE

Each contractor shall disclose in his "Contractor's Statement of Experience and Financial Condition", under "General Questions", the name of each individual having a beneficial interest of 7½ per cent or more in the firm seeking financial rating. If the firm is a corporation, the names of all the officers and directors shall be disclosed.

Contracting firms shall notify the Chief Procurement Officer of any change in ownership, officers, directors at the time such changes occur.

PREPARATION OF "INDIVIDUAL FINANCIAL STATEMENT"

Each individual of a proprietorship and each member of a partnership shall show his individual assets, liabilities, and net worth, exclusive of his investment in the firm for which financial rating is being requested.

INTEREST IN OTHER CONTRACTING FIRMS

If an individual, a member of a partnership, or an officer or director of a corporation is interested financially in more than one contracting firm, the accountant shall submit a letter explaining such interest, the extent of the investment, and the individual relationship with such firms. The Department may require these individuals to furnish financial statements from these other firms as of the same date as the financial statement submitted by the contacting firm requesting financial rating.

REVISIONS TO YOUR FINANCIAL RATING

Changes in a firm's financial resources or equipment may necessitate a revision of their financial rating. Letters to support these revisions must be furnished to the Chief Procurement Officer before any action can be taken. In the case of an audited statement, this detail must be furnished by a certified public accountant. Bank letters or letters of credit obtained for the purpose of securing an increase in a contractor's financial rating will not be recognized or accepted. Such letters may be accepted on a project by project basis, at the sole discretion of the Chief Procurement Officer, in order to supplement the financial rating. However, such letters will not be accepted to supplement the rating on more than one project during the same period.

The Department may require the contractor to file a new financial statement at any time it considers that such action is warranted, in which case such statement shall be filed within thirty (30) days of such request. The rating of a contractor who fails to submit the requested information will be automatically suspended.

No amendment or renewal of an existing financial rating requested by a contractor will be effective for a particular City Letting unless evidence pertaining to such changes is received at least thirty (30) calendar days prior to the Letting.

"CERTIFICATE OF FINANCIAL RATING"

After the Department has analyzed the submitted "Contractor's Statement of Experience and Financial Condition" and related information, and has determined the appropriate rating, the Department will issue to the contractor a "Certificate of Financial Rating". The Certificate will inform the contractor of the maximum dollar amount of uncompleted work that he/she should have at any one time during a given period. This will help the contractor decide whether he/she should bid for a City project considering the financial capacity available. Moreover, the available financial capacity can be determined and monitored by the contractor by completing the form "Contractor's Financial Capability Rating Considering Uncompleted Work and Subcontracts", available in the RFP package or by requesting it from the Department of Procurement Services.

FILING OF FALSE, INCOMPLETE OR INCORRECT INFORMATION

The filing of false, incomplete or incorrect information shall constitute sufficient grounds for the denial of financial rating to a contractor. In such case, the Chief Procurement Officer will issue an official notice to the contractor.

RECONSIDERATION OF ACTION

A contractor may request reconsideration of his/her rating set forth in the "Certificate of Financial Rating" by notifying the Chief Procurement Officer in writing. A request for reconsideration shall clearly state the basis of the request and be supported by information and evidence which would indicate that the rating should be amended.

The Chief Procurement Officer shall, within thirty (30) days after the receipt of a request of reconsideration, review the application and notify the contractor of the determination.

EXPIRATION DATE OF RATINGS

All ratings issued by the Department will expire sixteen (16) months from the closing date of audited financial statement. The expiration date of current ratings is shown on the "Certificate of Financial Rating" notice issued to the contractor. A new form "Contractor's Statement of Experience and Financial Condition" must be submitted prior to that time in order for a contractor to maintain continuous financial rating. It shall be the responsibility of the contractor to request the forms from the Department, preferably four months before expiration date. A request for a short extension of time may be considered on audited statement only. This request must be submitted in writing, listing valid reasons for an extension, or a telephone call followed by letter of verification.

