

Responsible Bidder Affidavit of Compliance

To be completed by Contractor/Subcontractor

Project: _____ **Contract Number:** _____

Business Name:
Business Address:

Contact Person: _____ **Phone:** _____
Fax: _____ **E-mail:** _____

For Office Use Only

Evidence of compliance with laws pre-requisite to doing business in the State Yes No

Valid Federal FEIN or SS# Yes No

Compliance with Equal Opportunity Employer provisions Yes No

List of subcontractors (if applicable) N/A Yes No

Certificates of Insurance: General Liability Yes No
 Workers' Compensation Yes No
 Automobile Liability Yes No

Statement of past compliance with the Illinois Prevailing Wage Act and agreement to pay prevailing wages on this project Yes No

Evidence of participation in applicable apprenticeship program(s) Yes No

Written substance abuse prevention program or certification that employees are covered under a collective bargaining agreement Yes No

Verification that individuals are properly classified as employees or independent contractors Yes No

List of employees covered under workers' compensation policy, verification that employees are properly classified and evidence of coverage Yes No

Fringe Benefit Coverage: Health & Welfare Yes No
 Retirement Yes No

Required professional or trade licenses: N/A Yes No

Additional Criteria (if applicable): Statements as to past performance Yes No
 No violations of federal/state/local laws Yes No

Affidavit of Compliance

Contractor and all subcontractors shall complete this Affidavit of Compliance (“Affidavit”) and submit supporting documentation as required pursuant to *An Ordinance Establishing Responsible Bidder Requirements on Public Works Projects*. Contractor must submit this Affidavit and all related evidence with its bid. Contractor shall be responsible for providing this Affidavit to all subcontractors who will perform work on the project. All subcontractors’ Affidavits and supporting documentation must be submitted no later than the date and time of the contract award. Failure to comply with all submission requirements may result in a determination that the Contractor is not a responsible bidder.

For the remainder of this Affidavit, “Contractor” refers to the general contractor and all subcontractors. Each item must be answered. If the question is not applicable, answer “NA.” If the answer is none, answer “none.”

The certifications set forth in this Affidavit and all documents attached hereto shall become a part of any contract awarded to the Contractor. Furthermore, Contractor shall comply with these certifications during the term and/or performance of the contract.

The undersigned _____, as _____ and on behalf
(Name) (Title)
of _____ having been duly sworn under oath certifies that:
(Contractor)

Business Organization

The form of business organization of the Contractor is (check one):

Sole Proprietor or Partnership LLC
 Corporation Independent Contractor (Individual)

If bidder/subcontractor is a corporation, indicate the state and the date of incorporation:

Authorized to do business in the State of Illinois: Yes [] No []

Describe supporting documentation attached: _____
(E.g. Secretary of State Certificate of Good Standing)

Federal Employer I.D. #: _____

Social Security # (if an individual or sole proprietor): _____

The Contractor, or agent, partner, employee or officer of the Contractor, is not debarred, suspended, proposed for debarment or declared ineligible from contracting with any unit of state or local government. Yes [] No []

EOE Compliance

Contractor is in compliance with provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions). Yes [] No []

Subcontractors

Contractor disclosed the name and address of each subcontractor for whom the contractor has accepted a bid and/or intends to hire on any part of the project (Form A). Yes [] No []

Contractor provided this *Affidavit of Compliance* to all of the above-referenced subcontractors. Yes [] No []

Certificate of Insurance

Attached are certificates of insurance showing the following coverage:

General Liability	Yes [] No []
Workers' Compensation	Yes [] No []
Automobile Liability	Yes [] No []

Prevailing Wage Compliance

Contractor has complied with all provisions of the Illinois Prevailing Wage Act and federal Davis-Bacon and related Acts, and all rules and regulations therein, for the past five (5) years. Yes [] No []

Contractor has reviewed the applicable prevailing wage law, including the Illinois Prevailing Wage Act, and federal Davis-Bacon Act. Yes [] No []

Contractor will pay the applicable prevailing wage rates. Yes [] No []

Contractor will strictly comply with applicable prevailing wage laws. Yes [] No []

Contractor has not been found by the Illinois Department of Labor to be in violation of the Illinois Prevailing Wage Act twice within the past three year period.
("Yes" indicates compliance with the Act): Yes [] No []

If the above answer is "No," list the date(s) of the Department's finding of a violation:

Participation in Approved Apprenticeship Program(s)

Contractor participates in apprenticeship and training programs applicable to the work to be performed on the project, which are approved by and registered with the United States Department of Labor's Office of Apprenticeship, or its successor organizations. Yes [] No []

