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 Philadelp	hia, Police Trai	ning Cente	r, 8501 State I	Road, Roof Replacen	nent			
DATE SUBMITTED	BID NUMBER	DATE O	F OPENING	FEDERAL EIN NUMBER	CIT	CITY BUSINESS TAX IDENTIFICATION #		
SUBMITTED BY	JBMITTED BY (PLEASE CIRCLE) INDIVIDUAL		CORPORATION	PARTNERSHIP				
PRINCIPAL OFFICE ADDRESS								
PRINCIPAL OFFICE TELEPHONE NUMBER PRINCIPAL OFFICE FAX NUM			BER	E-MAIL	E-MAIL ADDRESS			
	CORPORATI	ON PARTNERSHIP		PARTNERSHIP				
DATE OF INCORPORATION	STATE	CAPITALIZATIO	DN	DATE OF ORGANIZATION	TYPE	GENERAL	LIMITED	
	OFFICERS			PARTNERS				
PRESIDENT				NAME				
				ADDRESS				
VICE PRESIDENT			NAME					
				ADDRESS				
SECRETARY			NAME					
				ADDRESS				
TREASURE			NAME					
				ADDRESS				
				NAME				
				ADDRESS				

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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?
- 3. How many years experience has your organization had as a subcontractor in the type of construction work for which you seek qualification?
- 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.

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Has any commercial	surety ever refuse	d to furnish a performance or payment bond for your organiza	ation?		
			PLEASE CIRCLE	YES	NO
If "YES", state the na	ame and address o	f the surety, describe the contract for which the bond was refu	used (including the owr	ner, date	
of contract, and type	of work), and state	the reasons for the refusal.			
13. Has your organization	n or any officer, pa	rtner, or other person active in the management of your organ	nization, or any shareh	older hold	ing
an equity interest of	more than five perd	ent,			
1. ever be	en convicted of or	oleaded guilty or nolo contendre to federal or state misdemea	nor or federal charger	(including	but not
limited	to, charges related	to public bidding law or the making of false statements)?	PLEASE CIRCLE	YES	NO
			PLEASE CIRCLE	YES	NO
Is your organization	or any officer, partr	er, or other person active in the management of your organiz	ation, or any sharehold	der holding	g an
equity interest of mo	re than five percen	· ,			
1. current	y under indictment	on federal or state misdemeanor or felony charges?	PLEASE CIRCLE	YES	NO
2. current	y the subject of a s	tate or federal grand jury investigation or under notification by	local, state or federal	law	
enforce	ment authorities th	at they are the subject of any criminal investigation?	PLEASE CIRCLE	YES	NO
If your answer to any	of the foregoing q	uestions is YES, attach a detailed description that includes th	e following:		
	♦ the na	ature of the conviction, plea, indictment, bond refusal, and/or	grand jury or criminal in	nvestigatio	on;
		ame of each individual who was the subject of such action;		Ū	
		position in your organization;			
		risdiction or entity taking the action; the date(s) the action was	s taken: the nature of t	he charge	s that were
		ubject of the action; and all other circumstances relevant to the		ne charge	3 that were
14. Has any officer, part	ner, director, share	holder, or other person active in the management of your orga	anization been employ	ed by the	City
		political or other office of the City?	PLEASE CIRCLE	YES	NO
		: the name of the individual; position held with the City; the da	ates the employment o	r	
appointment began a	=	,,	. ,		
		s, all organizations that are affiliates or subsidiaries of your organizations	ganization, and state th	neir	
relationship to your o	organization. Attach	separate sheets of paper as needed.			
16. Identify, by name an	d business address	s, any other organization and any individual (other than officer	rs, partners, and mana	gers of yo	ur
organization) that co	ntrol or influence b	dding by your organization.			
17. Identify all individual	s and organizations	s, by name and business address, that hold a financial interes	t in your organization of	of ten perc	ent
or more.					
18. Is your organization	or any of its parent	or subsidiary organizations currently indebted to the City of P	hiladelphia for any del	inquent	
City taxes, taxes coll	ected by the City o	n behalf of the School District of Philadelphia, liens, judgment	ts, fees or other debts?	•	
			PLEASE CIRCLE	YES	NO
If "YES", attach an e	xplanation describi	ng the nature and amount of the debt, lien, judgment, or fee; t	the dates of any notice	s from the	: City;
and any written agre	ement or payment	plan with the City for its disposition.			
If your organization has ha	ad construction cor	tracts with the City of Philadelphia, provide the following infor	mation:		
•		construction contracts within the last five years. (Please		ets as nee	eded.)
CONTRACT NUMBER		PROJECT DESCRIPTION			CONTRACT

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List all INCOMPLETE contr	acts held by your org	ganization at present. (Please attach additiona	l sheets as needed.			
CONTRACTING ENTITY	CONTRACT NO.	LOCATION	% COMPLETE	AMOUNT OF CONTRACT		
19. Has any liquidated dam	nages or other penaltie	es been imposed by the City on your organization	? PLEASE CII	RCLE YES NO		
Have any liens, claims	or stop notices been fi	led against your organization?	PLEASE CII	RCLE YES NO		
If you answered YES to	either of the above or	uestions, please attach an explanation of details	identifving the claima	nt and stating the		
grounds asserted by th			3	3		
grounds asserted by th	e ciaimant and stating	the disposition.				
List the largest projects tha	nt your organization h	nas 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 con	npleted that are similar in nature to the projec	t for which you are	gualifying		
DOLLAR AMOUNT	DATE	CONTRACTING ENTITY		REFERENCES		
DOLLAR AMOUNT	DATE	CONTRACTING ENTIT		ILI LILINGES		
			Name			
			Phone Number			
			Name			
			Phone Number			
			Name			
			Phone Number			
			Name			
			Phone Number			
			Name			
			Phone Number			
			Name			
			Phone Number			
			i none ivamber			
List any equipment that is	owned by your organ	ization that is available for the proposed worl	c. (Please attach add	litional sheets as needed.)		

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FINANCIAL POSIT	ION AS OF: (Not over 6 month	ıs 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 ()	Additional paid-in capital Less treasury stock (
	111 <u></u>	
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)	<u> </u>	
	<u> </u>	
Total Other Assets	Total Equity	
	TOTAL LIABILITIES & EQUITY	
Please provide the total dollar amount of all available lines of credit at your or	·	
Please provide the total dollar amount of the balance of all available lines of o	·	
I / WE hereby certify that the statements of fact contained herein a and that the statement entitled "FINANCIAL POSITION" presents understand that if I / WE knowingly make any false statements he	fairly the financial position of the enterprise. I / WE	· ;
prescribed by law or ordinance. Any depository, vendor, reference the holder with any information necessary to verify this statement.		ı
NOTE: A partnership must give firm name and		
signatures of all partners. A corporation	FIRM OR CORPORATE NAME	Ē
must give full corporate name, signatures		
of two (2) officers (either president or		
vice-president and secretary or treasure)	SIGNATURE	TITLE
and affix corporate seal.		
	SIGNATURE	TITLE
Date of Signing	SIGNATURE	TITLE
Date of Signing	SIGNATURE	11166
	CIONATURE	TIT! E
	SIGNATURE	TITLE

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