



## Supplemental Bidder Responsibility Criteria

After bid opening and prior to award, the apparent low bidder must complete, sign and submit this form with attachments to the Contracting Services Division (See instructions at the end of this form). The form must be submitted no later than three (3) Business Days after the Bid Opening Date, unless a different time and date is required by the specifications. The Owner may also request the Form from additional bidders.

PW#		Project Name	
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### 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 5 years			
Explain reason for name change(s) in the past 5 years			

### Part B: Work Experience

#### 1. Work Completed

On the attached **Project Experience form**, please list all construction contracts completed in the past five (5) years (or longer if required in the specifications) which are similar in type, size and scope of work to this project. **If this project contains specific supplemental bidder qualifications, the specifications will define type, size, and scope of work along with any other requirements for the number of projects and date of projects.**

Note: In evaluating whether the projects were "successfully completed," the Owner may check owner references for previous projects and use the owner's assessment of the Bidder's performance, including but not limited to the following areas, so please be thorough in your descriptions:

- Quality control;
- Safety record;
- Timeliness of performance;
- Use of skilled personnel;
- Management of subcontractors;
- Availability of and use of appropriate equipment;
- Compliance with contract documents;
- Management of submittals process, change orders and close out; and
- Any other criteria listed on this form.

2. Personnel

List the Superintendent and Project Manager who will be assigned to this project. Identify any concurrent projects in process, or planned projects, and how their time will be allotted among the projects. **Attach detailed resumes** for each with a listing of all projects supervised or managed within the past five (5) years (or longer if required in the specifications), with references and contact information for each project. **If this project contains specific supplemental bidder qualifications, the specifications will define type, size, and scope of work along with any other requirements for the number of projects and date of projects.**

Superintendent	Project Manager

Note: In evaluating the resumes, the Owner may check owner references for previous projects and use the owner's assessment of the Personnel's performance, including but not limited to the following areas, so please be thorough in your descriptions:

- Quality control;
- Safety record;
- Timeliness of performance;
- Use of skilled personnel;
- Management of subcontractors;
- Availability of and use of appropriate equipment;
- Compliance with contract documents;
- Management of submittals process, change orders and close out; and
- Any other criteria listed on this form.

3. Equipment

List all equipment owned or leased which you intend to use on this project:

Type of Equipment	Size or Capacity	Owned or leased?

4. Work in Progress

List all construction contracts in progress. List project name, Owner, contract amount, percent of work performed with own forces, anticipated completion date.

Project Name	Owner and Contact Information	Contract Amount	% Self Performed	Completion Date

- For the following, please check the appropriate box and attach an explanation if required.
- A "yes" answer does not automatically make your firm not responsible, but your firm will be evaluated based on your explanation.

**Part C: Compliance History***Performance Evaluation*

6. Has your firm, under present or past business name, received one or more "Deficient" or "Inadequate" evaluations from the City of Seattle or another governmental agency on a construction project within the last five (5) years?

Yes       No

If "yes" attach a separate, signed/dated statement listing the projects and an explanation.

*Debarment*

7. In the last five (5) years has your firm, any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing any government agency or public works project for any reason?

NOTE: "associated with" refers to another construction firm in which an owner, partner or officer of your firm held a similar position.

Yes       No

If "yes," attach a separate signed/dated statement indicating whether the firm involved was the firm bidding on this contract or another firm. Please include the name of the company, name of the person within your firm who was associated with that company, year of the event, project owner, project name, contract value and the basis for the action.

*Safety*

8. Has the Washington State Department of Labor and Industries, federal OSHA, or any other state's occupational safety and health agency cited your firm for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years?

Yes       No

If "yes," attach a separate signed/dated statement describing each 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.

9. List the Experience Factor (Washington workers' compensation insurance) of your firm for each of the past three years. NOTE: An Experience Factor is calculated annually by the Washington Department of Labor and Industries.

