

Contractor Registration Pre-Qualification Questionnaire

Part 1: Business Information

- Business Name: _____
- Check One:
 - Corporation: _____
 - Partnership: _____
 - Sole Proprietor: _____
- Contact Person: _____
- Address: _____
- Phone: _____ Fax: _____
- E-mail: _____
- Federal ID #: _____
- If Business is a sole proprietor or partnership, state the full names and Addresses of Owners:

- Type of work performed by your business:

- Contractor License Numbers:
 - License Number: _____ State Where Licensed: _____
 - License Number: _____ State Where Licensed: _____
 - License Number: _____ State Where Licensed: _____

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PART II: Responsible Contracting Standards

1. List all projects of comparative size, complexity and cost within recent years performed by your Business:

a. _____

- i. Project Completion Date: _____
- ii. Project cost: _____
- iii. Project extensions requested: Yes: _____ No: _____
- iv. Fines and penalties imposed: Yes: _____ No: _____
- v. Liens Filed: Yes: _____ No: _____
- vi. Contract defaults: Yes: _____ No: _____

b. _____

- i. Project Completion Date: _____
- ii. Project cost: _____
- iii. Project extensions requested: Yes: _____ No: _____
- iv. Fines and penalties imposed: Yes: _____ No: _____
- v. Liens Filed: Yes: _____ No: _____
- vi. Contract defaults: Yes: _____ No: _____

c. _____

- i. Project Completion Date: _____
- ii. Project cost: _____
- iii. Project extensions requested: Yes: _____ No: _____
- iv. Fines and penalties imposed: Yes: _____ No: _____
- v. Liens Filed: Yes: _____ No: _____
- vi. Contract defaults: Yes: _____ No: _____

2. In the last 5 years has your business been disqualified as the apparent low bidder by virtue of being found non responsible?

Yes: _____ No: _____

a. If you answered "Yes" to question 2, state the reason:

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3. Has your company been found non-compliant to the bid specifications of previous projects regarding timeliness of performance, quality of work, extension requests, fines and penalties imposed and payment thereof, liens filed, history of claims for extra work, contract defaults?

Yes: _____ No: _____

a. If you answered "Yes" to question 3, list the project name and violation:

4. Can your company provide documentation showing that your company has the adequate financial resources to cover insurance, bonds, material credit, tax requirements and payroll?

Yes: _____ No: _____

5. Has your contractor's registration or licenses that you or your Business has held been revoked in the last 5 years?

Yes: _____ No: _____

6. In the last 5 years has your company received any OSHA violations?

Yes: _____ No: _____

a. If you answered "Yes" to question 6, state the violations:

7. In the last 5 years has your company received any violations pertaining to an employee's civil, labor or equal employment opportunities rights?

Yes: _____ No: _____

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8. In the last 5 years has your company been named as a defendant or third party defendant in an action involving a claim for personal injury or wrongful death arising from performance of work related to any project?

Yes: _____ No: _____

9. Has either your company or, high level management personnel or any owners been convicted of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property.

Yes: _____ No: _____

10. Has either your company or, high level management personnel nor any owners has been convicted of a criminal offense in connection with obtaining, attempting to obtain, and/or performing any public or private contract.

Yes: _____ No: _____

11. In the last 5 years has your company received violations of the prevailing wage law and any other State or Federal law, including unfair labor practices?

Yes: _____ No: _____

12. Does your Business have current workers' compensation and unemployment compensation insurance as required by the State of Ohio?

Yes: _____ No: _____

13. At any time during the last 5 years, has your business, or any of its owners or officers, been convicted or indicted of a crime?

Yes: _____ No: _____

14. Has your company had a performance bond canceled or had a claim made on a performance bond?

Yes: _____ No: _____

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15. Can your company provide documentation showing that your company has adequately filed all required tax returns?

Yes: _____ No: _____

16. Has your Business adopted and implemented a comprehensive drug and alcohol testing program that conforms to the Ohio BWC Drug Free Safety Program? (If "Yes" please attach proper documentation)

Yes: _____ No: _____

17. Does your company have a written safety and health program that includes training, inspections and a complaint procedure? (If "Yes" please attach proper documentation)

Yes: _____ No: _____

18. Does your company currently employ or have a reliable source for hiring sufficient qualified skilled, safety-trained workers to perform the project? (If "Yes" please attach proper documentation)

Yes: _____ No: _____

19. Does your company draw its workforce from local residents?

Yes: _____ No: _____

20. Does your Business, to any degree, hire independent contractors (Form 1099 Employees) to perform its work?

Yes: _____ No: _____

- a. If you answered "Yes" to question 20, if your business uses, or will use, independent contractors or temporary workers on a project in the City of Willoughby Hills, will you notify the City Finance Department and the Regional Income Tax Agency (RITA) of this fact prior to beginning such project?

Yes: _____ No: _____

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21. Are there any familial relationships between the contractor, owners of the contractor, or employees of the contractor with any elected or appointed official of the City or managerial employee of the City?

Yes: _____ No: _____

a. If you answered "Yes" to question 21, list the relationship(s):

22. Within the last 5 years, has any surety company completed any contract on your behalf, or paid for the completion of any construction project, because your Business was in default or was terminated by the project?

Yes: _____ No: _____

a. If you answered "Yes" to question 22, state the reason:

23. At the time of submitting this Pre-Qualification Questionnaire, is your Business ineligible to bid on or be awarded a public works contract, or perform work as a subcontractor on a public works contract, under the laws of any state?

Yes: _____ No: _____

a. If you answered "Yes" to question 23, state the reason, beginning and ending dates of the period debarment and the states in which debarment occurred:

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24. Please attach a list of all work to be subcontracted and identify subcontractors that will be performing the work along with their Prequalification Questionnaire.

Certification of Prequalification Questionnaire

I, _____, (Print Name) being duly authorized by the firm to respond to the above questions, do hereby certify and declare under penalty of perjury that I have read all the forgoing answers in this questionnaire and that those answers are true to the best of my actual knowledge and belief.

Signature : _____ Date: _____