EXPERIENCE QUESTIONNAIRE

By _____

- _____ A Corporation
- _____ A General Partnership
- _____ A Limited Partnership
- _____ An Individual

Principal Office _____

1. How many years has your organization been in business as contractor under your present business name?

2. How many years experience in construction work has your organization had:
(a.) As a prime contractor _____ (b.) As a sub-contractor _____

3. In the following tabulation giving the various classifications of Construction, check the type or types on which you desire to bid. Experience is needed for each type of construction.

4.

TYPE OF WORK

- | | |
|--|---|
| <p>_____ 1. Excavating and Grading</p> <p>_____ 2. PCC Base, C & G, Pavement</p> <p>_____ 3. Bituminous Concrete Paving</p> <p>_____ 4. Stabilized Base (BAM, CAM, PAM)</p> <p>_____ 5. Aggregate Bases and Fill</p> <p>_____ 6. Foundation (Caissons & Piles)</p> <p>_____ 7. Highway Structures</p> <p>_____ 8. Railroad Structures</p> <p>_____ 9. Sewer & Drainage Structures</p> <p>_____ 10. Painting</p> <p>_____ 11. Pavement Marking</p> <p>_____ 12. Signing</p> <p>_____ 13. Landscaping</p> <p>_____ 14. Demolition</p> <p>_____ 15. Fencing</p> <p>_____ 16. Structural Steel (Building Construct)</p> <p>_____ 17. Ornamental Steel (Building Construct)</p> <p>_____ 18. Structural Concrete (Building Construct)</p> <p>_____ 19. Miscellaneous Concrete</p> <p>_____ 20. Fireproofing</p> <p>_____ 21. Masonry</p> <p>_____ 22. H. V. A. C.</p> <p>_____ 23. Mechanical</p> <p>_____ 24. Electrical</p> | <p>_____ 25. Plumbing</p> <p>_____ 26. Roofing and Sheet Metal</p> <p>_____ 27. Flooring and Tile Work</p> <p>_____ 28. Drywall and Plaster Work</p> <p>_____ 29. Ceiling Construction</p> <p>_____ 30. Hollow Metal and Hardware</p> <p>_____ 31. Glazing and Caulking</p> <p>_____ 32. Misc. Architectural Work</p> <p>_____ 33. Others:</p> <p>_____ a) Tree Removal</p> <p>_____ b) Guardrail</p> <p>_____ c) Seeding/ Sodding</p> <p>_____ d) Sheet Piling</p> <p>_____ e) Sawing</p> <p>_____ f) Pavement Grinding</p> <p>_____ g) Waterproofing</p> <p>_____ h) Clean & Seal Cracks & Joints</p> <p>_____ i) Drainage Cleaning</p> <p>_____ j) Hauling</p> <p>_____ k) Traffic Control</p> <p>_____ l) _____</p> <p>_____ m) _____</p> <p>_____ n) _____</p> <p>_____ o) _____</p> |
|--|---|

RECORD OF PAST EXPERIENCE

● **New Contractors** - List all work performed by your own forces for the past three (3) years, including Federal, State, County, City and private work. The total dollar amounts and work item dollar amounts must be listed for each project. Do not include work performed by subcontractors.

●● **Renewal Contractors** - List all work performed by your own forces for past fiscal year, including Federal, State, County, City and private work. The total dollar amounts and work item dollar amounts must be listed for each project. Do not include work performed by subcontractors.

Name, Phone Number, Address of Reference, and Year Performed	TOTAL (1,000)'s (\$)	Excav & Grading (\$)	PCC Pavmt (\$)	Bitum Concrt (\$)	Stabl Base (\$)	Aggrg Base (\$)	Foundat (C&P) (\$)	Hgw Struct (\$)	Railrd Struct (\$)	S & D Struct (\$)	Painting (\$)	Pavmt Marking (\$)	Signing (\$)	Land- scaping (\$)
TOTAL														

RECORD OF PAST EXPERIENCE

● **New Contractors** - List all work performed by your own forces for the past three (3) years, including Federal, State, County, City and private work. The total dollar amounts and work item dollar amounts must be listed for each project. Do not include work performed by subcontractors.

