City of Philadelphia

QUESTIONNAIRE AND FINANCIAL STATEMENT FOR QUALIFYING BIDDERS

* No bid will be accepted unless this questionnaire with all questions fully answered (please type or print in ink), is filed with the Department having jurisdiction over the work proposed, on or before the date specified by the Procurement Department.

* All information provided by a bidder in this questionnaire shall be used by the City in determining and assessing a bidders qualifications and responsibility in accordance with the provisions of Title 17, Chapter 17-100, Sec. 17-101 of the Philadelphia Code.

* The City reserves the right to investigate any statement made herein, by means of information included in, but not limited to, that contained in this questionnaire. Any misrepresentation of fact, as determined by the City, may result in the disqualification of a bidder.

* Any material change in the financial, corporate or business status of a qualifying bidder that occurs between the time of submission of this questionnaire and the time of award of the resulting contract must be forwarded to the Procurement Commissioner immediately. Failure to do so may result in the disqualification of the bidder from award.

* All information on this questionnaire will be held strictly confidential, to the extent permitted by law.

PROJECTS UNDER THE JURISDICTION OF _____ **Fax Number** _____

PROJECTS APPLIED FOR

City of Philadelphia, Fire Administration Building, 240 Spring Garden Street, Philadelphia, PA

DATE SUBMITTED	BID NUMBER	DATE OF OPENING	FEDERAL EIN NUMBER	CITY BUSINESS TAX IDENTIFICATION #

SUBMITTED BY (PLEASE CIRCLE) INDIVIDUAL CORPORATION PARTNERSHIP

PRINCIPAL OFFICE ADDRESS

PRINCIPAL OFFICE TELEPHONE NUMBER	PRINCIPAL OFFICE FAX NUMBER	E-MAIL ADDRESS

CORPORATION			PARTNERSHIP	
DATE OF INCORPORATION	STATE	CAPITALIZATION	DATE OF ORGANIZATION	TYPE GENERAL LIMITED

OFFICERS	PARTNERS
PRESIDENT	NAME
	ADDRESS
VICE PRESIDENT	NAME
	ADDRESS
SECRETARY	NAME
	ADDRESS
TREASURE	NAME
	ADDRESS
	NAME
	ADDRESS

