

Standard Questionnaires and Financial Statement for Bidders

For use in investigating the qualifications of bidders on public works contracts when the aggregate cost of such contract will be a hundred thousand dollars (\$100,000) or more. This form may be used for any other contract when the ordering department requests it.

These statements are to be submitted under oath by each bidder with and as a part of the bid.

NOTE: THIS FORM BECOMES PART OF THE BID FILE, AND PURSUANT TO INDIANA'S PUBLIC RECORDS LAW (IND. CODE SS5-14-3-1-5-14-3-10), WILL BE AVAILABLE FOR PUBLIC INSPECTION AND COPYING DURING CENTRAL PURCHASING'S REGULAR BUSINESS HOURS WHEN THE TOTAL CONTRACT PRICE EXCEEDS \$100,000.

Submitted to:

Company Name: _____

Address: _____

Representative: _____

Telephone Number: _____

Date Submitted: _____

TO THE BIDDER:

These forms, required by the City of Shelbyville, Indiana, have been prescribed by the State Board of Accounts.

They properly filled out and attested, must accompany each bid of a hundred thousand dollars (\$100,000), or more. If the ordering department requests it, they may be required for bids of lesser amounts as well.

The forms are designed to cover all public work Contracts/all other applicable situations and the bidder is required to answer such questions as are pertinent to the work being bid/R.F.Q. The purpose of the questionnaire is to enable the awarding body to determine the qualifications of the bidder to carry out successfully the contract if the same is awarded to the bidder.

The bidder will find it to his advantage to answer fully all questions coming within the range of the work being bid. Particular attention should be given to the "Financial Statement" and the details relative to the assets and liabilities set out. This form is made in extensive detail so that the bidder may explain his assets and liabilities in proper sequence and in a uniform manner. **NOTE; FAILURE TO FILL OUT THESE FORMS COMPLETELY MAY BE GROUNDS FOR DECLARING THE ENTIRE BID NON-RESPONSIVE.**

Submitted by _____ { A Corporation
 A Co-partnership
 An Individual

Principal Office at _____

To _____

EXPERIENCE QUESTIONNAIRE

The signatory of this questionnaire guarantees the truth and accuracy of all statements and of all answers to interrogatories hereinafter made.

1. How many years has your organization been in business as a general contractor under your present business name? ____

2. How many years' experience in _____ construction work has your organization had:

(a) As a general contractor _____ (b) as a sub-contractor _____

3. What projects has your organization completed?

CONTRACT AMOUNT	CLASS OF WORK	WHEN COMPLETED	NAME AND ADDRESS OF OWNER

3A What projects has your organization now in process of construction?

CONTRACT AMOUNT	CLASS OF WORK	WHEN TO BE COMPLETED	NAME AND ADDRESS OF OWNER

4. Have you ever failed to complete any work awarded to you? _____

If so, where and why? _____

5. Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a construction contract? _____ If so, state name of individual, other organization and reason therefore. _____

6. Has any officer or partner of your organization ever failed to complete a construction contract handled in his own name? _____

If so, state name of individual, name of owner and therefore. _____

7. In what other lines of business are you financially interested? _____

8. For what corporation or individuals have you performed work, and to whom do you refer? _____

9. For what cities have you performed work and to whom do you refer? _____

10. For what countries have you performed work and to whom do you refer? _____

11. For what State bureaus or departments have you performed work and to whom do you refer? _____

12. Have you ever performed any work for the U.S. Government? _____

If so, when and to whom do you refer? _____

13. What is the construction experience of the principal individual of your organization?

INDIVIDUAL'S NAME	PRESENT POSITION OR OFFICE	YEARS OF CONSTRUCTION EXPERIENCE	MAGNITUDE AND TYPE OF WORK	IN WHAT CAPACITY

3. The work, if awarded to you, will have the personal supervision of whom? _____

* 4. Do you intend to do the hauling on the proposed work with your own forces? _____

If so, give amount and type of equipment used _____

* 5. If you intend to sublet the hauling or perform it through an agent, state amount of sub-contract or agent's contract, and if known, the name and address of sub-contractor or agent, amount and type of his equipment and financial responsibility _____

Items 4, 5, 6, and 7 may not be applicable in all building contracts; if not, omit.

* 6. Do you intend to do the grading on the proposed work with your own forces? _____

If so, give type of equipment to be used _____

* 7. If you intend to sublet the grading or perform it through an agent, state amount of subcontract or agent's contract, and if known, the name and address of sub-contractor or agent, amount and type of his equipment and financial responsibility. _____

11. What equipment do you intend to purchase for use on the proposed work, should the contract be awarded to you?

QUANTITY	ITEM	DESCRIPTION, SIZE, CAPACITY, ETC.	APPROXIMATE COST

12. How and when will you pay for the equipment to be purchased? _____

13. Do you propose to rent any equipment for this work? _____ if so, state type, quantity and reasons for renting. _____

14. Have you made contracts or received firm offers for all materials within prices used in preparing your proposal? Do not give names of dealers or manufacturers _____

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15. List all permits, licenses, or registrations, which you have and are required by law to maintain in order to bid on this work. Please include the type of the permit, license, or registration; the name of the issuing entity; the number of the licenses, permit, or registration; and the expiration date. _____

Dated at _____ this _____ day of _____, 20

(Name of Organization)

By : _____

_____ (Title of
Person Signing)

STATE OF _____

COUNTY OF _____, SS:

Being duly sworn, deposes and says that he is _____ of the above _____

_____ and that the answers to the questions in the foregoing questionnaires and all statement therein

(Name of Organization)

contained are true and correct.

