

THE BIDDING AND CONTRACT PROVISIONS
SIUE 2024 Prequalification Statement

PREQUALIFICATION STATEMENT
VALID FOR THE PERIOD
JANUARY 1, 2024 THROUGH DECEMBER 31, 2024
SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

To: The Board of Trustees of
Southern Illinois University Governing
Southern Illinois University Edwardsville
c/o Purchasing Office
Campus Box 1012
Edwardsville, IL 62026-1012

Date: _____

Contract Division to Be Bid:

- I. General Work
- II. Plumbing Work
- III. Heating, Piping, Refrigeration
& Temperature Control
Work
- IV. Ventilation & Air
Distribution Work
- V. Electrical Work
- VI. Fire Protection Work
- VII. Asphalt Work
- VIII. Roofing Work
- IX. Asbestos Abatement Work
- X. Other Trade Not Listed Above
(List Trade to be Prequalified):

Prequalification Submitted by:

Company Name: _____
(As registered with the IL Secretary of State's Office)

Business Address:

Phone: (_____) _____

Fax: (_____) _____

E-Mail: _____

(Please use e-mail address for bid notices)

Contact Person:

THE BIDDING AND CONTRACT PROVISIONS
SIUE 2024 Prequalification Statement

EMPLOYEE UTILIZATION FORM

Illinois Department of Human Rights (IDHR) Number: _____

If you do not have an IDHR #, have you applied for same? Yes No

IDHR expiration date: _____

Vendors must have a current Illinois Department of Human Rights (IDHR) Bidder Eligibility Number to be eligible for award of public contracts. To obtain an IDHR number, contact the IL Dept. of Human Rights, Compliance Division, Public Contracts Unit, 100 West Randolph Street, 10th Floor, Chicago, IL 60601, 312-814-2432. All prospective contractors shall be registered or have an application pending (not subject to an Order of Noncompliance) with the IL Dept. of Human Rights prior to an SIUE bid opening. Indicate above if an application is pending with the IL Dept. of Human Rights. **Firms must notify SIUE of the assigned IDHR number.**

Is the firm prequalified with the Capital Development Board: Yes No
Expires:

If so, **include letter of approved prequalification status received from CDB.**

Provide the firm's **Taxpayer Identification Number (TIN).** _____
(If sole proprietorship, provide owner's Social Security Number).

The firm's **Taxpayer Identification Number** is on file with the State Comptroller.
Confirmed on file **Attached**

To obtain confirmation that your firm's Taxpayer Identification Number is on file, go to <http://www.ioc.state.il.us/>, Chose Financial Inquiries and then chose Vendor Payments. Once you are in Vendor Payments, enter your Tax Identification number. If you are listed on that site, you are confirmed your number is on file. If your firm is not on file you can obtain the form at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

SIUE will recognize firms certified in the Business Enterprise Program (BEP) when a copy of current certification from Commission on Equity & Inclusion (CEI) is attached. Firms certified under the Illinois Unified Certification Program must be certified as MBE or WBE with CEI.

THE BIDDING AND CONTRACT PROVISIONS
SIUE 2024 Prequalification Statement

If the firm is a CEI certified MBE/WBE/VOSB owned business enterprise, please indicate the appropriate response in each category as certified by CEI. Contact CEI at 312-814-4190 for additional information regarding certification.

Business Ownership:

Gender

Male
Female

Ethnicity

Caucasian
African American
Hispanic

Asian American
Native American
Other

Certification Programs:

Business Enterprise Program Certification:

Expiration Date: _____

WBE – Female owned/controlled Business Enterprise
WMBE – Female owned/controlled Minority Business Enterprise
MBE – Minority owned Business Enterprise.

Veteran Business Program Certification:

Expiration Date: _____

VOSB – Veteran Owned Small Business
SDVOSB – Service Disabled Veteran Owned Small Business
VBE – Veteran Business Enterprise

THE BIDDING AND CONTRACT PROVISIONS
SIUE 2024 Prequalification Statement

SIUE will only recognize firms as minority, female, disabled, veteran, and/or small business-owned companies when a **copy of current certification from Commission on Equity and Inclusion (CEI)** is attached. Contact CEI at 312-814-4190 regarding procedures.

