



Business Capability Information Questionnaire

(Revised September 2019)

Please answer all questions fully. Additional pages for responses must be clearly marked to identify the respondent's name and solicitation number. Utilize a separate piece of paper as necessary.

- 1) How long has your company been in business?
- 2) What was your annual gross revenue in 2018?
- 3) Please indicate current contracts in hand similar to the scope of this project and attach a separate document indicating the name, telephone, and email of each owner/controlling firm; and the status and completion date of each. (Must Include Attachment).
- 4) Has your company ever completed a project more than one month behind schedule? If so, please identify the project and explain the circumstances. (If applicable, must include an attachment.)
- 5) Has your company ever failed to complete any work awarded to it? If so, please explain. (If applicable, must include an attachment.)
- 6) Has your company ever defaulted on a contract? If so, please explain. (If applicable, must include an attachment.)
- 7) Please indicate your company's bonding capacity.
- 8) Please indicate your company's insurance carrier.
- 9) Please indicate whether any insurance claim has been made against or by your company in the past seven (7) years, the circumstances surrounding such claims, and the outcome. (If applicable, must include an attachment.)
- 10) Please indicate whether any legal claim has been made against your company in the past seven (7) years, the circumstances surrounding such claims, and the adjudicated outcome. (If applicable, must include an attachment.)
- 11) Has your company ever had a bankruptcy petition, arbitration demand, or lien filed against it in the previous seven (7) years? If so, please explain. (If applicable, must include an attachment.)
- 12) Has your company, any principal officers, or project managers had any criminal investigations or proceedings brought against them in the previous ten (10) years? If so, please explain. (If applicable, must include an attachment.)
- 13) Please attach a separate list of all employees who will be assigned to work on the project described herein and include any professional licenses or certifications they hold. (Must Include Attachment)

The respondent attests that the information included as attachments and responses are true and accurate as of the date of submission. Respondent also agrees by submission to allow the Purchasing Department to review or investigate any response contained herein. Failure to indicate or answer questions may deem the proposal non-responsive.