●● **Renewal Contractors** - List all work performed by your own forces for past fiscal year, including Federal, State, County, City and private work. The total dollar amounts and work item dollar amounts must be listed for each project. Do not include work performed by subcontractors.

Name, Phone Number, Address of Reference, and Year Performed	TOTAL (1,000)'s (\$)	Demo- lition (\$)	Fencing (\$)	Struct Steel (\$)	Ornam Steel (\$)	Struct Concrt (\$)	Misc Concrt (\$)	Fire Proofing (\$)	Masonry (\$)	H.V.A.C. (\$)	Mech- anical (\$)	Electric (\$)	Plumb (\$)	Roof/Sht Metal (\$)
TOTAL														

RECORD OF PAST EXPERIENCE

● **New Contractors** - List all work performed by your own forces for the past three (3) years, including Federal, State, County, City and private work. The total dollar amounts and work item dollar amounts must be listed for each project. Do not include work performed by subcontractors.

●● **Renewal Contractors** - List all work performed by your own forces for past fiscal year, including Federal, State, County, City and private work. The total dollar amounts and work item dollar amounts must be listed for each project. Do not include work performed by subcontractors.

Name, Phone Number, Address of Reference, and Year Performed	TOTAL (1,000)'s (\$)	Floor Tile (\$)	Drywall Plaster (\$)	Ceiling Constr (\$)	Hollow Metal (\$)	Glazing Caulking (\$)	Misc Architect (\$)	Tree Removal (\$)	Guard- rail (\$)	Seeding Sodding (\$)	Sheet Piling (\$)	Sawing (\$)	Pavmt Grinding (\$)	Water- proofing (\$)
TOTAL														

5. Capacity: Last Year Year Before Last
- a. Total annual volume of work..... _____
- b. Approximate amount of (a) that was sublet..... _____
- c. Largest volume of uncompleted work on hand at any time _____
7. Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a construction contract? Yes _____ No _____
If so, state name of individual, other organization and reason therefor. _____

8. State amount of largest surety bond written for you during the last two (2) years \$ _____
9. Give name and detailed address of producers from whom you have purchased principal materials during the last three (3) years.

Name of Firm or Company	Detailed Address

10. What is the construction experience of the principal individuals of your organization?

Individual's Name	Present Position	Years Experience	Magnitude & Type of Work	In What Capacity

SCHEDULE OF CONTRACTOR'S EQUIPMENT
 (Include new, old, and fully depreciated equipment)

Value of Equipment Purchased since Previous Statement \$ _____

Method of Payment: Cash \$ _____ Chattel Mortgage \$ _____

Amount of Depreciation Written off on this Equipment \$ _____

No. of Item	Description of Equipment: List Make, Model, Size & Capacity and Show: Serial Nos. on Major Production Items	Purchase Price	Depreciation	Book Value	Encumbrance

CERTIFICATE OF ACCOUNTANT

- Check one: AUDITED
 REVIEWED
 COMPILATION

I/ we have examined the balance sheet of _____
(Name of Firm)
as of _____, 20 _____. My/ our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests of the accounting records and such other auditing procedures as I/we considered in the circumstances.

In my/ our opinion, the accompanying balance sheet presents fairly the financial position of _____
_____ at _____, 20 _____, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year. Also, in our opinion, the accompanying schedules are stated fairly in all material respects when considered in conjunction with the balance sheet taken as a whole.

Further, I/ we certify that I/ we do not have direct or indirect financial interest in or am/ are connected with the business of the contractor.

(Certified Public Accountant)s

Address

By: _____

Date

Certificate *Issued by*
No. _____ *State of* _____

Telephone

Type or Print Name

BALANCE SHEET FOR INDIVIDUALS OR PARTNERS

Note: This schedule must be completed by all individuals or partners.

ASSETS	Name of Individual or Partner			
	(1)	(2)	(3)	(4)
Current Assets:				
Cash on Hand and in Banks				
Notes Receivable*				
Accounts Receivable (not past due)				
Cash Value of Life Insurance				
Utility Deposits				
Securities				
Other:				
TOTAL CURRENT ASSETS				
Fixed Assets:				
Real Estate and Improvements				
Automobile & Equipment				
Furniture & Fixtures				
Other:				
TOTAL FIXED ASSETS				
Other Assets:				
Investment in Partnership				
Receivables (due after 1 year & past due)				
TOTAL OTHER ASSETS				
TOTAL ASSETS				

*The portion of notes receivable not due within one (1) year are not considered current.