CEI Certified (Copy Attached)	Not Currently
----------------------------------	---------------

Criteria for a small business, includes but is not limited to: If a business is any combination of retailer, wholesaler or construction business, then the annual sales for each component may not exceed the higher of \$13,000,000 for a wholesaler, \$8,000,000 for a retailer, \$14,000,000 for construction business. When computing the size status of a company, the number of employees and annual sales and receipts, as applicable, of the vendor and all affiliates shall be included. **Attach certification.**

Workforce Projection: The undersigned bidder will analyze minority group and female populations, unemployment rates and availability of workers for the location of which contract work is to be performed and for the location from which the bidder recruits employees.

Affirmative Action Plan: The undersigned bidder agrees, in the event the foregoing minority and female employee utilization projection is determined to be an underutilization of minority persons or women in any job category and in the event that the undersigned bidder is awarded a contract, to develop and submit a written Affirmative Action Plan prior to the commencement of work on this contract. Such Affirmative Action Plan shall have a specific timetable, geared to the completion stages of the contract, whereby deficiencies in minority and/or female employee utilization are corrected and shall be subject to approval by the Owner and the Illinois Department of Human Rights.

Certification of Non-segregated Facilities: The Undersigned bidder certifies that the contract and each subcontractor shall provide facilities at its places of business without segregation except where separate facilities for a person of the opposite sex are required. Each contractor and subcontractor shall further ensure, to the greatest extent possible, that employees are not assigned to work at any location where facilities are so segregated.

As used in these certifications, the term “segregated facilities” means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin because of habit, local custom or otherwise.

THE BIDDING AND CONTRACT PROVISIONS
SIUE 2024 Prequalification Statement

State Board of Elections Registration: Section 20-160 of the Procurement Code (30 ILCS 500/20-160) requires that any bidder/vendor be registered with the Board of Elections if: 1) The company's annual total of bid/proposals on State contracts in a given calendar year exceed \$50,000; 2) The company's annual total of bid/proposals on State contracts, combined with the annual total of State contracts already awarded in a calendar year exceed \$50,000; or 3) The company's annual total of State contracts already awarded in a calendar year exceed \$50,000. The Act also contains limitations on campaign contributions by State Vendors and their affiliated entities.

Registered with State Board of Elections: Yes No

If yes, **attach a copy of the Board of Elections Registration Certificate.**

Illinois Procurement Gateway: Is your firm registered with the Illinois Procurement Gateway?

Yes No If yes, registration number: Expiration:

Prevailing Wage – Substance Abuse (HB 1855, Public Act 95-0635)

The bidder certifies that it has complied with the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265) including the requirement to file with SIUE a written program that meets or exceeds the requirements of the Act. **Submit a copy of your company's substance abuse program** with this prequalification statement. The requirements of this certification and disclosure are a material part of this Agreement and the bidder shall require this certification provision to be included in all sub-agreements.

The Firm, by signing this application, agrees to comply with the provisions of the DRUG FREE WORKPLACE ACT (30 ILCS 580/1 et seq.). Certification must be completed by all applicants; however, the requirements, specified in paragraphs (a) through (g), apply only when the firm performs a contract for \$5,000 or more and when, at the time of entering said contract, the firm has 25 or more employees (full or part-time).

This certification is required by the Drug Free Workplace Act (30 ILCS 580/1 et seq.). The Act requires certification by firms that it will maintain a drug free workplace.

The firm certifies that when it performs a contract in the amount of \$5,000 or more, and if it has 25 or more employees (full or part time) at the time of entering a contract, it will provide a drug free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the firm's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

THE BIDDING AND CONTRACT PROVISIONS
SIUE 2024 Prequalification Statement

- (b) Establishing a drug free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The firm's policy of maintaining a drug free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

- (c) Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (a) and to post the statement in a prominent location in the workplace.

- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the contract, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.

- (e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction,

- (f) Taking one of the following actions within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.

- (g) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a referral team is in place.

- (h) Making a good faith effort to continue to maintain a drug free workplace through the implementation of paragraph (a), (b), (c), (d), (e), (f) and (g).

