

**SAMPLE  
CONTRACTOR QUESTIONNAIRE  
COVER LETTER**

November, December, January  
Every Year computerized Lists should be  
pre-qualified and updated for  
**ALL** contractors needed for any  
current or future project at 'Your Assn'.

November 23, 1998

Dear Engineer and/or Contractor:

Sealed Bids for projects being scheduled for 1999 will be accepted from all companies qualifying for the ABC Condominium Association Bidders List. Would you be interested in becoming a pre-qualified bidder?

ABC Condominium Association has many repair and replacement projects scheduled for the coming year. All of the projects will need qualified Contractors and some will need Engineering Specifications.

**MAJOR 1999 PROJECTS NEEDING ENGINEERING SPECIFICATIONS INCLUDE:**

- |                              |                          |                          |
|------------------------------|--------------------------|--------------------------|
| 1. Concrete Balcony Repairs  | 2. Paving - Curb to Curb | 3. Retention Wall - 600' |
| 4. Balcony Steel Replacement | 5. Pond Dredging/Lining  | 6. Window Replacements   |
| 7. Roofs/Mansards            | 8. Porticos              | 9. Aluminum Soffits      |

Enclosed is a questionnaire to be completed by both Engineers and Contractors. Our Association must have answers on file to all questions along with requested lists, if you wish consideration. If there are reasons for not answering some of the questions, please explain for evaluation or indicate N/A.

**PLEASE RETURN INFORMATION NO LATER THAN DECEMBER 19, 1998**

We thank you for your attention to this request and will advise if your company is approved for our 1999 Bidders List.

Again, all bids for work done in the ABC Condominium Association will be sealed, thereby insuring each contractor a fair and equitable selection process for bids.

Sincerely,

President, ABC Condominium Association

Enclosures: Questionnaire and Return Mailing Label