



# City of Spokane, Washington

## Supplemental Bidder Responsibility Criteria

### Instructions for the Supplemental Bidder Responsibility Form

After bid due date and time and prior to award, the apparent low bidder shall complete, sign and submit this form **with attachments (incl. work experience form(s))** to the City. The form shall be submitted within twenty-four (24) hours after the notification by the bid coordinator, unless a different time and date is required by the specifications or otherwise mutually agreed upon.

The City's evaluation may include further investigations to establish the responsibility, qualifications, financial resources and experience of a bidder to complete the work of this contract. The City may contact previous owners or others to validate the information provided by the bidder. The City will assess the information provided and other information gathered in determining whether a bidder is responsible. List all information you feel is relevant to the City making an informed decision. The City reserves the right to request additional information from the bidder.

For the following criteria, answer based on the last 5 years of operation, (Part C through Part N), the bidder will check either "Yes" or "No." For each response of "Yes" the Bidder shall provide a signed and dated statement explaining the extenuating circumstances, actions taken to resolve the issue, and as appropriate include any appeal and resolution of the appeal.

The City, at its sole discretion, will evaluate all submitted statements to determine the responsibility of the bidder. If a bidder is deemed non-responsible, the bid will be rejected. The City will notify non-responsible bidders of the rejection and reason for rejection.

Project Name

Project #

#### Part A: General Company Information

Company Name

Address

Contact Name and Title

Contact Phone

Contact E-mail

Years in business as a Prime Contractor

Years in business as a sub-contractor

Years in business under present Name

List any former company names under which the company, its owners, and/or its principals has operated in the past five (5)

Explain reason for name change(s) in the past five (5) years

#### Part B: Work Experience

If the request for solicitation has project specific criteria, including work experience, list *at least* the requested number of projects completed within the required time frame on the Work Experience form which are similar in type, size and scope of work required for this project.

#### Part C: Performance Evaluation

Under past or present names does the bidder have a history of receiving "deficient" or "inadequate" evaluations on two (2) or more contracts from the City or another governmental agency on a public works project ?

<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Part D: Record of Debarment / Disqualification</b>
Has the bidder (including, any firm with which any of the primary contractor's owners, officers, or partners was associated) been debarred, disqualified, removed or has been otherwise prevented from bidding on, or completing any governmental agency or public works projects, including debarment by the federal, state or other municipal government?
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Part E: Safety</b>
Has the bidder received violations of safety or health regulations by L&I, WISHA, OSHA, or other agencies responsible for safety oversight?
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Part F: Environmental</b>
Has the bidder received serious citations from government environmental enforcement agencies on projects for which the bidder was the contractor?
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Part G: Utilization Requirements</b>
Has it been determined by a government agency that the bidder did not comply with disadvantaged business enterprises, apprenticeship or other similar utilization requirements on public works projects?
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Part H: Discrimination</b>
Has the bidder or any of its owners, officers or partners been found guilty of violating or failing to comply with discrimination laws in contracting, employment or provision of public services?
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Part I: Prevailing Wage</b>
Has the bidder received prevailing wage violations as determined by the applicable state or federal government agency monitoring prevailing and/or Davis Bacon wage compliance?
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Part J: Public Bidding Crime (Criminal Convictions)</b>
Has the bidder been convicted of a crime involving public bidding on a public works contract?
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Part K. Claims Against Retainage and Bonds</b>
Does the bidder have a record of multiple claims filed against the retainage or payment bonds for public works projects during the previous three (3) years?
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Part L. Termination for Cause</b>

Has the bidder had any public works contract terminated for cause by any government agency?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Part M: Litigation</b>	
Has the bidder been involved in lawsuits (or arbitrations for those instances where arbitration is completed in lieu of a lawsuit) with judgments entered against the bidder for failure to meet terms on contracts?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Part N: Delinquent State Taxes</b>	
Does the bidder owe delinquent taxes to the Washington State Department of Revenue without a payment plan approved by the Department before the date of contract award?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Part O: Subcontractor Responsibility</b>	
Does the bidder have an established procedure which it uses to ensure compliance with SMC 07.06.510 or RCW 39.06.020 and to validate the responsibility of each of its subcontractor(s) and sub-tier subcontractor(s)?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, provide a statement on how the contractor will comply with SMC and RCW for this project.	
<b>Signature</b>	
The undersigned certifies and affirms that the bidder will comply with and notify its principles and subcontractors of the provisions of the Spokane Fair Elections Code, Chapter 01.07, SMC which is viewable at <a href="http://spokanecity.org">spokanecity.org</a> .	
The undersigned certifies that the information and data contained herein is correct and complete. Failure to disclose information or submitting false or misleading information may result in rejection of my bid, revocation of award, contract termination, or may impact my firm's ability to bid on future projects by the City of Spokane.	
Signature of Authorized Representative	Date
Printed Name of Authorized Representative	Title