Subscribed and sworn to before me this _____ day of _____, 20 _____

My Commission expires _____

Notary Public

CONTRACTOR'S FINANCIAL STATEMENT

Submitted by _____

- A Corporation
- A Co-partnership

An Individual

Principal Office at _____

To _____

Condition at close of business _____ 20____

_____ Dollars Cts.

ASSETS

1. Cash: (a) On Hand \$ _____, (b) In bank \$ _____, (c) Elsewhere \$ _____

2. Notes receivable (a) Due within 90 days _____
(b) Due after 90 days _____
(c) Past Due _____
3. Accounts receivable from completed contracts, exclusive of claims not approved for payment _____

4. Sums earned on uncompleted contracts as shown by engineer's or architect's estimate _____

(a) Amount receivable after deducting retainage _____
(b) Retainage to date, due upon completion of contracts _____

5. Accounts receivable from sources other than construction contracts _____
6. Deposits for bids or other guarantees: (a) Recoverable within 90 days _____

(b) Recoverable after 90 days _____
7. Interest accrued on loans, securities, etc. _____
8. Real Estate: (a) Used for business purposes _____
(b) Not used for business purposes _____

9. Stocks and bonds: (a) Listed - - present market value _____

(b) Unlisted - - present value _____

10. Materials in stock included in Item 4 (a) For uncompleted contracts (present value) _____

LIABILITIES

		Dollars	Cts.
1. Notes payable	(a) To banks regular _____		
	(b) To banks for certified checks _____		
	(c) To others for equipment obligations _____		
	(d) To others exclusive of equipment obligations _____		
2. Accounts payable	(a) Not past due _____		
	(b) Past due _____		
3. Real estate encumbrances	_____		
4. Other liabilities	_____		
5. Reserves	_____		
6. Capital stock paid up:	(a) Common _____		
	(b) Common _____		
	(c) Preferred _____		
	_____ (d) Preferred _____		
7. Surplus (net worth)	_____		
Total liabilities			

CONTINGENT LIABILITIES

1. Liability on notes receivable, discounted or sold _____

2. Liability on accounts receivable, pledged, assigned or sold _____

3. Liability as bondsman _____

4. Liability as guarantor on contracts or on accounts of others _____

5. Other contingent liabilities _____

Total contingent liabilities _____

DETAILS RELATIVE TO ASSETS

1	(a) on hand _____ \$ _____ Cash (b) deposited in banks named below
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NAME OF BANK	LOCATION	DEPOSIT IN NAME OF	AMOUNT

2*	(a) due within 90 days _____ \$ _____ Notes Receivable (b) due after 90 days _____
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RECEIVABLE FROM: NAME AND ADDRESS	FOR WHAT	DATE OF MATURITY	HOW SECURED	AMOUNT

Have any of the above been discounted or sold? _____ If so, state amount, to whom, and reason _____

3*	Accounts receivable from completed contracts exclusive of claims not approved for payment \$ _____
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NAME AND ADDRESS OF OWNER	NATURE OF CONTRACT	AMOUNT OF CONTRACT	AMOUNT RECEIVABLE

Have any of the above been assigned, sold, or pledged? _____ If so, state amount, to whom and reason _____

4*

Sums earned on uncompleted contracts, as shown by engineer's or architect's estimate:

(a) Amount receivable after deducting retainage _____ \$ _____

DESIGNATION OF CONTRACT AND NAME AND ADDRESS OF OWNER	AMOUNT OF CONTRACT	AMOUNT EARNED	AMOUNT RECEIVED	RETAINAGE		AMOUNT EXCLUSIVE OF RETAINAGE
				WHEN DUE	AMOUNT	

Have any of the above been sold, assigned, or pledged? If so, state amount, to whom, and reason _____

*List separately each item amounting to 10 percent or more of the total and combine the remainder.

DETAILS RELATIVE TO ASSETS (continued)

5*

Accounts receivable not from construction contracts _____ \$ _____

RECEIVABLE: NAME AND ADDRESS	FOR WHAT	WHEN DUE	AMOUNT

What amount, if any, is past due _____ \$ _____

6

Deposits with bids or otherwise as guarantees _____ \$ _____

DEPOSITED WITH: NAME AND ADDRESS	FOR WHAT	WHEN RECOVERABLE	AMOUNT

7

Interest accrued on loans, securities, etc. _____ \$ _____

ON WHAT ACCRUED	TO BE PAID WHEN	AMOUNT

8*	Real estate (a) Used for business purposes _____ \$ _____ _____
	Book value (b) Not used for business purposes _____ \$ _____ _____

DESCRIPTION OF PROPERTY	<u>IMPROVEMENTS</u>		TOTAL BOOK VALUE
	NATURE OF IMPROVEMENTS	BOOK VALUE	
1.			
2.			
3.			
4.			
5.			
6.			
7.			

