

**FORM # 1**

**STATEMENT OF UNDERSTANDING**

By signing in the space provided below, the undersigned certifies that the respondent (i) has read and understands and accepts the scope and requirements of this project and all of the attachments; (ii) has the capacity to execute this project; (iii) agrees to accept payment in accordance with the requirements of this solicitation and the standard construction services contract, if applicable, and (iv) will, if its proposal is accepted, enter into a standard agreement with the Queens Borough Public Library.

I hereby certify that my firm will carry all types of insurance specified in the solicitation.

The undersigned further stipulates that the information in this proposal is, to the best of knowledge and belief, true and accurate.

\_\_\_\_\_  
Name of Firm

By: \_\_\_\_\_  
Signature of Partner or Corporate Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone / Fax #'s

\_\_\_\_\_  
EIN #

\_\_\_\_\_  
Address

\_\_\_\_\_  
e-mail address

**FORM #2**

**REFERENCES**

Proposer **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                                      e-mail                                      Telephone

2. \_\_\_\_\_  
Name of Firm                      Contact                                      e-mail                                      Telephone

3. \_\_\_\_\_  
Name of Firm                      Contact                                      e-mail                                      Telephone

Proposer to furnish name of bank or other financial institution to provide evidence of their financial responsibility:

1. \_\_\_\_\_  
Name of Firm                      Contact                                      e-mail                                      Telephone

2. \_\_\_\_\_  
Name of Firm                      Contact                                      e-mail                                      Telephone

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Proposer

\_\_\_\_\_  
Date

**FORM # 3**

**NON-COLLUSIVE BIDDING CERTIFICATION**

By submission of this proposal, Proposer and each person signing on behalf of any Proposer certifies, and in the case of a joint proposal submission each party hereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by Proposer and will not knowingly be disclosed by the Proposer prior to the proposal opening, directly or indirectly, to any other Proposer or to any competitor; and
3. No attempt has been made or will be made by the Proposer to induce any person, partnership or corporation to submit or not to submit a response to this proposal for the purpose of restricting competition.

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Company Name Date

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Address / Telephone / FAX

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Name of Proposer Title

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Signature of Proposer e-mail

**FORM # 4**

**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):

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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, please provide: \_\_\_\_\_

- 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 NYS or NYC Certified Minority or Women Owned Business (M/WBE)? If so please indicate which certification and the certifying entity.  
\_\_\_\_\_
- 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.

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- 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?

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**FORM # 5**

**ACKNOWLEDGEMENT OF ADDENDA**

\_\_\_\_\_  
**Name of Firm**

<b>TITLE OF RFP:</b>	<b>PIN:</b>
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**Instructions:** Prospective Proposer is to fill in **Trade** and **PIN** number (above), check / complete **Part I** or **Part II** of this form (whichever is applicable) and sign and date the form. This form serves as the prospective Proposer's acknowledgement of the receipt of Attachments to this proposal which may have been issued by the Library prior to the proposal due date and time.

\_\_\_ Part 1 – Listed below are the dates of issue for each Addendum received in connection with this Proposal.

- Addendum # 1, dated \_\_\_\_\_
- Addendum # 2, dated \_\_\_\_\_
- Addendum # 3, dated \_\_\_\_\_
- Addendum # 4, dated \_\_\_\_\_
- Addendum # 5, dated \_\_\_\_\_

\_\_\_ Part 2 – No Addendum(s) were received in connection with this Proposal.

Prospective Proposer's Authorized Representative:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_