BALANCE SHEET FOR INDIVIDUALS OR PARTNERS

Note: This schedule must be completed by all individuals or partners.

LIABILITIES & NET WORTH	Name of Individual or Partner			
	(1)	(2)	(3)	(4)
Current Liabilities:				
Notes Payable*				
Current Bills				
Federal income Tax Liability				
Other Taxes				
Other:				
TOTAL CURRENT LIABILITIES				
Fixed Liabilities:				
Real Estate Mortgage				
Other (due after 1 year)				
TOTAL FIXED LIABILITIES				
Other Liabilities:				
TOTAL OTHER LIABILITIES				
TOTAL LIABILITIES				
NET WORTH				
TOTAL LIABILITIES & NET WORTH				

*The portion of notes payable not due within one (1) year are not considered current.

CONTRACTOR'S BALANCE SHEET

Condition at Close of Business _____, 20_____.

ASSETS

Current Assets

Cash in Banks & on Hand (A)	_____	
Notes Receivable (B)	_____	
Certificates & Cashier's Checks on Deposit (C)	_____	
Accounts Receivable—Contracts (D)	_____	
Other Accounts Receivable (E)	_____	
Stocks, Bonds (F)	_____	
Materials in Stock (G)	_____	
Cash Surrender Value—Life Insurance (H)	_____	
Prepaid Items (I)	_____	
Cost in Excess of Billings (J)	_____	
Other Current Assets (K)	_____	
TOTAL CURRENT ASSETS		\$ _____

Fixed Assets

Equipment (book value)	_____	
Real Estate (L)	_____	
TOTAL FIXED ASSETS		\$ _____

Other Assets (M)

_____	_____	
_____	_____	
TOTAL OTHER ASSETS		\$ _____

TOTAL ASSETS		\$ _____
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CONTRACTOR'S BALANCE SHEET

LIABILITIES

Current Liabilities

Notes Payable (N) _____

Accounts Payable–Subcontractors (O) _____

Other Accounts Payable (P) _____

Miscellaneous Current Liabilities (Q) _____

Chattel Mortgages–Equipment (current) (R) _____

Billings in Excess of Costs (J) _____

TOTAL CURRENT LIABILITIES \$ _____

Fixed & Other Liabilities

Mortgages–Real Estate (long term) (L) _____

Mortgages–Equipment (long term) (R) _____

Notes Payable–Officers–Stockholders (S) _____

TOTAL FIXED & OTHER LIABILITIES \$ _____

Net Worth

Capital Stock–Corporation (T) _____

Surplus (U) _____

Individual or Partnership Capital (V) _____

NET WORTH \$ _____

TOTAL LIABILITIES & NET WORTH \$ _____

A. CASH IN BANKS

Name of Bank	Location	Deposit in Name of	Amount

B. NOTES RECEIVABLE

Receivable From: Name and Address	For What	How Secured	Amount

C. CERTIFIED AND CASHIERS CHECKS ON DEPOSIT

Deposited with: Name and Address	For What	When Recoverable	Amount

F. STOCKS AND BONDS

Name of Security	Number of Shares	Book Value	Market Value

G. MATERIALS IN STOCK

Kind of Material	Quantity	Present Value for Incomplete Contracts	Other Materials

H. CASH SURRENDER VALUE OF LIFE INSURANCE

Carried On	Payable To	Surrender Value	Amount of Loans

L. REAL ESTATE

Description and Location	Whose Name on Title	Cost or Equity	Present Market Value	Amount of Mortgage or Encumbrance

M. OTHER ASSETS

Description	Amount

N. NOTES PAYABLE

To Whom - Name and Address	What Security	When Due	Amount

Q. MISCELLANEOUS CURRENT LIABILITIES

Explanation or Party to Whom Payable	Item	Date Due	Amount

R. CHATTEL MORTGAGES - EQUIPMENT

To Whom Payable	How Payable and Amounts	Date Due	Amount

S. NOTES PAYABLE - OFFICERS - STOCKHOLDERS

To Whom Payable	Date Due	Amount

T. CAPITAL STOCK

Complete the following schedule:

Preferred Stock: Class and Par Value	Authorized		Treasury Stock		Outstanding	
	Shares	Amount	Shares	Cost	Shares	Amount
Common Stock: Class and Par Value						

Was additional stock issued during the past year? _____ If so, how much for cash _____
 For other _____.

