

Model Contractor Responsibility Certification

Firm: _____

(Insert name, address and telephone number of firm submitting certification)

Project Name: _____

Project Number: _____

As a condition of bidding and performing work on a project for the **[insert name of jurisdiction]**, a contractor submitting a bid shall execute this form and certify compliance with the responsible contractor qualification standards set forth below. Bids will not be accepted unless they are accompanied by a fully executed copy of this certification form. This form must be completed by a representative of the submitting contractor who has the authority to execute this form and has adequate knowledge to address all matters specified herein. The person completing this form shall initial each qualification standard listed and sign this form in the presence of a notary. By executing this certification, the firm acknowledges it understands each qualification standard and currently complies with such requirements or will comply for the project.

Contractor Qualification Standards

- (1) The firm and its employees have all licenses, registrations and certificates required by federal and state law and the laws of the **[jurisdiction]** relating to the contract work it will perform. These shall include, but are not limited to, licenses, registrations and certificates required for construction work, maintenance work or specialty work self-performed by the firm. _____
- (2) The firm meets the bonding requirements for the contract, as required by applicable law or contract specifications, and any insurance requirements, as required by applicable law or contract specifications, including general liability insurance, workers compensation insurance and unemployment insurance. _____
- (3) The firm has not been debarred or suspended by any federal, state or local government agency or authority in the past three years. _____
- (4) The firm has not defaulted on any project in the past three years. _____
- (5) The firm has not had any type of business, contracting or trade license, registration, or other certification revoked or suspended in the past three years. _____
- (6) The firm and its owners have not been convicted of any crime relating to the contracting business in the past ten years. _____
- (7) The firm does not currently owe any outstanding taxes, penalties, interest or other financial obligation to the **[jurisdiction]**; _____
- (8) The firm has not within the past three years been found in violation of any law applicable to its contracting business, including, but not limited to, licensing laws, tax laws, wage laws, prevailing wage laws, environmental laws or others, where the result of such violation was the payment of a fine, back pay damages or any other type of penalty in the amount of \$_____ [e.g., \$5,000] or more. _____
- (9) The firm will pay all craft employees on the project, at a minimum, the applicable wage and fringe benefit rates for the classification in which the worker is employed in accordance with applicable rates established by federal, state or local wage law. _____
- (10) The firm will employ a sufficient number of craft personnel required to successfully perform any work it self-performs, and shall assign workers to perform only work for which they have sufficient skills, training and knowledge; or shall use qualified subcontractors to meet this requirement. _____

- (11) All craft labor that will employed by the firm for the project have completed at least the OSHA 10 hour training course for safety established by the U.S. Department of Labor, Occupational Safety & Health Administration. _____
- (12) The firm participates in a Class A Apprenticeship Program for each separate trade or classification in which it employs craft employees and shall continue to participate in such program or programs for the duration of the project.
- (A) For purposes of this section, a Class A Apprenticeship Program is an apprenticeship program currently registered with the U.S. Department of Labor or a state apprenticeship agency and has graduated apprentices to journey person status for at least three of the past five years. This may be a program subject to the Employee Retirement Income Security Act of 1974, 29 U.S.C. § 1001 et seq. (“ERISA”), or a non-ERISA program.
- (B) To demonstrate compliance with this section, the firm shall provide, with this certification, a list of all trades or classifications of craft employees it will employ on the project and documentation verifying it participates in a Class A Apprenticeship Program for each trade or classification listed. _____
- (13) The firm has all other technical qualifications and resources, including equipment, personnel and financial resources, to perform the referenced contract, or will obtain same through the use of qualified, responsible subcontractors. _____
- (14) The firm will maintain all qualifications, resources and capabilities referenced in this certification throughout the duration of the project. _____
- (15) The firm shall notify the **[agency/jurisdiction]** within seven days of any material change to any matter attested to in this certification. _____
- (16) If the firm is identified as the lowest bidder and apparent awardee, it shall, in accordance with the requirements of Section 5 of this Ordinance, provide the **[jurisdiction]** the following information within 14 days of receiving a Notice of Intent to Award Contract:
- A. A Subcontractor List indicating the names and addresses of subcontractors it will use for the project, Responsibility Certifications for all firms identified on the Subcontractor List and supporting records verifying that each firm participates in Class A Apprenticeship Programs; and
- B. Identification of any subcontractors that operate as sole proprietorships and copies of applicable business records that verify that any such firm is a legitimate business entity and not a worker improperly misclassified as an employee. _____

The undersigned attests that he or she has reviewed the Responsible Contractor Ordinance (Ord. No. _____), understands and acknowledges the requirements of this law and verifies under the penalty of perjury that the information provided in this certification is true, complete and accurate.

_____	Subscribed and sworn to before me this ____ day
Sign Name	of _____
_____	_____
Print Name	Notary Public
_____	My Commission Expires: _____
Title	

Name of Firm	

Date	