



**Capitol Campus
Child Care Center
Project Financial Questionnaire**

Preparation of Project Financial Questionnaire

Together with completion of this document, the applicant must supplement its response. For a firm showing a net worth in excess of \$100,000, the applicant must provide, with the questionnaire, a copy of its financial statement as *audited or reviewed* for its last fiscal year, prepared in accordance with the standards of the American Institute of Certified public Accountants. The statement must be prepared by an independent certified public accountant registered and licensed under the laws of any state. Balance sheets, income statement, a statement of retained earnings, supporting schedules and notes, and the opinion of the independent auditor must accompany the financial statement. A compiled Financial Statement is not acceptable.

Additionally, if more than six months time has elapsed since the date of the last project financial questionnaire, to be provided per the preceding paragraph, the applicant must also provide a current internal balance sheet and income statement for its most recent year to date, monthly or quarterly period. Such information does not have to be reported by an independent accountant.

Project Financial Questionnaire

1. End of Applicant's Fiscal Year:	Month:	Day:
2. Date of Year-end Financial Statement	/ /	
	Month Day Year	
As of the above date, the firm's total assets, liabilities, and net worth are as follows:		
Total Tangible Assets	Total Liabilities	Net Worth
\$	\$	\$
3. ADDITIONAL FINANCIAL RESOURCE(S) (i.e., Bank Line of Credit, Parent Firm Guarantee, Personal Pledge of Net Worth, etc.). Any additional financial resources shall have a notarized letter to document the Pledge/Guarantee. The required information within the letter must have the dollar amount, purpose of the Pledge/Guarantee, and a termination date for the Pledge/Guarantee.		
If additional financial resources are used within your Financial Statement above, indicate in the 'Yes' column below. A Parent Firm Form is available upon request.		
Source	\$ Amount	Termination Date
		Yes No
		<input type="checkbox"/> <input type="checkbox"/>
Statement of Financial Ability		
The firm certifies that its net worth has not substantially changed from that sum shown above in the Financial Statement. The prequalified firm is able to post the deposit (cash, certified check, security bond) (5% of the amount of bid) and secure the performance and payment bonds (full contract amount) as required by RCW 39.10.370 for any project for which it has submitted a bid and is the successful bidder.		
The firm's largest bonded, successfully completed project in the last three years is:		
The firm's bond for that project was: \$	Date that project was completed:	
Name of firm (as registered with the Washington Department of Licensing)		
By: (Authorized Signature)	Title:	
Business Account Numbers (List the following business account numbers for your firm)		
Unified Business Identifier No. (UBI)	Master License No.	Federal (IRS) Employee Identification No.
Secretary of State (WA) Corporate No.	Expiration Date:	

Type of Organization

Sole Proprietorship Co-Partnership Joint Venture Corporation

Corporation

Co-Partnership or Joint Venture

If your agency is a corporation, complete the following: Date of Organization Status:
 General Limited Assoc.

Date Incorporated: In What State? Is there any information on duration of co-partnership or joint venture?
 Yes No. If Yes, Explain:

President's Name: Vice President's Name:

Secretary's Name: Treasurer's Name:

If out-of-state corporation, have you complied with Washington's corporation laws? Yes No

Other Organization Affiliation: List those persons within your organization that have business affiliation in any other organization which is involved in construction-oriented projects as contractor, subcontractor, supplier or consultant.

Name of Individual

Location and Name of Other Organization

Name of Individual	Location and Name of Other Organization

Non-Collusion

In order for your application for Prequalification to be considered, it is necessary to furnish the following information:

- Has your firm ever been indicted, pled guilty, pled nolo contendere (no contest), or been convicted of any offense that has resulted in your firm being barred from being or performing work for any State, Local or Federal Government? Yes No
 If yes, attach a separate sheet(s) to this form giving the details involved, the names of the individuals, and their current employment status with your firm.
- Has any officer, employee, or other member of your firm ever been indicted, pled guilty, pled nolo contendere, or been convicted of any illegal restraints of trade, including collusive bidding: Yes No
 If yes, attach a separate sheet(s) to this form giving the details involved.
- Has any officer, employee, or other member of your firm ever been debarred for violation of various Public Contract Acts incorporating Labor Standards Provision? Yes No
- Is your firm under the protection of the bankruptcy court, have pending any petition in bankruptcy court, or have you made an assignment for the benefit of creditors? Yes No

Authorized Signature

List the names and titles of those individuals in your organization who are authorized to execute proposals, contracts, bonds, and other documents and/or instruments on behalf of the organization. Specify if more than one signature is required.

