

**Responsible & Responsive Bidder – Contractor Affidavit of Compliance**

Prime contractor and its first-tier subcontractors shall complete this Affidavit of Compliance (“Affidavit”) and provide supporting documentation as required pursuant to *Resolution to Establish Responsible Bidding Practices and Submission Requirements for Submitting Bids to Perform Construction Work 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 first-tier subcontractors who perform work on the project. All subcontractor Affidavits and supporting documentation must be submitted to the prime contractor no later than five (5) business days after the subcontractor’s first day of work on the public works project.

For the remainder of this Affidavit, “Contractor” refers to the prime contractor and its first-tier subcontractors. Each item must have a response.

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 certification during the term and/or performance of the contract.

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**Section 1**

**Any contractor who bids on any Library Public Works project, regardless of the amount, prior to the opening of bids, must submit this form made under oath and subject to penalties for perjury that includes the following information and/or documentation:**

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

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

- Sole Proprietor or Partnership                       LLC  
 Corporation     Independent Contractor (Individual)

Provide copy of Authorization to do business in the State of Indiana certificate

Copy of Indiana Secretary of State on-line records dated with 60 days of bid (if corporation or LLC)



**B. List all former business names:**

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**C. Disclosure of violations of federal and/or state law**

List any final determinations by a court of government 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), Civil Rights laws, or other federal laws such as Davis-Bacon and related Acts:

Date	Law	Determination	Penalty

**D. Professional or trade licenses**

Contractor will provide copies of any professional or trade licenses applicable to the bid. If any of the licenses held by the company, or any director, office or manager employed by the bidder have been suspended or revoked, state the date and reason for suspension/revocation:

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**E. Surety Bond**

Documentation that Contractor is utilizing a surety company which is on the United States Department of Treasury's Listing of Approved Sureties.



**F. Tax Liens or tax delinquencies**

Contractor provides written statement of any federal, state, or local tax liens or delinquencies allegedly owed in the last five years.

**G. Employee classification statement**

Provide a written statement that individuals who will perform work on the public works project will be properly classified as either an employee, or an independent contractor under all applicable state and federal laws and local ordinances:

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**H. List of projects**

List of projects of similar size and scope of work performed within three (3) years:

Date	Company/Location	Scope of Work

**I. E-Verify**

Provide documentation that E-verify is utilized to determine the eligibility of its employees.

**J. Drug and alcohol Policies**

Provide copy of drug and alcohol workplace policies

**K. Other Information**

Any other information required by the bid document



## Additional Bid Submission Requirements

Any contractor who bids on any Library Public Works project where such bid exceeds \$250,000, must also submit this form that includes the following information and/or documentation:

**A. Documents from Section 1**

All documents and information required by Section 1

**B. Provide a statement and description of contractor's staffing capabilities, including labor sources:**

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**C. Participation in approved apprenticeship program(s)**

Provide copy of all applicable apprenticeship certificates or standards for these training programs

**D. Drug Testing**

Provide copy of a written plan for employee drug testing that covers all employees of the contractor and meets, or exceeds, the requirements set forth in IC 4-13-18-5 or IC 4-13-18-6

**E. Management Experience**

Provide a list of name and description of the management experience of each project manager and superintendent that is intended to be assign to on the project:

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**F. Contractors and Subcontractors**

Certification that all contractors and subcontractors to be used by bidder are qualified under IC 4-13.4 or IC 8-23-10.

**G. Other Information**

Any other information required by the bid documents.