

RESPONSIBILITY QUESTIONNAIRE

PART I – INSTRUCTIONS

1. Please state “not applicable” for questions clearly not applicable to this solicitation. Do not omit any question. If any representation is not accurate and complete at the time the Bidder/Proposer signs this Questionnaire, Bidder/Proposer must, as part of its Bid/Proposal, identify the provision and explain the reason in detail in the space provided below. If additional space is needed, add additional sheet(s) to this Questionnaire. If this space is left blank, Bidder/Proposer shall be deemed to have represented and warranted the accuracy and completeness of the representations on this Questionnaire.
2. All information must be legible.
3. The term “Bidder” includes the terms “Proposer” and “Vendor” also refers to the firm awarded the Contract. The term “Bid” includes the term “Proposal”.
4. If during the performance of this Contract, either of the following occurs, Bidder shall promptly give notice in writing of the situation to GPTC, and therefore cooperate with GPTC’s review and investigation of such information:
 - Bidder has reason to believe that any representation or answer to any question contained in this Questionnaire was not accurate or complete at the time this Questionnaire was signed; or
 - Events occur or circumstances change so that an answer to any question is no longer accurate or complete.
5. In GPTC’s sole discretion, the following shall constitute grounds for GPTC to take remedial action up to and including termination of the Contract for convenience without payment for profit and overhead for work not performed if:
 - Bidder fails to notify the PCO as required by “4” above
 - Bidder fails to cooperate with GPTC’s request for additional information as required by “4” above.
6. GPTC reserves the right to inquire further with respect to Bidder’s responses; and Bidder consents to such further inquiry and agrees to furnish all relevant documents and information as requested by GPTC. Any response to this document prior or subsequent to Bidder’s Proposal which is or may be construed as unfavorable to Bidder will not necessarily automatically result in a negative finding on the question of Bidder’s responsibility or a decision to terminate the Contract if it is awarded to Bidder.

PART II – IDENTITY OF PROPOSER

Company Full Legal Name:

Contact Person:

Legal Address:

Telephone Number:

E-mail Address:

Indicate all other names by which this organization has been know and the lengths of time know by each name. Please attach additional pages as needed.

Company Federal Taxpayer Identification Number:

Company DUNS Number:

Operating as one of the following forms of legal entity (Check whichever applies and fill in any appropriate blanks):

An individual or sole proprietorship

A general partnership

A limited partnership

A joint venture consisting of -

and List all joint ventures on a separate sheet if space is inadequate

A non-profit organization

A corporation organized or incorporated under the laws of the following state or country:

On the following date:

1. If the organization is a corporation, indicate the following –

Date of incorporation:

State of incorporation:

President's Name:

Secretary's Name:

2. Provide Certificate of Incorporation

3. Years in business under current name:

4. If the organization is an individual or partnership, answer the following:

Date of Organization:

Name and Address of all partners (state whether general or limited partnership). Please attach additional pages as needed.

5. If the organization is other than a corporation or partnership, describe the organization and name its principals. Please attach additional pages as needed.

6. List the States in which your organization is legally qualified to do business. List states in which partnership or trade name is filed. Please attach additional pages as needed.

7. Trade references: List names, addresses and telephone numbers of three firms with whom your

organization has regular business dealings. Please attach additional pages as needed.

<u>Business Name</u>	<u>Address</u>	<u>Contact Name</u>	<u>Telephone Number</u>
----------------------	----------------	---------------------	-------------------------

8. List below the names, business addresses, telephone numbers and contact person(s) of three companies, firms or organizations similar in size to GPTC for whom you have provided work/services similar to those sought through this solicitation.

<u>Business Name</u>	<u>Address</u>	<u>Contact Name</u>	<u>Telephone Number</u>
----------------------	----------------	---------------------	-------------------------

9. Bank References. List names, addresses and telephone numbers of the financial institutions used by your organization. Please attach additional pages as needed.

10. Has your organization ever failed to complete any work awarded to you? If so, note when, where and attach a separate sheet of explanation to this form.

11. Within the last five years, has any officer or partner of your organization ever been an officer or partner of another organization where it failed to complete a contract? If so, note whom, when and

where, and attach a separate sheet of explanation to this form.

12. Attach a corporate financial statement for the most recent year. If a financial statement is not available, please provide other suitable documentation of the financial stability of the organization. It is imperative that the company demonstrates it has the financial capacity to carry out the overall performance of this project.

Name of the firm preparing the financial statement and date of preparation:

13. Is this financial statement for the identical organization named on the first page of this questionnaire? If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent, subsidiary). Will this organization act as a guarantor of the contract for management?

I certify that the attached financial statements for this solicitation properly reflect the financial position of the company for the periods indicated on the financials.

Title:

Name:

Date:

Part III – TECHNICAL

1. List each contract which, during the last two years, the person/entity contracting with you: i) terminated for default; ii) sued to compel performance; iii) sued to recover damages, including without limitation, upon alleged breach of contract, misfeasance, effort or omission or other alleged failure on your part to perform as required by your contract; or iv) called upon a surety to perform the work.

2. During the past three years, has the Bidder's firm ever been a party to a bankruptcy or reorganization proceeding?

YES

NO

If answer is "YES", explain below:

3. If any professional or other licenses, permits, or certifications are required to perform the work/services called for by this solicitation, list the license, permit, or certification that the Bidder or Bidder's employees or agents possess. If none, state "None".

4. Describe whether any present or anticipated commitments and/or contractual obligations might have an influence on the capabilities of the Bidder to perform the work called for by this contract. Any apparent conflicts as between the requirements/commitments for this contract with respect to

the use of Bidder's resources, such as management or technical expertise or financing, should be explained. If none, state "None".

5. Have any of the Bidder's officers, partners, owners, managers or employees had any project related licenses, permits or certifications revoked or suspended in the past three years?

YES

NO

If answer is "YES", explain below:

6. List the names, titles and attach resumes or brief descriptions of the related industry experience for all management personnel assigned to this project. At a minimum, this will include the primary manager assigned to this project that will have the primary responsibility for this contract. This should clearly reflect the record of skill and experience of your proposed project management team.

PART IV – VERIFICATION AND ACKNOWLEDGEMENT

STATE OF _____) SS:

COUNTY OF _____)

On the _____ day of _____ 2011, before me personally came and appeared

, by me know to be said person, who swore under oath as follows:

- 1 He/She is of _____ (Print Title; Print Name of Firm)
- 2 He/she is duly authorizes to sign this Questionnaire on behalf of said firm and duly signed this document pursuant to said authorization.
- 3 The answers to the questions set forth in this Questionnaire are true, accurate and complete.
- 4 He/she acknowledged and understands that the Questionnaire includes provisions, which are deemed included in the Contract if awarded to the firm.

Sworn to before me this _____ day of _____ 2011

(Notary Public)