THE BIDDING AND CONTRACT PROVISIONS
SIUE 2024 Prequalification Statement

BUSINESS ORGANIZATION

List the firm's Annual Sales & Receipts (dollar amount) for each of the last 3 fiscal years.

\$	FY
\$	FY
\$	FY

Number of full-time, permanent employees. Include management, clerical supervisory and technical people working for the firm. _____

How many years has the firm been in business? _____

How many years under present ownership? _____

Type of firm: Individual Corporation (C or S) Sole Proprietorship Not-For-Profit
 Partnership Trust Agreement (Beneficiary) Ltd Liability Company
 Other

ALL CORPORATIONS, LIMITED LIABILITY PARTNERSHIPS AND LIMITED LIABILITY COMPANIES ARE REQUIRED TO ATTACH A CURRENT COPY OF THE FIRM'S CERTIFICATE OF GOOD STANDING FROM THE ILLINOIS SECRETARY OF STATE. Go to <https://apps.ilsos.gov/businessentitysearch/>

Choose a search method, enter company name, and click on submit. Once you have located your business you can do a screen print of entity information and submit this as proof of good standing. You do not need to purchase certificate. However, your status must be active for 2023 or 2024.

If you do not have this capability, contact the Secretary of State's office at 217-782-7880.

a) State in which incorporated: _____

b) If incorporated in another state, are you authorized by the Secretary of State of the State of Illinois to do business in the State of Illinois? Yes No

If not authorized, please explain:

THE BIDDING AND CONTRACT PROVISIONS
SIUE 2024 Prequalification Statement

c) Name and address of the corporation's registered agent in Illinois:

d) Name and address of parent company, if firm is a subsidiary:

e) Name of shareholders having more than 7.5% ownership of the company:

Company's Financial Institution References:

Name: _____

Address: _____

Phone: _____

Officer: _____

PERSONNEL:

List all key persons. Key person is defined as any individual who holds a 5% or more ownership interest, regardless of position with the firm, and any officer or director, regardless of ownership in the firm. Also identify all other persons who have duties, responsibilities or authority delegated to owners, officers, partners or director. If the firm is owned by another corporation, partnership, trust or business association, identify all ultimate individuals who hold a 5% or more ownership interest. **If percentage does not total 100, explanation is required.** (i.e., "remaining ownership held by individuals with less than 5%".)

THE BIDDING AND CONTRACT PROVISIONS
SIUE 2024 Prequalification Statement

<u>Name of Person</u>	<u>Position/Title</u>	<u>% Ownership</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List names and titles of all individuals authorized to sign bids, proposals or contract documents:

<u>Name of Person</u>	<u>Position/Title</u>
_____	_____
_____	_____
_____	_____

Identify all other names the firm or its predecessors have used in the past five years. Provide the dates that name was in effect:

Identify key persons and any other occupations or businesses (including other construction companies) in which they are currently engaged. Please explain below or attach a separate sheet.

Identify all firms by which key persons of this firm have been employed during the past five years and provide the dates of employment. Please explain below or attach a separate sheet.

THE BIDDING AND CONTRACT PROVISIONS
SIUE 2024 Prequalification Statement

House Bill 3048 amends the Illinois Procurement Code to make effective June 1, 2004, that all bidders and their subcontractors are required to certify that they are participating in **apprenticeship and training programs** that are both approved by and registered with the US Department of Labor's Bureau of Apprenticeship and Training. The program(s) must be in the same trade(s) which the firm performs. **In addition, all prequalification applicants are required to provide current proof of compliance at time of application submittal. Please attach current proof of participation.** Contact your Union Program to receive certificates or go to the US Department of Labor at 312-596-7208 for further information, or to inquire on how to participate or how a program complying with the new requirement can be set up in your area.

Firms must be able to check at least one trade below. **Attach references for each trade checked**, recent (within the past three years), relevant, construction experience (minimum of three, maximum of ten references).

General	Electrical	Heating
Ventilating	Temperature Control	Demolition/Excavating
Other (Describe) _____		

Copy(ies) of Firm's current and valid Illinois licenses **MUST BE PROVIDED** for each trade identified with an asterisk(*).