Officers, directors, and all individuals owning beneficial interest of 7½% or more.

Name and Address	Title	% of Stock Owned

U. SURPLUS

Balance	Paid in Surplus	Appraisal Surplus	Retained Earnings
Beginning of the Year:			
End of the Year:			

Are there any transactions reflected in surplus accounts during the current reporting period which are not the result of (1) net income, (2) capital contributions, (3) dividends paid or (4) net loss? _____

If yes, explain fully: _____

Are there any restrictions on the distribution of surplus? _____ If so, explain. _____

LETTER OF SUBORDINATION

Chief Procurement Officer
DEPARTMENT OF PROCUREMENT SERVICES
121 N. LaSalle St., Room 403
Chicago, Illinois 60602

Dear Chief Procurement Officer:

To improve the financial rating of _____, I agree that I will not request or withdraw the money due me as shown on their "Contractor's Statement of Experience and Financial Condition", dated _____, _____ amounting to \$ _____, during the life of this financial rating, or until the completion of any contract awarded under this financial rating.

Sincerely,

Signature

Print Name

V. INDIVIDUAL OR PARTNERSHIP CAPITAL

Names and Addresses of partners:

Names	Addresses	Capital Balance Beginning of Year	Capital Balance End of Year
TOTAL			

Are there any transactions reflected in the individual capital accounts during the current reporting period which are not the result of (1) capital contributions, (2) net earnings, (3) withdrawals or, (4) net loss? _____.
 If so, explain fully: _____

Withdrawals

Date of Withdrawal	Amount Withdrawn	State whether Cash, Securities, Equipment, Losses, Etc.	Paid to - or - Withdrawn by	Permanent or Temporary Withdrawal
TOTAL				

(List separately each withdrawal of \$500 or more, otherwise list by months.)

GENERAL QUESTIONS
Corporation

1. Is the corporation, or any officer engaged in any other business? Yes _____ No _____
If so, list names of companies: _____

2. Has the corporation ever been in bankruptcy or receivership? Yes _____ No _____
If so, when and explain fully: _____

3. Is the corporation in any way an outgrowth, result or reorganization of a former business?
Yes _____ No _____ If so, give name and address of each predecessor business:

4. Name and address of parent company, if any _____
Number of shares held _____
5. Do you use same Method of Depreciation for Federal Income Tax purposes?
Yes _____ No _____
6. Date incorporated: _____ Which State? _____

GENERAL QUESTIONS
Individual or Partnership

1. Is Partnership general or limited? _____ If limited, explain fully:

2. Have you, (or any member of partnership), ever filed bankruptcy? Yes _____ No _____
If so, explain fully: _____

3. Do you use same Method of Depreciation for Federal Income Tax purposes?
Yes _____ No _____
4. Are you endorser on any notes? Yes _____ No _____ If so, state amount:\$ _____

AFFIDAVIT FOR INDIVIDUAL

STATE OF _____

ss.

County of _____

_____ being duly sworn, deposes and says: That the foregoing statement of experience and all statements herein contained are true and correct and that the foregoing financial statement, taken from his books, is a true and accurate statement of his financial condition as of the date thereof and that the answer to the foregoing interrogatories are true; that this statement is for the express purpose of inducing the party to whom it is submitted to award the submittor a contract; and that and depository, vendor or other agency herein named is hereby authorized to supply such party with any information necessary to verify this statement. The signatory further agrees to abide by the rules and regulations of the City of Chicago and any applicable rules and regulations of The State of Illinois and/or Federal funding agency, relative to the submission of bids and execution of contract.