Describe supporting documentation attached (e.g. Standards of Apprenticeship, Apprenticeship Agreement, verification of participation):

Substance Abuse

Contractor complies with the Substance Abuse Prevention on Public Works Projects Act by:

Attaching a written substance abuse program in effect for its employees that meets or exceeds the requirements of the Act; or Yes [] No []

Having signed a collective bargaining agreement in effect for its employees that deals with the subject matter of the Act. Yes [] No []

Employee Classification

Contractor's employees who will perform work on the project are properly classified as an employee or independent contractor under all applicable state and federal laws and local ordinances (Form B). Yes [] No []

Workers' Compensation

Contractor's employees who will perform work on the project are:

Covered under a current workers' compensation policy: Yes [] No []

Properly classified under such policy: Yes [] No []

Describe supporting documentation attached:

Fringe Benefits

Contractor's employees who will perform work on the project are covered by a health and welfare plan. Yes [] No []

Contractor's employees who will perform work on the project are covered by a retirement plan. Yes [] No []

List of employees attached (Form B). Yes [] No []

Describe supporting documentation attached (e.g. plan documents, SPDs, verification of coverage, or employee statement declining coverage):

Professional or Trade Licenses

Contractor will possess all applicable professional and trade licenses required for performing the Contract work: N/A [] Yes [] No []

License	Number	Date Issued	Current Expiration	Holder of License

If any of the above license(s) have been revoked or suspended, state the date and reason for suspension/revocation:

Documentation Attached (Contractor must initial next to each item):

- _____ **Form A:** Name and address of subcontractors from whom Contractor has accepted a bid or intends to hire to perform work on any part of the project.
NOTE: All subcontractors shall complete and submit an Affidavit of Compliance no later than the date and time of the contract award.
- _____ **Form B:** List of individuals who will perform work on the project on behalf of the Contractor, verifying that each individual is properly classified as an employee or independent contractor. Contractor also verifies that all Contractor's employees are covered under a current workers' compensation policy, properly classified under the workers' compensation policy, and covered by a health and welfare and retirement plan.
- _____ **Certificate of Good Standing**
(or other evidence of compliance with laws pre-requisite to doing business in the state)
- _____ **Certificates of Insurance**
- _____ **Standards of Apprenticeship/Apprentice Agreements**
- _____ **Fringe Benefit Coverage** (Health & Welfare / Retirement)
- _____ **Substance Abuse Prevention program** (or applicable provision from CBA in effect)
- _____ **Workers' Compensation Coverage**
- _____ **Professional or Trade Licenses**

Additional Information Required

If required in the bid specifications, Contractor shall complete items I and/or II below:

I. Statement of past three (3) years experience on public construction projects.

Public Body/ Project Name/Year	Reference Name/ Phone #	Original Price/ Final price	Subcontractors

- II. List any determinations by a court or governmental agency for violations of federal, state or local laws, including but not limited to violations of contracting or antitrust laws, tax or licensing laws, environmental laws, the Occupational Safety and Health Act (OSHA), the National Labor Relations Act (NLRA), or federal Davis-Bacon and related Acts.

Date	Law	Determination	Penalty

Form A

Subcontractors who will Perform Work on the Project

Name	Address	Work to be Performed

Form B

Individuals who will perform work on the project

List all individuals who will perform work on this project with the following information:

1. Individual is an employee (E) or independent contractor (I);
2. Individual's trade classification (indicate apprenticeship status where appropriate);
3. Employee (E) is covered under Contractor's current workers' compensation (WC) policy;
4. Employee (E) is covered under a health and welfare (H&W) plan and retirement plan provided by the employer (ER) or declined coverage (Declined).

Name	E/I	Trade	WC Y/N	H&W ER/Other	Retirement ER/Declined

VERIFICATION

I certify that I am authorized to execute this Affidavit of Compliance on behalf of the Contractor set forth on page one (1), that I have personal knowledge of all the information set forth herein and that all statements, representations, information and documents provide in or with this Affidavit and attachments hereto are true and accurate.

The Contractor may report any change in any of the facts stated in this Affidavit within fourteen (14) days of the effective date of such change by completing and submitting a new Affidavit. Failure to comply with this requirement is grounds for the Contractor to be deemed a non-responsible bidder.

Signature of Authorized Officer

Name of Authorized Officer (Print or Type)

Title

Telephone Number

State of Illinois
County of _____

Subscribed and sworn to
before me this _____ day of
_____, 200__.

Notary Public Signature & Seal