Plumbing*	Roofing*	Underground Storage Tank Removal*
Fire Sprinkler*	Asbestos Abatement*	Lead Abatement*

THE BIDDING AND CONTRACT PROVISIONS
SIUE 2024 Prequalification Statement

INDEMNITY BOND (Performance and Payment)

Prequalification is contingent upon the applicant having a surety (indemnity) bond capacity authorized only by a surety company acceptable to SIUE. Surety companies that are listed in Bests' Key Rating Guide with a rating of A or better and/or are listed in the Treasury Circular are considered acceptable. Firms may forward this page by mail or fax to their local broker/agent for signature, then include signed page with application. Original signature is not required.

NAME OF FIRM APPLYING FOR PREQUALIFICATION: _____

SPECIFIC SURETY COMPANY NAME: _____

Street Address: _____

City, State, Zip: _____

Telephone Number/Fax Number: _____

LOCAL BROKER/AGENT: _____

Contact Person: _____

Street Address: _____

City, State, Zip _____

Telephone Number/Fax Number/E-mail: _____

Provide the current level of performance bonding (in dollar amount) authorized by the surety. The limits listed below will not prevent a firm from bidding on a larger project than the bond limit established at the time of prequalification, so long as the bid amount falls within the bidding limit range authorized by SIUE.

Single Limit: _____ Aggregate Limit: _____

BY SIGNING BELOW, **THE LOCAL BROKER/AGENT** CONFIRMS THE INFORMATION PROVIDED ON PAGE 11.

Printed Name of Local Broker/Agent **Signature of Local Broker/Agent** Date

THE BIDDING AND CONTRACT PROVISIONS
SIUE 2024 Prequalification Statement

INSURANCE COVERAGE: Submit the name(s) of the following surety company with a minimum of B+:VI rating in Best's Key Rating guide who will provide Workman's Compensation, Comprehensive General, and Comprehensive Automotive Liability coverage.

NAME OF FIRM APPLYING FOR PREQUALIFICATION: _____

SPECIFIC INSURANCE COMPANY NAME: _____

Street Address: _____

City, State, Zip: _____

Telephone Number/Fax Number _____

LOCAL BROKER/AGENT: _____

Contact Person: _____

Street Address: _____

City, State, Zip _____

Telephone Number/Fax Number: _____

E-Mail Address: _____

Provide the current rating in Best's Key Rating and Financial Size.

Best's Key Rating: _____ Financial Size: _____

BY SIGNING BELOW, **THE LOCAL BROKER/AGENT** CONFIRMS THE INFORMATION PROVIDED ON PAGE 12.

Printed Name of Local Broker/Agent **Signature of Local Broker/Agent** Date

THE BIDDING AND CONTRACT PROVISIONS
SIUE 2024 Prequalification Statement

INSURANCE COVERAGE: Required Minimum Insurance Coverages: (SIUE reserves the right to add Builder's Risk on specific projects).

Contractor's Liability Insurance. The awarded contractor(s) shall secure, pay for and maintain such insurance as will protect it and the Owner from claims under the Worker's Compensation Act, the Worker's Occupational Diseases Act, and from any other claims for damages to property or for bodily injury or death which may arise from operations under this contract, whether such operations be self-performed or performed by any Subcontractor or by anyone directly or indirectly employed by either of them.

A. Coverages and Limits. The coverages and limits of liability shall not be less than those set forth as below. Evidence of an umbrella or excess liability policy may be provided to obtain the required limits.

<u>Coverage</u>	<u>Minimum Limits of Liability</u>
1. Workmen's Compensation and Occupational Diseases	Statutory Limits
2. Employer's Liability	\$500,000 (Coverage B)
3. Commercial General Liability (occurrence coverage): limits to be determined and identified in the supplementary conditions, but in no case less than the following:	
General Aggregate	\$5,000,000
Products/Completed Operations Aggregate	\$5,000,000
Occurrence Limit	\$5,000,000
Personal and Advertising Injury Limit	\$5,000,000
Fire Legal Liability Limit	\$ 100,000

THE BIDDING AND CONTRACT PROVISIONS
SIUE 2024 Prequalification Statement

The Contractor's general liability or any umbrella or excess insurance shall include, without limitation, the following coverages:

- a. The Owner and the General contractor shall be named as additional insured(s) on a Primary and Non-contributory basis on the Contractor's commercial general liability and/or umbrella or excess insurance policies. In order to meet this requirement, the following wording should appear on any Certificate(s) of Insurance provided: "The Board of Trustees of Southern Illinois University and the General contractor are additional insured for any liability incurred by the University and the General contractor arising from the activities of Contractor, Subcontractor, and/or sub-Subcontractor performing work on behalf of Contractor."
 - b. Contractual liability coverage shall cover all contractual obligations which the Contractor has assumed, including the Indemnity Agreement, for the liability limits set forth above. An Owner/Contractor's protective liability policy may be provided in lieu of a commercial general liability policy for the liability limits set forth above.
 - c. Coverage for "XCU" (explosion, collapse and underground) hazards shall be included for the liability limits set forth above.
 - d. Coverage shall be endorsed to provide that the General Aggregate Limit applies separately to each of the insured Contractor's projects.
 - e. Coverage for completed operations shall remain in effect or renewed throughout the completed operations period, which is the Statute of Limitations or Repose, whichever is greater.
 - f. Any contractual exclusion relating to Personal/Advertising Injury must be deleted or the coverage added back to the policy through endorsement.
 - g. Any contractual exclusion or limitation relating to work performed within fifty (50) feet of a railroad track should be deleted, if applicable.
4. Commercial Auto Liability (Including coverage for owned, non-owned and hired vehicles)
- | | |
|-----------------------|----------------------------|
| Combined Single Limit | \$1,000,000 per occurrence |
| OR | |
| Bodily Injury | \$1,000,000 per occurrence |
| Property Damage | \$1,000,000 per occurrence |
5. Watercraft Protection and Indemnity Coverage shall be purchased and maintained, if applicable, at limits equal to the required Commercial General Liability limits specified.
 6. Aircraft Liability shall be purchased and maintained, if applicable, at limits equal to the required Commercial General Liability limits specified.
 7. Contractor's Pollution Liability (i.e. Asbestos, lead abatement, pollution) shall be purchased and maintained, if applicable, at limits equal to the required Commercial General Liability limits specified; with no less than 5 years Completed Operations coverage. Coverage shall be written on an occurrence form.

THE BIDDING AND CONTRACT PROVISIONS
SIUE 2024 Prequalification Statement

8. Property Damage Liability for any demolition, blasting, excavating, tunneling, shoring, or similar operations.

Owner reserves the right to require additional specialty insurance coverages or to limit exclusions at any time during the Project.

AWARDEE(S) OF BIDS WILL BE REQUIRED TO FURNISH CERTIFICATES OF INSURANCE BEFORE BEGINNING WORK AND/OR DELIVERY. NO PAYMENTS WILL BE MADE ON A PURCHASE ORDER UNLESS CERTIFICATES OF INSURANCE HAVE BEEN RECEIVED AND APPROVED.

HOLD HARMLESS AGREEMENT: The successful bidder agrees to indemnify and hold harmless the Board of Trustees, Southern Illinois University governing Southern Illinois University Edwardsville, its officers, employees, and architects and consultants from and against any and all suits, claims, demands, and losses, including reasonable attorneys' fees, costs, and expenses, based upon resulting from, or arising out of any injury to any person or persons or any damage to property which may occur or be alleged to have occurred in connection with the work, materials, or products which are the subject of a contract and/or purchase order.

ENCLOSURE AND GENERAL QUESTIONS:

In the past ten years, has the firm or its predecessor been cited for violating state or federal safety, sanitary or environmental laws which resulted in lawsuits filed against the firm, and/or were originally categorized as repeat or willful violations? If so, attach copies of citations issued and complaints filed in any lawsuits, and state whether the violations caused injuries.

Yes No

Has the firm or its predecessor or any key person with the firm or its predecessor ever been formally charged with or convicted of any state or federal crime (excluding traffic violations), including but not limited to the Illinois Procurement Code, embezzlement, theft, forgery, bribery, falsification or destruction of records, receipt of stolen property, criminal anti-trust violations, bid-rigging or bid rotating? If a conviction or plea of nolo contendere was entered, include in your explanation documentation (such as a Court Order) when the sentence ended.

