

FORM #2

REFERENCES

Consultant **MUST** furnish three (3) references for work/projects completed within the last three (3) years of the same general character as that specified herein. Please do not include the Queens Borough Public Library or any Queens Borough Public Library employee as a reference.

- 1. _____
Name of Firm Contact Telephone

- 2. _____
Name of Firm Contact Telephone

- 3. _____
Name of Firm Contact Telephone

Firm to furnish name of bank or other financial institution as reference to the financial responsibility of the proposer.

- 1. _____
Name of Firm Contact Telephone

- 2. _____
Name of Firm Contact Telephone

Company Name Date

_____ / _____ / _____

Address Telephone FAX

Name of Owners Representative Title

Signature of Owners Representative e-mail

FORM # 3

VENDOR RESPONSIBILITY QUESTIONNAIRE

Legal Business Name:
EIN:
Address of the Principal Place of Business/Executive Office:
New York State Vendor Identification Number:
Telephone/Fax:
Email:
Website:
Authorized Contact for this Questionnaire:
Name:
Telephone/Fax:
Title:
Email:

List any other DBA, Trade Name, Other Identity, or EIN used in the last five (5) years, the state or county where filed, and the status (active or inactive) (if applicable):

I. Business Characteristics

- a. Business Entity Type: _____
- b. Was the Business Entity Formed in New York State? _____
- c. If no, indicate jurisdiction where Business Entity was formed: _____
- d. Is the Business Entity currently registered to do business in New York State with the Department of State?

e. If no, explain why the Business Entity is not required to be registered in New York State.

f. Does the Business Entity have a DUNS Number? If so, what is it?

g. Is the Business Entity's principal place of business/Executive Office in New York State? If no, does the business entity maintain an office in New York State?

h. Is the Business Entity a NYC or NYS Certified Minority or Women Owned Business (MWBE)? If so indicate type of certification(s) and identify if it is NYC or NYS certification:

i. Identify current Key Employees of the Business Entity. Attach additional sheets, if necessary.

II. Contract History

a. Has the Business Entity held any contracts with the City of New York, Queens Borough Public Library and/or New York State governmental entities in the last three (3) years? If yes, attach a list including the agency name, contract amount, contract start date, contract end date and the contract description.

III. Integrity: Contract Award: Within the past five (5) years, has the business entity or affiliate:

a. Been denied a contract or had a bid rejected based upon a finding of non-responsibility by a governmental entity?

b. Been suspended, cancelled or terminated for cause on any government contract?

c. Been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any government contract?

d. Entered into a formal monitoring agreement as a condition of a contract award?

*** For each "yes" answer, provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and

any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

IV. Certifications/Licenses

- a. Within the past five (5) years, has the Business Entity or any Affiliate had a revocation, suspension or disbarment of any business or professional permit and/or license?

*** If “yes,” provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

V. Legal Proceedings: Within the past five (5) years, has the business entity or affiliate:

- a. Been the subject of a civil complaint?

- b. Been the subject of a judgment or conviction for conduct constituting a crime?

- c. Received any OSHA citation and Notification of penalty containing a violation classified as serious or willful?

- d. Had any New York State Labor Law violation deemed willful?

VI. Leadership Integrity: Within the past five (5) years, has any individual previously identified, any other Key Employees not previously identified or any individual having the authority to sign, execute or approve bids, proposals, contracts or supporting documentation within New York State been subject to:

- a. A sanction imposed relative to any business or professional permit and/or license? _____

- b. An investigation, whether open or closed, by any governmental entity for a civil or criminal violation for any business related conduct? _____

- c. A conviction or judgment of any business related conduct constituting a crime including, but not limited to, fraud, extortion, bribery, racketeering, price fixing, bid collusion or any crime related to truthfulness?

- d. Misdemeanor or felony conviction for:

- i. Any business-related activity, including, but not limited to, fraud, coercion, extortion, bribe or bribe-receiving, giving or accepting unlawful gratuities, immigration or tax fraud, racketeering, mail fraud, wire fraud, price fixing or collusive bidding; or
- ii. Any crime, whether or not business related, the underlying conduct of which related to truthfulness, including, but not limited to the filing of false documents or false sworn statements, perjury or larceny?

FORM #3

Company Name

Date

Name of Bidder

Title

Address

Telephone

FAX

Email

Signature of Bidder