Sworn to me this _____ day of

_____, 20 _____

Applicant must sign here

Notary Public

AFFIDAVIT FOR PARTNERSHIP

STATE OF _____

ss.

County of _____

_____ being duly sworn, deposes and says: That they are members of the firm of _____ that the foregoing statement of experience and all statements herein contained are true and correct and that the foregoing financial statement, taken from his books, is a true and accurate statement of his financial condition as of the date thereof and that the answer to the foregoing interrogatories are true; that this statement is for the express purpose of inducing the party to whom it is submitted to award the submittor a contract; and that and depository, vendor or other agency herein named is hereby authorized to supply such party with any information necessary to verify this statement. The signatory further agrees to abide by the rules and regulations of the City of Chicago and any applicable rules and regulations of The State of Illinois and/or Federal funding agency, relative to the submission of bids and execution of contract.

Sworn to me this _____ day of

_____, 20 _____

All partners must sign

AFFIDAVIT FOR CORPORATION

STATE OF _____

ss.

County of _____

_____ being duly sworn,
deposes and say: That they are the President and Secretary of the _____

_____,
the corporation described in and which executed the foregoing statement; that the foregoing statement of experience and all statements herein contained are true and correct and that they are familiar with the books of the said corporation showing its financial condition; the foregoing financial statement, taken from the books of the said corporation, is a true and accurate statement of the financial condition of the said corporation as of the date thereof and that the answer to the foregoing interrogatories are true; and that this statement is for the express purpose of inducing the party to whom it is submitted to award the submitter a contract; and that and depository, vendor or other agency herein named is hereby authorized to supply such party with any information necessary to verify this statement. The signatory further agrees to abide by the rules and regulations of the City of Chicago and any applicable rules and regulations of The State of Illinois and/or Federal funding agency, relative to the submission of bids and execution of contract.

Sworn to me this _____ day of

_____, 20 _____

President

Notary Public

Secretary

(Corporate Seal)

If a corporation, the full corporate name must be used and the execution must be by the president and secretary, and the corporate seal affixed. If the corporation does not have a seal, the words "No Seal" should be added. Certified copy of action of board of directors authorizing such officers to execute the affidavit on behalf of the corporation may be required, and will be required if not executed by the two officers above named.

The following officers and others are authorized to execute contracts binding to the corporation:

(Applicable only to subsidiaries requesting financial rating based upon parent company certified financial statement.)

**CERTIFIED ASSUMPTION
AND
GUARANTOR AGREEMENT**

This is to certify that _____

Parent company (herein called parent) of _____

_____,
(Herein called subsidiary), a wholly-owned subsidiary, is responsible for, and will guarantee and assume all liabilities relative to any contracts entered into with the Chicago Department of Procurement Services, in consideration for the issuance of a financial rating based upon financial statement of the parent rather than the subsidiary.

Guarantor agrees to waive all notices of changes or alterations to the principal obligations arising between the subsidiary and the Chicago Department of Procurement Services.

This agreement will remain in affect until all contracts are completed that were awarded under this agreement or a notice of revocation in writing is received by the Chicago Department of Procurement Services.

(President)

(Secretary)

(Corporate Seal)

Subscribed and sworn to me this _____ day of _____, 20 _____

Notary Public

(Seal)

FOR UNAUDITED STATEMENTS ONLY

_____, 20 ____

Bank: _____

Address: _____

Please provide the Chicago Department of Procurement Services the following information in connection with my/our accounts as of _____, 20 ____.

By: _____

INFORMATION BELOW TO BE FURNISHED BY ABOVE BANK

Our records show the following information in connection with the account of the above named depositor as of _____, 20 ____.

Commercial Account \$ _____ Savings Account \$ _____

Indebtedness to Bank \$ _____ Secured ? _____

How ? _____

Certificate of Deposit \$ _____ Pledged ? _____

Detail _____

(Name of Bank)

By: _____
(Name and Title)

Date: _____, 20 ____.

Prompt return of this form to the Chicago Department of Procurement Services expedites a service to a client.