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Current Year:		Previous Year:		Year to previous year:	
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If your firm's Experience Factor for any of these three years is or was 1.00 or higher, attach a letter of explanation. If you do not have an Experience Factor please explain.

*Environmental*

10. Has the EPA, Washington DOE, any Regional Clean Air Agency, or any other state's equivalent environmental enforcement agency cited either your firm or the owner of a project on which your firm was the contractor, in the past five years?

Yes       No

If "yes," attach a separate signed/dated statement describing each 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.

**Part D: Social Equity Compliance***Social Equity – Discrimination*

11. Has your firm or any of its owners, officers or partners ever been found by a court or administrative process to have discriminated in contracting, employment, in the provision of public services, or in leasing practices?

Yes       No

If "yes," attach a separate signed/dated statement that identifies 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 finding.

*Social Equity – Affirmative Efforts*

12. Has your firm, within three (3) years of the bid submittal date, failed to meet :

a. Mandatory DBE utilization goals, for any public works project worked on?

Yes       No       Not Applicable

b. Voluntary WMBE utilization goals for any public works project worked on?

Yes       No

If "yes" for either a. or b., attach a separate signed/dated statement that includes the project name, public agency, and the circumstances for not meeting the goal.

*Apprenticeship*

13. Has your firm, within three (3) years of the bid submittal date, failed to meet required apprenticeship utilization goals on public works projects estimated to be over \$1 million?

- Yes       No       Not Applicable

If "yes," attach a separate signed/dated statement that includes the project name, public agency, and the circumstances for not meeting utilization.

*Prevailing Wage*

14. Has there been any occasion during the last five (5) years in which your firm was required to pay either back wages or penalties for failure to comply with any state or federal prevailing wage laws?

- Yes       No

If "yes," attach a separate signed/dated statement describing the nature of each violation, identifying the name of the project, the date of its completion, the public agency; the number of employees who were initially underpaid and the amount of back wages and penalties that you were required to pay.

**Part E: Legal Matters**

*Bonding/Surety Claims*

15. For each bonding company used in the past 5 years, please list the bonding company name, address, agent's name, and phone number.

Bonding Company	Address	Name of Bonding Agent	Agent's Phone Number

16. At any time during the past five (5) years, has any surety company made any payments on your current or past firm's behalf as a result of a default or to satisfy any claims made against a performance or payment bond issued on your firm's behalf, in connection with a construction project.

- Yes       No

If "yes," attach a separate signed/dated statement indicating the amount of each claim, the name and telephone number of the claimant or bonding company, the date of the claim, the grounds for the claim, the present status of the claim, the date of resolution of claim if resolved, the method by which such was resolved if resolved, the nature of the resolution and the amount, if any, at which the claim was resolved.

*Criminal Convictions*

17. Has your firm ever been found liable or guilty in a state or federal criminal action for making any false claim, material misrepresentation, fraud, theft, or any other criminal conviction of any federal, state, or local law related to construction?

- Yes       No

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If "yes," attach a separate signed/dated statement, identifying who was involved, the name of the person or persons convicted, the name of the public agency, the date of the investigation and the grounds for the finding.

Litigation

18. List all claims involving your firm or any firm listed in Part A, related to construction, within the last five (5) years which have resulted in partial or final settlement of the contract by mediation, arbitration, or litigation. Please include information on any pending claims or litigation. If you have additional claims, please attach a separate signed/dated statement, identifying the same information listed below.

None/ Not Applicable

Name of Project		Name of Owner and Contact Information
Name of Claimant		Claimant Contact information
Claim Description		
Name of Project		Name of Owner and Contact Information
Name of Claimant		Claimant Contact information
Claim Description		
Name of Project		Name of Owner and Contact Information
Name of Claimant		Claimant Contact information
Claim Description		

Part F: Signature

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 your bid, revocation of award, contract termination, or may impact your ability to bid on future projects by the City of Seattle.

