



# City of Spokane, Washington

## Supplemental Bidder Responsibility Criteria

**Instructions:** After bid opening and prior to award, the apparent low bidder shall complete, sign and submit this form and its work experience attachments to the City (see instructions at the end of this form) within forty eight hours of request by the Owner.

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Project Name:	
	Project #

**Part A: General Company Information**

Company Name
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Address
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Contact Name and Title
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Contact Phone	Contact E-mail
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Years in business as a Prime Contractor	Years in business as a sub-contractor
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Years in business under present Name
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List any former company names under which the company, its owners, and/or its principals has operated in the past five (5) years
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Explain reason for name change(s) in the past five (5) years
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**Part B: Work Experience**

If the COS 1-02.14 Disqualification of Bidders has project specific work experience criteria, list at least the required number/size of construction projects for each job classification listed within the specified time period. Experience form which are similar in type, size and scope of work required for this project
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**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 other municipalities or another governmental agency on a public works project within the last five (5) years?
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<input type="checkbox"/> Yes <input type="checkbox"/> No
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If “Yes” attach a separate, signed / dated statement listing the projects and an explanation.
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**Part D: Record of Debarment / Disqualification**

Has the bidder (including the primary contractor, 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 during the last five (5) years?
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<input type="checkbox"/> Yes <input type="checkbox"/> No
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If “Yes”, attach a separate signed / dated statement listing any debarments, disqualifications, removal, etc. from any governmental public works project and the basis for the action.
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<b>Part E: Safety</b>
In the last five (5) years, has the bidder received willful or repeat violations of safety or health regulations by the OSHA or other agencies responsible for safety oversight?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes," attach a separate signed /dated statement describing each willful or repeat violation, including information about the dates and nature of the violations, the project on which the citation(s) was or were issued, the amount of penalty paid, if any. If the citation was appealed and a decision has been issued, state the case number and the date of the decision.
<b>Part F: Environmental</b>
In the last five (5) years, 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
If "Yes," attach a separate signed / dated statement describing each serious citation, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any. If the citation was appealed and a decision has been issued, state the case number and the date of the decision.
<b>Part G. Utilization Requirements</b>
In the last five (5) years, 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
If "Yes", attach a separate signed / dated statement listing the violations or failures to meet utilization requirements along with a detailed explanation of the extenuating circumstances surrounding the violation and/or failure.
<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
If "Yes", attach a separate signed / dated statement identifying the type of violation, who was involved, the name of the public agency, year of the investigation, the resolution in court or administrative process, and the grounds for the findings.
<b>Part I. Prevailing Wage</b>
In the last five (5) years, 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
If "Yes," attach a separate signed/dated statement listing the prevailing wage violations, along with an explanation of each violation and how it was resolved. The City shall evaluate these explanations and the resolution of each violation to determine whether the violations demonstrate a pattern of failure to pay prevailing wages to workers unless there are extenuating circumstances acceptable to the City.

<b>Part J: Public Bidding Crime (Criminal Convictions)</b>
Has the bidder been convicted of a crime involving bidding on a public works contract within the last five (5) years?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes", attach a separate signed / dated statement listing the dates of conviction(s), the offense(s) convicted of, the punishment, and a brief statement of the facts underlying the conviction(s)
<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
If "Yes", attach a separate signed / dated statement listing the claims filed against the retainage and/or payment bond for any completed public works projects and include for each project a written explanation of the circumstances surrounding the claim and the ultimate resolution of the claim. The City shall evaluate the statement to determine if it demonstrates a lack of effective management by the bidder of making timely and appropriate payments, unless there are extenuating circumstances acceptable to the City in its sole discretion.
<b>Part L. Termination for Cause</b>
Has the bidder had any public works contract terminated for cause by any government agency during the previous five (5) years?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes", attach a separate signed / dated statement listing each contract terminated, the government agency terminating the contract and the circumstances involving the termination for cause. The City will determine if there are extenuating circumstances acceptable to the City in its sole discretion.
<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 in the previous five (5) years?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes", attach a list of lawsuits and/or arbitrations with judgments / arbitration awards entered against the bidder along with a written explanation of the circumstances surrounding each lawsuit and/or arbitration. The City will evaluate the explanations to determine whether the lawsuits and/or arbitrations demonstrate a pattern of failing to meeting terms of conditions of contracts, unless there are extenuating circumstances acceptable to the City in its sole discretion.
<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
If "Yes", attach a separate signed / dated statement describing the circumstances and stating that the bidder is not on the Washington State Department of Revenue's "Delinquent Taxpayer List".