EXPERIENCE AND EQUIPMENT

1. How many years has your organization been in business as a contractor under its present business name? **YEARS**
   On a separate sheet of paper, list all other business names under which your organization has been in business as a construction contractor?
2. How many years experience has your organization had as a prime contractor in the type of construction work for which you seek qualification? **YEARS**
3. How many years experience has your organization had as a subcontractor in the type of construction work for which you seek qualification? **YEARS**
4. State the largest dollar amount of work your organization has done in any single year during the last five years
   as (1) a general contractor $ (2) a subcontractor $
5. On a separate sheet of paper, describe the construction experience of the principal officers and managers (including superintendents) of your organization. Include: name of the individual and position/office, years of construction experience, type of work in which the individual has experience (including size of project worked on), names of organizations worked for and positions/responsibilities held.
6. Has your organization within the last five years performed work for the City of Philadelphia that was not finally accepted by the City?
   PLEASE CIRCLE YES NO
   If "YES", state the City contract number and project name and attach an explanation of the circumstances surrounding the non-acceptance.
   Has any officer, partner, or other person active in the management of your organization, within the last five years, been an officer, partner, manager, or sole proprietor of another organization which performed work for the City that was not finally accepted by the City?
   PLEASE CIRCLE YES NO
   If "YES", state the name of the individual, the name and address of the organization, the City contract number and project name for the contract under which work was not finally accepted, and attach a detailed explanation of the circumstances surrounding the non-acceptance.
7. Has the City, within the last five years, declared your organization in default of a City contract or otherwise terminated the contract?
   PLEASE CIRCLE YES NO
   If "YES", state the City contract number and project name and attach an explanation of the circumstances surrounding the declaration of default or termination.
   Has a commercial surety for your organization, within the last five years, been called upon to complete any work on a contract with the City?
   PLEASE CIRCLE YES NO
   If "YES", state the City contract number and project name and a detailed explanation of the circumstances.
   Has any officer, partner, or other person active in the management of your organization, within the last five years, been an officer, partner, manager, or sole proprietor of another organization whose commercial surety was called upon to complete any work on a contract with the City?
   PLEASE CIRCLE YES NO
   If "YES", state the name of the individual, the name and address of the organization, the City contract number and project name for the contract the surety was called upon to complete, and attach an explanation of the circumstances.
8. Has any officer, partner, or other person active in the management of your organization, within the last five years, been an officer, partner, manager, or sole proprietor of another organization that was declared in default of a City contract or otherwise terminated, or that failed to complete a City Contract?
   PLEASE CIRCLE YES NO
   If "YES", state the name of the individual, the name and address of the organization, the City contract number and project name for the contract defaulted or terminated, and attach an explanation of the circumstances surrounding the declaration of default or termination.
9. Has your organization ever failed to complete any work under, or been declared in default of, a contract awarded to it by a public or private owner other than the City of Philadelphia?
   PLEASE CIRCLE YES NO
   If "YES", attach a detailed explanation identifying the owner and bid/contract numbers (if applicable) for the project, stating whether the owner declared your organization in default of its contract, and describing the project, the type of work, the dates the work was started and stopped and the reasons the work was not completed.
10. Has any officer, partner, or other person active in the management of your organization, ever been an officer, partner, manager, or sole proprietor of another organization that failed to complete or was declared in default of a construction contract for a public or private owner other than the City of Philadelphia?
    PLEASE CIRCLE YES NO
    If "YES", state the name of the individual and attach an detailed explanation identifying the owner and bid/contract number (if applicable) stating whether the owner declared the organization in default of its contract, and describing the project, the type of work, the dates the work was started and stopped, the individual's role in the project, and the reasons the work was not completed.
11. Has any officer, partner, or other person active in the management of your organization, within the last five years been disqualified, suspended, or debarred (under its present name or any other name) from bidding on public contracts, or removed from a bidding list, by any state or federal agency, or by the City of Philadelphia?
    PLEASE CIRCLE YES NO
    If "YES", state the agency that took such action, the date(s) of the action, the type of work to which the contract(s) applied, and the reasons stated by the agency for the action.

12. Has any commercial surety ever refused to furnish a performance or payment bond for your organization?

PLEASE CIRCLE YES NO

If "YES", state the name and address of the surety, describe the contract for which the bond was refused (including the owner, date of contract, and type of work), and state the reasons for the refusal.

13. Has your organization or any officer, partner, or other person active in the management of your organization, or any shareholder holding an equity interest of more than five percent,

1. ever been convicted of or pleaded guilty or nolo contendre to federal or state misdemeanor or federal charger (including but not limited to, charges related to public bidding law or the making of false statements)? **PLEASE CIRCLE YES NO**
2. ever been refused coverage under any fidelity bond? **PLEASE CIRCLE YES NO**

Is your organization or any officer, partner, or other person active in the management of your organization, or any shareholder holding an equity interest of more than five percent,

1. currently under indictment on federal or state misdemeanor or felony charges? **PLEASE CIRCLE YES NO**
2. currently the subject of a state or federal grand jury investigation or under notification by local, state or federal law enforcement authorities that they are the subject of any criminal investigation? **PLEASE CIRCLE YES NO**

If your answer to any of the foregoing questions is YES, attach a detailed description that includes the following:

- the nature of the conviction, plea, indictment, bond refusal, and/or grand jury or criminal investigation;
- the name of each individual who was the subject of such action;
- their position in your organization;
- the jurisdiction or entity taking the action; the date(s) the action was taken; the nature of the charges that were the subject of the action; and all other circumstances relevant to the action.

14. Has any officer, partner, director, shareholder, or other person active in the management of your organization been employed by the City of Philadelphia, or been appointed to a political or other office of the City? **PLEASE CIRCLE YES NO**

If "YES" attach the following information: the name of the individual; position held with the City; the dates the employment or appointment began and terminated.

15. Identify, by name and business address, all organizations that are affiliates or subsidiaries of your organization, and state their relationship to your organization. Attach separate sheets of paper as needed.

16. Identify, by name and business address, any other organization and any individual (other than officers, partners, and managers of your organization) that control or influence bidding by your organization.

17. Identify all individuals and organizations, by name and business address, that hold a financial interest in your organization of ten percent or more.