Name (Type or Print)	Signature	Title

Execution of the Affidavit

- Sole Proprietorship Signature of the individual in the firm name under which business is conducted.
- Co-Partnership The signature of all partners, general and limited under the firm name, or the signature of their attorney in fact.
- Corporation The signature of the authorized officer(s) of the corporation with corporate seal affixed.
- Joint Venture Signature of an authorized representative of each party to the joint venture. Corporate members of a joint venture shall also affix the corporate seal (see page ii).

Affidavit

The undersigned, being duly sworn, deposes and says that the foregoing is a true statement of facts concerning the sole proprietorship, corporation, co-partnership, or joint venture herein named, as of the date indicated; that the Financial Statement taken from the books of said firm as individual is a true and accurate statement of the financial condition of said firm or individual as of the date thereof; that the answers to the foregoing interrogatories are true; that this statement is for the express purpose of inducing the Department of Enterprise Services to award the said firm or individual a contract; and that any depository, vendor, or other agency herein named is hereby authorized to supply the Department of Enterprise Services or its agent with any information to verify this statement.

Name of Firm (as registered with the Washington State Department of Licensing):

Authorized Signature _____ Authorized Signature _____

Authorized Signature _____ Authorized Signature _____

Subscribed and sworn to me this _____ day of _____ 20____.

Notary Public in and for the State of _____

residing at _____

Corporate Seal

Notary Seal

Proposal Property of Washington State

All materials submitted in response to this procurement become the property of the state of Washington. Proposals received after the submission due date and time will not become the property of DES and will be returned to the Bidder. DES will not own the underlying intellectual property rights (e.g., trademarks, patents or copyright) contained in the Proposals submitted in response to this procurement. DES has the right to use any of the ideas presented in any material offered. Selection or rejection of a Proposal does not affect this right.

Proprietary or Confidential Information

DES is subject to RCW 42.56, the Public Records Act (PRA). All Proposals received shall remain confidential until announcement of the Apparent Successful Bidder; thereafter, the Proposals shall be deemed public records as defined in the PRA. To the extent consistent with the PRA, DES shall maintain the confidentiality of Bidder's information marked confidential or proprietary. If a request is made to view Bidder's proprietary information, DES will notify Bidder of the request and of the date that the records will be released to the requester unless Bidder obtains a court order enjoining that disclosure or the requester and Bidder reach an agreement on the extent of such disclosure, which agreement will be forwarded to DES by the requester prior to DES's date for the proposed disclosure. If Bidder fails to obtain the requester agreement or the court order enjoining disclosure, DES will release the requested information on the date specified.

Any information contained in the Proposal that is proprietary or confidential must be clearly designated. Each page claimed to be exempt from disclosure must reference the specific basis claimed under the PRA or other state or federal law that provides for the nondisclosure of your Proposal information. Any portion which you claim to be proprietary, confidential or exempt from disclosure must be clearly identified by the word "Confidential" printed on the lower right hand corner of the page. Marking of the entire Proposal or entire Sections of the Proposal as proprietary or confidential will not be accepted nor honored. Marking of the Price/Fee Proposal as proprietary or confidential will not be accepted nor honored. Any attempts to restrict disclosure through use of footers on every page and/or statements restricting disclosure will not be honored and may subject Bidder to disqualification.

DES's sole responsibility with regard to matters in the Proposal marked confidential or proprietary shall be limited to maintaining the information in a secure area and to notify Bidder of any request(s) for disclosure within five (5) years of the announcement of the Apparent Successful Bidder.