**City of Seattle Consultant Questionnaire**

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| **Consultant Information** | |
| Consultant’s Legal Name |  |
| “Doing Business Name” (dba) if applicable |  |
| Mailing Address |  |
| Contact Person and Title |  |
| Contact Person’s Phone Number |  |
| Contact Person’s E-Mail Address |  |
| Dun & Bradstreet number (if available) |  |
| Identify the City and State of your company headquarters |  |

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| **Consultant Registration with City of Seattle** | |
| Did your firm register on to the City’s Registration and Roster System at [http://www2.ci.seattle.wa.us/Consultantregistration/default.asp](http://www2.ci.seattle.wa.us/vendorregistration/default.asp) ? For assistance, call 206-684-0444. | Yes  No |
| Most companies must hold a Seattle Business License (if you have a facility/office in Seattle, conduct sales visits to Seattle, deliver products in your own trucks, or perform on-site consulting, repairs, installation, etc). If you fall within that category, will you immediately seek a Business License upon award and ensure all taxes are paid current? | Yes  No |

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| **Ownership** | . |
| Is your firm a subsidiary, parent, holding company, or affiliate of another firm? |  |
| What year was your firm, under the present ownership configuration, founded? |  |
| How many years has your firm been in continuous operation without interruption? |  |
| What year did your firm begin providing, on a continuous basis, the types of services or products that are required from this solicitation? |  |

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| **Financial Resources and Responsibility** | **Specify yes or no.**  If yes, explain**.** |
| Within the previous five years has your firm been the debtor of a bankruptcy? |  |
| Is your firm in the process of or in negotiations toward being sold? |  |
| Within the previous five years has your firm been debarred from contracting with any local, state, or federal governmental agency? |  |
| Within the previous five years has your firm been determined to be a non-responsible for any government contract? |  |
| Within the previous five years has a governmental or private entity terminated your firm’s contract prior to contract completion? |  |
| Within the previous five years has your firm used any Subconsultant to perform work on a government contract when that Subconsultant had been debarred by a governmental agency? |  |

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| **Affirmative Contracting – SMC 20.42** | **Specify yes or no.** |
| Within the previous five years has your firm been found to have violated any local, state, or federal anti-discrimination laws or regulations? | If yes, explain. |

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| **Disputes** | **Specify yes or no.**  If yes, explain. |
| Within the previous five years has your firm been the defendant in court on a matter related to payment to subconsultants or work performance on a contract? |  |
| Does your firm have outstanding judgments pending against it? |  |
| Within the previous five years, was your firm assessed liquidated damages on a contract? |  |
| Has your firm received notice of and/or in litigation about patent infringement for the product and/or service that your firm is offering to the City? |  |

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| **Compliance** | **Specify yes or no.**  If yes, explain. |
| Within the previous five years, has your firm or any of its owners, partners, or officers, been assessed penalties or found to have violated any laws, rules, or regulations enforced or administered by a government entity? This does not include owners of stock in your firm if your firm is a publicly traded corporation. |  |
| If a license is required to perform the services sought by this solicitation, within the previous five years has your firm had a license suspended by a licensing agency or been found to have violated licensing laws? |  |
| If Hazardous Materials are an element of the contract, has the Consultant had any violations of improper disposal of such materials or any violation of associated laws, rules or regulations in the previous five years? |  |

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| **Involvement by Current and Former City Employees** | **Specify yes or no.**  If yes, explain |
| Are any of your company officers or employees a current or former City of Seattle employee or volunteer? If yes, identify the employee name. Advise the employee of their duty to comply with City of Seattle’s Code of Ethics, Seattle Municipal Code Chapter 4.16. |  |
| Will any of your Consultant employees work more than 1,000 hours (per rolling 12 months) within a City contract, combining the hours for work under this contract and any other? If so, specify the worker name. Advise the worker of their duty to comply with the City of Seattle’s Code of Ethics, Seattle Municipal Code Chapter 4.16 |  |
| Does any of Consultant workers (including officer, director, employee, trustee, or partner) have a business interest or a close family or domestic relationship with any City official, officer or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration or evaluation of the Consultant performance? If yes, Consultant must notify the City Project Manager in writing and the City shall make the sole determination as to conflicts. |  |

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| **Business History** | **Specify yes or no.** |
| In the last five years, has your firm held other contracts with public agencies to provide similar services in a size and scope similar to that required by the City of Seattle? |  |

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| **By submittal of this form, the Consultant hereby certifies:** |
| Consultant is not debarred, suspended, proposed for debarment, or declared ineligible for award of contracts by any Federal agency. |
| During the most recent three years, the Consultant has not been convicted of or had a civil judgment rendering against the firm for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government, or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property, and my firm is not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses. |
| Consultant has not paid, nor will pay, Federal appropriated funds (including profit or fee received under a covered Federal transaction), to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the Offeror shall notify the City of Seattle and complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities. |
| Consultant has not had a governmental or private entity contract terminated prior to contract completion or debarred from submitting, within the last five years. |
| Within the previous five years, Consultant has not used any subconsultant to perform work on a government contract when that Subconsultant had been debarred by a governmental agency. |
| Consultant’s Offer is valid until the date the City awards a Consultant Contract or rejects all offers; |
| Consultant has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of competitive pricing in the preparation and submission of its Offer; |
| Consultant shall provide immediate written notice to the City of Seattle if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. |