18. Is your organization or any of its parent or subsidiary organizations currently indebted to the City of Philadelphia for any delinquent City taxes, taxes collected by the City on behalf of the School District of Philadelphia, liens, judgments, fees or other debts?

PLEASE CIRCLE YES NO

If "YES", attach an explanation describing the nature and amount of the debt, lien, judgment, or fee; the dates of any notices from the City; and any written agreement or payment plan with the City for its disposition.

If your organization has had construction contracts with the City of Philadelphia, provide the following information:

List all COMPLETED City of Philadelphia construction contracts within the last five years. (Please attach additional sheets as needed.)

CONTRACT NUMBER	BID NUMBER	PROJECT DESCRIPTION	AMOUNT OF CONTRACT

List all INCOMPLETE contracts held by your organization at present. (Please attach additional sheets as needed.)

CONTRACTING ENTITY	CONTRACT NO.	LOCATION	% COMPLETE	AMOUNT OF CONTRACT

19. Has any liquidated damages or other penalties been imposed by the City on your organization? **PLEASE CIRCLE YES NO**

    Have any liens, claims or stop notices been filed against your organization? **PLEASE CIRCLE YES NO**

    If you answered YES to either of the above questions, please attach an explanation of details identifying the claimant and stating the grounds asserted by the claimant and stating the disposition.

List the largest projects that your organization has completed.

DOLLAR AMOUNT	DATE	CONTRACTING ENTITY	REFERENCES
			Name
			Phone Number
			Name
			Phone Number
			Name
			Phone Number
			Name
			Phone Number

List any projects that your organization has completed that are similar in nature to the project for which you are qualifying.

DOLLAR AMOUNT	DATE	CONTRACTING ENTITY	REFERENCES
			Name
			Phone Number
			Name
			Phone Number
			Name
			Phone Number
			Name
			Phone Number
			Name
			Phone Number
			Name
			Phone Number

List any equipment that is owned by your organization that is available for the proposed work. (Please attach additional sheets as needed.)

FINANCIAL POSITION AS OF: **(Not over 6 months old)**

ASSETS		LIABILITIES & EQUITY	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash and cash equivalents		Lines of credit	
Short-term investments		Notes payable - current portion	
Accounts receivable		Accounts payable	
Allowance for doubtful accounts	( )	Accrued and withheld payroll	
Notes receivable		Accrued expenses	
Inventories			
Prepaid expenses			
Total Current Assets		Total Current Liabilities	
PROPERTY AND EQUIPMENT		LONG-TERM LIABILITIES	
Land		Notes payable	
Buildings			
Machinery and equipment			
Trucks and automobiles			
Office furniture and equipment			
Assets under capital lease		Total Long-Term Liabilities	
		Total Liabilities	
		EQUITY	
Total Property and Equipment		Common stock	
Less accumulated depreciation and amortization	( )	Additional paid-in capital	
		Less treasury stock	( )
Net Property and Equipment		Retained earnings	
OTHER ASSETS		Partner's capital	
Cash surrender value of officer's life insurance		Owner's equity	
Loans against policies			
Notes receivable			
Organization cost (net)			
Total Other Assets		Total Equity	
TOTAL ASSETS		**TOTAL LIABILITIES & EQUITY**	

Please provide the total dollar amount of all available lines of credit at your organization's disposal. $

Please provide the total dollar amount of the balance of all available lines of credit at your organization's disposal. $

I / WE hereby certify that the statements of fact contained herein are correct to the best of my / our knowledge and belief; and that the statement entitled "FINANCIAL POSITION" presents fairly the financial position of the enterprise. I / WE understand that if I / WE knowingly make any false statements herein, I / WE are subject to such penalties as may be prescribed by law or ordinance. Any depository, vendor, reference, or other agency named herein is authorized to supply the holder with any information necessary to verify this statement.

NOTE: A partnership must give firm name and signatures of all partners. A corporation must give full corporate name, signatures of two (2) officers (either president or vice-president and secretary or treasure) and affix corporate seal.

FIRM OR CORPORATE NAME

SIGNATURE TITLE

SIGNATURE TITLE

Date of Signing

SIGNATURE TITLE

SIGNATURE TITLE