ROCHESTER GENESEE REGIONAL TRANSPORTATION AUTHORITY

BIDDER/PROPOSER QUESTIONNAIRE

_____
Procurement Number

1.0. Bidder/Proposer Information

1.1. Name and Address

_____ _____
Legal Business Entity Name **Address of the Principal Place of Business**

1.2. Legal Business Entity Type

Make the appropriate selection and provide additional information.

☐ Corporation (including PC) ☐ Limited Liability Company (LLC or PLLC)

☐ Partnership (including LLP, LP, or General) ☐ Sole Proprietor

☐ Other _____

1.3. Does the Business Entity have legal authority to do business in New York State? ☐ Yes ☐ No

1.4. Is the Legal Business Entity a New York State (NYS) certified Minority-Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), Service Disabled Veteran Owned Business (SDVOB) or a federally certified Disadvantaged Business Enterprise (DBE)? ☐ Yes ☐ No

If **Yes**, check all that apply:

☐ NYS certified Minority-Owned Business Enterprise (MBE) ☐ NYS certified Service Disabled Veteran Owned Business (SDVOB)

☐ NYS certified Women-Owned Business Enterprise (WBE) ☐ Federally certified Disadvantaged Business Enterprise (DBE)

1.5. Age of the Firm (in years):

1.6. Gross Annual Receipts of Firm:

☐ Less than $500,000 ☐ $1 million - $2 million ☐ $5 million- $10 million

☐ $500,000 - $1 million ☐ $2 million - $5 million ☐ Over $10 million

2.0. Authorized Contact Information

For questions relating to the bid/proposal **PRIOR** to award:

Name Telephone

Title Email

For questions relating to the bid/proposal **AFTER** award:

Name Telephone

Title Email

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3.0. Certification of Compliance with NYS Procurement Lobbying Act

3.1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous five years?

☐ No ☐ Yes

3.1.1. If you answered **Yes**, was the basis for the finding of non-responsibility due to a violation of New York State Finance Law §139-j?

☐ No ☐ Yes

If you answered **Yes**, please attach a description including the name of the Governmental Entity, the date of the finding, and the basis for the finding.

3.2. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information?

☐ No ☐ Yes

3.2.1. If you answered **Yes**, please attach a description including the name of the Governmental Entity, the date of the finding, and the basis for the finding.

3.3. The firm understands and agrees to comply with the policy regarding permissible contacts in accordance with New York State Finance Law §139-j and §139-k.

☐ No ☐ Yes

4.0. Affidavit of Non-Collusion

4.1. Have the prices in this bid/proposal 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 bidder or with any competitor?	☐ No ☐ Yes
4.2. Unless otherwise required by law, have the prices provided in this bid/proposal been knowingly disclosed, directly or indirectly, to any other bidder/proposer or to any competitor prior to submission?	☐ No ☐ Yes
4.3. Has there been any attempt by the bidder/proposer to induce any other person, partnership or corporation to submit or not submit a bid/proposal for the purpose of restricting competition?	☐ No ☐ Yes
4.4. Was the bid/proposal made in the interest of or on behalf of any undisclosed person, partnership, company, organization or corporation?	☐ No ☐ Yes
4.5. Does the bidder/proposer appear on the U.S. Comptroller General's List of Ineligible Contractors?	☐ No ☐ Yes

5.0. Integrity

5.1. Within the past five (5) years, has the reporting entity or its Owner(s)/Shareholder(s) been suspended or debarred from any government contracting process or been disqualified on any government procurement, permit, license, concession, franchise, or lease?	☐ No ☐ Yes
5.2. Are you registered in the New York State Comptroller VendRep System?	☐ No ☐ Yes
5.3. Have you ever been subject to any administrative proceeding or civil action seeking specific performance or restitution in connection with any governmental contract?	☐ No ☐ Yes

5.3.1. If you answered **Yes**, provide the date of the proceeding or action: _____

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6.0. Freedom of Information Law (FOIL) Requests

6.1. Bidder/Proposer acknowledges the following: 1.) Documents and material Bidder/Proposer submits as part of this procurement may be subject to release under NYS law, including the Freedom of Information Law (NYS Public Officers Law Article 6). 2.) Bidder/Proposer has reviewed applicable NYS Law and 3.) Bidder/Proposer has fulfilled its obligations in this regard under NYS law, including Public Officers Law Section 89.

☐ No
☐ Yes

7.0. Relevant Project References

For reference purposes, provide the information requested below for the three most recent contracts completed during the last three years that are similar or relevant to the goods or services requested in this procurement. If less than three contracts have been completed during the last three years, list the three most recent contracts completed.

7.1. First Reference

Brief description of work performed	Year contract awarded

Company _____ Address _____

Contact Name _____ Contact Email _____ Contact Phone _____

7.2. Second Reference

Brief description of work performed	Year contract awarded

Company _____ Address _____

Contact Name _____ Contact Email _____ Contact Phone _____

7.3. Third Reference

Brief description of work performed	Year contract awarded

Company _____ Address _____

Contact Name _____ Contact Email _____ Contact Phone _____

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8.0. Verification and Acknowledgement

I, _____, _____
Print Name Print Title

of _____,
Print Name of Vendor

am duly authorized to sign this form on behalf of said Vendor and am signing this document pursuant to said authorization. The answers to the questions and the representations set forth in this form are true, accurate, and complete. I also acknowledge and understand that the questionnaire includes provisions which are deemed included in the contract if awarded to the Vendor.

_____
Signature of Authorized Official

_____
Date

STATE OF _____
) ss.:
COUNTY OF _____

On the _____ day of _____, in the year _____, before me, the above signed,

_____ personally appeared, personally known to me, or proved to me on the basis of satisfactory evidence to be, the individual whose name subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

_____
Notary Public