Yes No

Has the firm or its predecessor or any key person with the firm or its predecessor ever been charged with or convicted of a state or federal civil anti-trust violation or similar offense?

Yes No

THE BIDDING AND CONTRACT PROVISIONS
SIUE 2024 Prequalification Statement

Has the firm or its predecessor or any key person with the firm or its predecessor or any firm with which a key person was affiliated filed for bankruptcy within the past ten years?

Yes No

Has the firm or its predecessor or any key person of the firm or its predecessor ever been suspended or debarred by a state, federal or municipal agency, including but not limited to, the Illinois Department of Labor?

Yes No

Is any key person with the firm currently in default on a student loan?

Yes No

Is the owner, person with an interest in firm profits, or their spouse or minor child employed in any way by the State of Illinois? If your answer to this question is “yes” and you are the lowest responsive bidder, you will be required to obtain an exemption from the Governor prior to contract award. A conflict of interest may exist, as defined by the Illinois Procurement Code (30 ILCS 500/50-13).

Yes No

Are you (or are you the spouse of minor child of someone who is) appointed to or employed in any offices or agencies of Illinois State government, and if so, does the appointed or employed person receive compensation for such employment in excess of 60% (currently \$106,447.20) of the salary of the Governor of Illinois?

Yes No

Has your organization ever failed to complete any work?

Yes No

Are there any judgments, claims, or suits pending or outstanding against your organization or its officers?

Yes No

THE BIDDING AND CONTRACT PROVISIONS
SIUE 2024 Prequalification Statement

Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years?

Yes No

Has any other organization or individual filed a lawsuit or requested arbitration against your organization with regard to construction contracts within the last five years?

Yes No

Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract?

Yes No

Violation of Labor and Employment Laws and Regulations:

a) During the last year, has this firm been found in a hearing held before an appropriate administrative commission, hearing agency, or legal tribunal of the State of Illinois designated by law to hear and resolve such matters; to be in violation of any of the following Illinois statutes known as the Illinois Citizens Preference Act, The Veterans Preference Act, The Anti-Discrimination Act, The Illinois Human Rights Act, The Prevailing Wage Act, or The Workmen's Health and Safety Act; pursuant to a complaint being filed by or with an appropriate department or agency of the State of Illinois designated by law to monitor compliance with such laws and related regulations (e.g.: The Illinois Department of Human Rights, The Illinois Department of Labor, etc.)?

Yes No

b) Is this firm currently under suspension in the State of Illinois by any such administrative commission, hearing agency or legal tribunal?

Yes No

Statutory Qualifications: Is this firm disqualified, ineligible, suspended or otherwise barred by any applicable federal or state law from selling to or contracting with the Board of Trustees of Southern Illinois University?

Yes No

THE BIDDING AND CONTRACT PROVISIONS
SIUE 2024 Prequalification Statement

Additional Certification: Has this firm been prohibited from selling goods or services to the State of Illinois because it pays dues or fees on behalf of its employees or agents or subsidizes or otherwise reimburses them for payment of their dues or fees to any club which unlawfully discriminates?

Yes No

If the response to any of the above questions is "Yes", provide a detailed explanation.

CERTIFICATION OF THE PREQUALIFICATION STATEMENT

As conditions of the prequalification form, the firm:

Has read, understands and will comply with all instructions to this application;

Will notify Southern Illinois University Edwardsville Purchasing Department within five business days of any material changes to the information contained in this application;

Will, upon request, provide Southern Illinois University Edwardsville, with financial statements within ten business days;

Will adhere to all provisions of the Illinois Procurement Code;

Swears that all information provided by it, to Southern Illinois University Edwardsville, is true and complete;

Will adhere to all provisions of the Drug Free Workplace Act;

Agrees that if any of the above conditions are violated by the firm or if any responses are found to be materially untrue, the prequalification of the firm will be suspended and no bids will be accepted from firm;

Authorizes your firm's bank, as well as surety and local broker/agent listed on Page 10 to provide any and all information regarding the firm to Southern Illinois University Edwardsville, as a condition of the firm's prequalification;

THE BIDDING AND CONTRACT PROVISIONS
SIUE 2024 Prequalification Statement

Any contract which may result from this prequalification and subsequent bidding is subject to the provision of all applicable local, