

# City of Philadelphia

## QUESTIONNAIRE AND FINANCIAL STATEMENT FOR QUALIFYING SELLERS

\*No bid will be accepted unless this questionnaire with all questions fully answered, 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 Seller in this questionnaire shall be used by the City in determining and assessing a Seller's qualifications and responsibility in accordance with Chapter 17-100 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 seller.

\*Any material change in the financial, corporate, or business status of a qualifying seller that occurs subsequent to the time of submission of this questionnaire must be forwarded to the Procurement Commissioner immediately. Failure to do so, without limiting other remedies available to the City, may result in the disqualification of the seller from awards(s) under this Program.

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

DATE SUBMITTED	BID NUMBER	CONTRACTOR LICENSE NUMBER	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
				<b>OEO REGISTRATION</b>
				MBE <input type="checkbox"/> WBE <input type="checkbox"/> DSBE <input type="checkbox"/>
<b>CORPORATION</b>			<b>PARTNERSHIP</b>	
DATE OF INCORPORATION	STATE	CAPITALIZATION	DATE OF ORGANIZATION	TYPE GENERAL      LIMITED
<b>OFFICER</b>			<b>PARTNERS</b>	
PRESIDENT			NAME	
			ADDRESS	
VICE PRESIDENT			NAME	
			ADDRESS	
SECRETARY			NAME	
			ADDRESS	
TREASURER			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
<p>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 \$ _____</p>	
<p>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 demolition 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, union affiliations.</p>	
<p>6. Has your organization within the last five years performed work for the City of Philadelphia that was not finally accepted by the City? <span style="float: right;"><b>Please circle YES NO</b></span></p> <p>If "YES", state the City contract number and project name and attach an explanation of the circumstances surrounding the non-acceptance.</p> <p>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? <span style="float: right;"><b>Please circle YES NO</b></span></p> <p>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.</p>	
<p>7. Has the City, within the last five years, declared your organization in default of a City contract or otherwise terminated the contract? <span style="float: right;"><b>Please circle YES NO</b></span></p> <p>If "YES", state the City contract number and project name and attach an explanation of the circumstances surrounding the declaration of default or termination.</p> <p>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? <span style="float: right;"><b>Please circle YES NO</b></span></p> <p>If "YES", state the City contract number and project name and a detailed explanation of the circumstances.</p> <p>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? <span style="float: right;"><b>Please circle YES NO</b></span></p> <p>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.</p>	
<p>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? <span style="float: right;"><b>Please circle YES NO</b></span></p> <p>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.</p>	
<p>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? <span style="float: right;"><b>Please circle YES NO</b></span></p> <p>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.</p>	
<p>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 contract for a public or private owner other than the City of Philadelphia? <span style="float: right;"><b>Please circle YES NO</b></span></p> <p>If "YES", state the name of the individual and attach a 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 date the and stopped, the individual's role in the project, and the reasons the work was not completed.</p>	
<p>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 bidders' list, by any state or federal agency, or by the City of Philadelphia? <span style="float: right;"><b>Please circle YES NO</b></span></p> <p>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.</p>	
<p>12. Has any commercial surety ever refused to furnish a performance or payment bond for your organization? <span style="float: right;"><b>Please circle YES NO</b></span></p> <p>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. Attach a letter from your surety company indicating your total bonding limit and current aggregate risk.</p>	
<p>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,</p> <p style="margin-left: 40px;">1. ever been convicted of or pleaded guilty or nolo contendere to federal or state misdemeanor or felony charges (including but not limited to, charges related to public bidding law or the making of false statements)? <span style="float: right;"><b>Please circle YES NO</b></span></p> <p style="margin-left: 40px;">2. ever been refused coverage under any fidelity bond? <span style="float: right;"><b>Please circle YES NO</b></span></p> <p>Is your organization or any officer, partner, or other person active in the management of your organization, or any shareholder holding an</p>	




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	
<b>CURRENT ASSETS</b>		<b>CURRENT LIABILITIES</b>	
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 taxes	
Notes receivable		Accrued expenses	
Inventories			
Prepaid expenses			
<b>Total Current Assets</b>		<b>Total Current Liabilities</b>	
<b>PROPERTY AND EQUIPMENT</b>		<b>LONG-TERM LIABILITIES</b>	
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	
Net Property and Equipment		Less treasury stock	( )
OTHER ASSETS		Retained earnings	
Cash surrender value of officer's life insurance		Partner's capital	
Loans against policies		Owner's equity	
Notes receivable			
Organization costs (net)			
Total Other Assets		Total Equity	
<b>TOTAL ASSETS</b>		<b>TOTAL LIABILITIES &amp; EQUITY</b>	

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. \$

The City reserves the right to request any additional or clarifying information from Contractor at any time and Contractor is hereby notified that the City may contact any reference, financial institution or other agency identified by Contractor herein for further information. By submission of this pre-qualification statement, Contractor hereby acknowledges the City's right to revoke the qualification of Contractor at any time for reasons including, but not limited to, Contractor exceeding its capacity to perform work. Contractor hereby verifies that all information and documentation submitted herein is true and correct and Contractor acknowledges that the submission of false information by it is subject to the penalties of 18 Pa.C.S. Section 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
FIRM OR CORPORATE NAME