LOCATION	HELD IN WHOSE NAME	ASSESSED VALUE	AMOUNT OF ENCUMBERANCES
1.			
2.			
3.			
4.			
5.			
6.			
7.			

* List separately each item amounting to 10 percent or more of the total and combine the remainder.

DETAILS RELATIVE TO ASSETS (continued)

9	Stocks and bonds (a) Listed - - present market value _____ \$ _____ _____ (b) Unlisted - - present value _____ _____
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DESCRIPTION	ISSUING COMPANY	<u>LAST INT. OR DIV PAID</u>		PAR VALUE	PRESENT MARKET VALUE	QUAN- TITY	AMOUNT
		DATE	%				
1.							
2.							
3.							
4.							
5.							
6.							
7.							

WHO HAS POSSESSION	IF ANY ARE PLEDGED OR IN ESCROW, STATE FOR WHOM AND REASON		AMOUNT PLEDGED OR IN ESCROW
1.			
2.			
3.			
4.			
5.			
6.			
7.			

10	Materials in stock and not included in Item 4, Assets: (a) For use on uncompleted contracts (present value) _____ \$ _____ (b) Other materials (present value) _____ _____
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DESCRIPTION OF MATERIAL	QUANTITY	PRESENT VALUE	
		FOR UNCOM- PLETED CONTRACTS	OTHER MATERIALS

11	Equipment at book value _____ \$ _____
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QUAN- TITY	DESCRIPTION AND CAPACITY OF ITEMS	AGE OF ITEMS	PURCHASE PRICE	DEPRECIATION CHARGED OFF	BOOK VALUE

Are there any liens against the above? _____ If so, state total amount _____ \$ _____

* If two or more items are lumped above, give the sum of their ages.

DETAILS RELATIVE TO ASSETS (continued)

12	Furniture and fixtures at book value _____ \$ _____
13	Other Assets _____ \$ _____

DESCRIPTION	AMOUNT

6	Capital stock paid up	(a) Common _____ \$ _____ (b) Preferred _____	
7	Surplus		\$ _____
		TOTAL LIABILITIES	\$ _____

If a corporation, answer this:

Amount for which incorporated _____ \$ _____

Capital paid in cash _____ \$ _____

When incorporated _____

In what state _____

Names and titles of all persons having authority to execute and receipt estimate vouchers and to conduct other business for the corporation, including its officers, the signatures of whom are legally binding.

Do you have necessary "certificate of existence" (or certificate of authorization for a foreign corporation) to transact corporate business in this state, under the terms of Public Law 149, Acts of 1986, and acts amendatory thereto? _____

If a co-partnership answer this:

Date of organization _____

State whether co-partnership is general, limited or association _____

Give the names, addresses and proportional interests of all parties:

Name	Address	Share
		\$
		\$
		\$
		\$
		\$
		\$

The name of the partnership firm under which the above partners are operating is _____

Give names and titles of all having authority to execute and receipt estimate vouchers and to conduct other business for the partnership, the signatures of whom are legally binding.

The undersigned hereby declares that the foregoing is a true statement of the financial condition of the individual, co-partnership, or corporation herein first named, as of the date herein first given; that this statement is for the express purpose of inducing the party to whom it is submitted to award the submitter a contract; and that any depository, vendor or other agency herein named is hereby authorized to supply such party with any information necessary to verify this statement.

Affidavit for Individual

STATE OF _____

COUNTY OF _____

SS: }

_____ being duly sworn, deposes and says that the foregoing financial statement, taken from his books, is a true and accurate statement of his financial condition as of the date thereof and that the answers to the foregoing interrogatories are true.

Subscribed and sworn to before me this _____

(Applicant must sign here)

_____ day of _____ 20_____

Notary Public

Affidavit for Co-Partnership

STATE OF _____

COUNTY OF _____

SS: }

_____ being duly sworn, deposes and says that he is a member of the firm of _____; that he is familiar with the books of the said firm showing its financial condition; that the foregoing financial statement, taken from the books of said firm, is a true and accurate statement of the financial condition of the said firm as of the date thereof and that the answer to the foregoing interrogatories are true.

Subscribed and sworn to before me this _____

(Member of firm must sign here)

_____ day of _____ 20_____

Notary Public

Affidavit for Corporation

STATE OF _____

COUNTY OF _____

SS: }

_____ being duly sworn, deposes and says that he is

_____ of the _____, corporation
described in and which executed the foregoing statement; that he is familiar with the books of the said corporation showing its financial condition;
that the foregoing financial statement, taken from the books of the said corporation, is a true and accurate statement of the financial condition of
said corporation as of the date thereof and that the answers to the foregoing interrogatories are true.

Subscribed and sworn to before me this _____

(Officer must sign here)

_____ day of _____ 20_____

Notary Public

NAME

OF

FIRM

DATE _____

ADDRESS
