

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 bidder's 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

DATE SUBMITTED	BID NUMBER	DATE OF OPENING	FEDERAL EIN NUMBER	CITY BUSINESS TAX IDENTIFICATION #
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SUBMITTED BY	(PLEASE CIRCLE)	INDIVIDUAL	CORPORATION	PARTNERSHIP
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PRINCIPAL OFFICE ADDRESS

PRINCIPAL OFFICE TELEPHONE NUMBER	PRINCIPAL OFFICE FAX NUMBER
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CORPORATION			PARTNERSHIP	
DATE OF INCORPORATION	STATE	CAPITALIZATION	DATE OF ORGANIZATION	TYPE
				GENERAL LIMITED

OFFICER	PARTNERS
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 sub-contractor 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 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 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.

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. Have 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 tax _____
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
Total Property and Equipment 	EQUITY
Less accumulated depreciation _____	Common stock _____
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
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 am /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) officials (either president or vice-president and secretary or treasurer) and affix corporate seal.

FIRM OR CORPORATE NAME

SIGNATURE TITLE

SIGNATURE TITLE

SIGNATURE TITLE

SIGNATURE TITLE

Date of Signing