Signature of Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Authorized Representative \_\_\_\_\_ Title \_\_\_\_\_

**Instructions for the Supplemental Bidder Responsibility Form**

After bid opening and prior to award, the apparent low bidder must complete, sign and submit this form with attached documentation to the Contracting Services Division by one of the methods listed below. This information may be requested from additional bidders at the Owner's discretion, and if so, shall be provided within three (3) Business Days.

The Owner'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 Owner may contact previous owners or others to validate the information provided by the Bidder. The Owner will assess the information provided and other information gathered in determining whether a Bidder is responsible. Please list all information you feel is relevant to the Owner making an informed decision. The Owner reserves the right to request additional information from the Bidder.

For criteria with check boxes, the Bidder will check either "Yes" or "No." Where provided, the Bidder may check "Not Applicable" if the Bidder has not had a project which included this requirement. If "Not Applicable" is not an option, the Bidder would check "No." For each "Yes" answer on the form, the Bidder must provide a signed and dated statement providing the project information requested and explaining the extenuating circumstances.

**Form submittal:**

Submit this form to Contracting Services Division (CSD) of the City of Seattle Department of Executive Administration by one of the following methods by the close of business (5:00 pm) on the third (3) Business Day after the Date of Bid Opening (unless the specifications provide a different time or date):

**Email (preferable)**      Lourdes.Bonifacio@seattle.gov  
with the Email Subject line: Supplemental Bidder Form for PW# [insert number]

**Fax to:**                      206-684-4511 Attention: Lourdes Bonifacio,  
Supplemental Bidder Form for PW# [insert number]

**Street Address:**        700 – 5<sup>th</sup> Ave, Room 4112, Seattle Municipal Tower, Seattle WA 98104  
Attention: Lourdes Bonifacio,  
Supplemental Bidder Form for PW# [insert number]

**Post Office:**              Post Office Box: Seattle Municipal Tower, PO Box 94687, Seattle WA 98124-4687  
Attention: Lourdes Bonifacio,  
Supplemental Bidder Form for PW# [insert number]

If sending by courier (UPS, FedEx, etc.) the street address must be used. If mailing by regular US mail, the Post Office Box must be used. Bidders are responsible for ensuring that the proper Zip code is used. The City of Seattle will not be responsible for a late form.

**Questions** contact Maura Donoghue, [Maura.donoghue@seattle.gov](mailto:Maura.donoghue@seattle.gov) or 206-684-0386



## Attachment to Supplemental Bidder Responsibility Criteria Work Experience Form

Please complete one form per project and include the minimum number of projects (and forms) as requested. You may include any additional work experience you deem relevant to determining bidder responsibility. Please be sure to provide a thorough description of the work in order to demonstrate how your firm meets any required experience detailed in the specifications. You may attach additional documentation if needed.

<b>PROJECT DETAIL</b>			
<b>BIDDER'S COMPANY NAME</b>		<b>BIDDER CONTACT NAME &amp; PHONE NUMBER</b>	
<b>PROJECT NAME</b>		<b>PROJECT PW CONTRACT NUMBER</b>	
<b>PROJECT OWNER</b>		<b>PROJECT LOCATION</b>	
<b>PROJECT OWNER CONTACT NAME &amp; TITLE</b>		<b>OWNER'S TELEPHONE NUMBER</b>	
<b>NOTICE TO PROCEED DATE</b>	<b>FINAL COMPLETION DATE</b>	<b>AWARDED CONTRACT VALUE</b>	<b>FINAL CONTRACT VALUE</b>
<b>PRIME CONTRACTOR NAME (IF NOT BIDDER)</b>		<b>CONTRACTOR CONTACT NAME &amp; PHONE NUMBER (IF NOT BIDDER)</b>	
<b>BRIEF PROJECT DESCRIPTION</b>			
<b>BRIEF SUMMARY OF TECHNICAL WORK COMPLETED BY BIDDER, INCLUDING ANY RELEVANT DETAILS TO DEMONSTRATE SIMILAR EXPERIENCE AND ANY REQUIRED EXPERIENCE DETAILED IN THE SPEC.</b>			