<b>Part O: Subcontractor Responsibility</b>	
Does the bidder's standard subcontract form include the subcontractor language required by RCW 39.06.020? Does the bidder have an established procedure which it uses to validate the responsibility of each of its subcontractor? Does the subcontract form require that each of the bidder's subcontractors have and document a similar procedure for sub-tier subcontractors?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If "Yes" or "No", provide a copy of its standard subcontract form and a copy of the procedures used to validate the responsibility of subcontractors.	
<b>Signature</b>	
The undersigned certifies that he will comply with and notify his subcontractors of Spokane Municipal Code 01.07 which pertains to election finance regulations and 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

## Instructions for the Supplemental Bidder Responsibility Form

<p>After bid opening and prior to award, the apparent low bidder shall complete, sign and submit this form with attached documentation to the City of Spokane Engineering Services Department by one of the methods listed below within forty eight hours of notification.</p>	
<p>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.</p>	
<p>For criteria with check boxes, the bidder will check either "Yes" or "No. " For each "Yes" answer on the form, the Bidder shall provide a signed and dated statement providing the project information requested and explaining the extenuating circumstances.</p>	
<p>Submit this form to Engineering Services Department of the City of Spokane by one of the following methods:</p>	
Email (preferable)	eraea@spokanecity.org
	with the Email Subject line: Supplemental Bidder Form for [Project Title]
Or fax to:	(509) 625 -6349
	Supplemental Bidder Form for [Project Title]
Or mail to:	Engineering Services
	808 West Spokane Falls Boulevard, 2nd Floor, Spokane, WA 99201
	Attention: Project Engineer
	Supplemental Bidder Form for [Project Title]
<p>Questions: Please call (509) 625-6700</p>	

**Attachment to Supplemental Bidder Responsibility  
Criteria**

**Work Experience Form - Superintendent**

*See 1-02.14 for Min Work Experience Criteria*

<p><b>Instructions:</b> Please complete one form per project and include the minimum number of projects (and forms) as required in COS 1-02.14. You may include any additional work experience you deem relevant in determining bidder responsibility. Please be sure to provide a thorough description of the work in order to demonstrate how this experience meets the requirements. You may attach additional documentation if needed.</p>	
Project Name	Superintendent Name
Project Owner	Project Location
Project Owner Contact Name & Title (if available)	Owner's Telephone Number (if available)
Year Constructed	Awarded Contract Value
Prime Contractor Name (If Not Bidder)	Contractor Contact Name & Phone Number (If Not Bidder)
Brief Project Description	
Job Description of Person Named Above on the Project Listed Above. Include any Relevant Details to Demonstrate Similar Experience and Any Required Experience Detailed in the Specifications	

Attachment to Supplemental Bidder Responsibility  
Criteria  
**Work Experience Form - Project Manager**

*See 1-02.14 for Min Work Experience Criteria*

<p><b>Instructions:</b> Please complete one form per project and include the minimum number of projects (and forms) as stated in COS 1-02.14. You may include any additional work experience you deem relevant in determining bidder responsibility. Please be sure to provide a thorough description of the work in order to demonstrate how this experience meets the requirements. You may attach additional documentation if needed.</p>	
Project Name	Project Manager Name
Project Owner	Project Location
Project Owner Contact Name & Title (if available)	Owner's Telephone Number (if available)
Year Constructed	Awarded Contract Value
Prime Contractor Name (If Not Bidder)	Contractor Contact Name & Phone Number (If Not Bidder)
Brief Project Description	
Job Description of Person Named Above on the Project Listed Above. Include any Relevant Details to Demonstrate Similar Experience and Any Required Experience Detailed in the Specifications	

**Attachment to Supplemental Bidder Responsibility  
Criteria**

**Work Experience Form - Crew Leader**

*See 1-02.14 for Min Work Experience Criteria*

<p><b>Instructions:</b> Please complete one form per project and include the minimum number of projects (and forms) as stated in COS 1-02.14. You may include any additional work experience you deem relevant in determining bidder responsibility. Please be sure to provide a thorough description of the work in order to demonstrate how this experience meets the requirements. You may attach additional documentation if needed.</p>	
Project Name	Crew Leader Name
Project Owner	Project Location
Project Owner Contact Name & Title (if available)	Owner's Telephone Number (if available)
Year Constructed	Awarded Contract Value
Prime Contractor Name (If Not Bidder)	Contractor Contact Name & Phone Number (If Not Bidder)
Brief Project Description	
Job Description of Person Named Above on the Project Listed Above. Include any Relevant Details to Demonstrate Similar Experience and Any Required Experience Detailed in the Specifications	

Attachment to Supplemental Bidder Responsibility  
Criteria

**Work Experience Form – Firm**

*See 1-02.14 for Min Work Experience Criteria*

<p><b>Instructions:</b> Please complete one form per project and include the minimum number of projects (and forms) as stated in COS 1-02.14. You may include any additional work experience you deem relevant in determining bidder responsibility. Please be sure to provide a thorough description of the work in order to demonstrate how this experience meets the requirements. You may attach additional documentation if needed.</p>	
Project Name	Firm Name
Project Owner	Project Location
Project Owner Contact Name & Title (if available)	Owner's Telephone Number (if available)
Year Constructed	Awarded Contract Value
Prime Contractor Name (If Not Bidder)	Contractor Contact Name & Phone Number (If Not Bidder)
Brief Project Description	
Job Description of Person Named Above on the Project Listed Above. Include any Relevant Details to Demonstrate Similar Experience and Any Required Experience Detailed in the Specifications	