

ATTACHMENT D



**PROPOSER RESPONSIBILITY FORM**

**(CONTRACTOR'S QUALIFICATIONS AND FINANCIAL INFORMATION)**

**DECLARATION AND SIGNATURES**

The undersigned hereby declares that the he or she is duly authorized to complete and submit this Proposer Responsibility Form and that the statements contained herein are true and correct as of the date set forth below. Incomplete, incorrect or misleading information will be reason for a determination by the District of Proposer non-responsibility.

Date:

By: \_\_\_\_\_  
(Signature of authorized official)

Name: \_\_\_\_\_  
Please type or print)

Title: \_\_\_\_\_  
(Please type or print)

For: \_\_\_\_\_  
(Firm's name) (Please type or print)

**Instructions**

- 1. The information provided in this form is part of the District's inquiry concerning proposer responsibility. Please print clearly or type.**
- 2. If you need more space, use plain paper. Submit completed form with bid response.**
- 3. Answer all questions. Submission of a form with unanswered questions, incomplete or illegible answers may result in a finding that the Proposer is not a responsible proposer.**

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**SECTION I –RELIABILITY**

Has your company ever been declared in breach of any contract for unperformed or defective work? Yes:  No:

If “yes”, explain: \_\_\_\_\_

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Has any employee or agent of your company ever been convicted of a criminal offense arising out of obtaining, attempting to obtain, or performing a public or private contract or subcontract? Yes:  No:

If “yes”, explain: \_\_\_\_\_

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Has any employee or agent of your company been convicted under state or federal law of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or any other offense indicating a lack of business integrity or business honesty? Yes:  No:

If “yes”, explain: \_\_\_\_\_

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Has your company or any employee or agent of your company been convicted under state or federal antitrust laws? Yes:  No:

If “yes”, explain: \_\_\_\_\_

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Has any Officer or Partner of your organization ever been an Officer or Partner of another Organization that failed to complete a contract? Yes:  No:

If “yes”, explain: \_\_\_\_\_

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**SECTION II – FINANCIAL RESOURCES**

Has your firm ever been at any time in the last ten years the debtor in a bankruptcy case? Yes:  No:

If “yes”, explain: \_\_\_\_\_

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Does your firm have any outstanding judgments pending against it? Yes:  No:

If “yes”, explain: \_\_\_\_\_

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In the past ten years, has your firm been a party to litigation, arbitration or mediation where the amount in dispute exceeded \$25,000? Yes:  No:

If “yes”, explain: \_\_\_\_\_

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In the past ten years, has your firm been a party to litigation, arbitration or mediation on a matter related to work performance on a contract? Check “yes” even if the matter proceeded to arbitration or mediation without court litigation. Yes:  No:

If “yes”, explain (include court, case number, and party names: \_\_\_\_\_

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Have you or any of your affiliates discontinued business operation with outstanding debts? Yes:  No:

If “yes”, explain: \_\_\_\_\_

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**ATTACHMENT D****SECTION III – KEY PERSONNEL**

List the principal individuals of your company, their current job title, the total years of experience they have in the industry and their current primary responsibility for your company. Corporations list current officers and those who own 5% or more of the corporation's stock. Limited liability companies list members who own 5% or more of company. Partnerships list all partners. Joint ventures list each firm that is a member of the joint venture and the percentage of ownership the firm has in the joint venture.

<b>ITEM</b>	<b>Principal Individual</b>	<b>Principal Individual</b>
A. Name		
B. Position		
C. Years in Position		
D. Current Primary Responsibility		
<b>ITEM</b>	<b>Principal Individual</b>	<b>Principal Individual</b>
A. Name		
B. Position		
C. Years in Position		
D. Current Primary Responsibility		

Person who will be in direct charge of work if your company is awarded this Contract:

<b>ITEM</b>	<b>PERSON IN DIRECT</b>
A. Name	
B. Position	
C. Years in Position	
D. Largest Project Supervised - \$	
E. Largest number of employees ever supervised	

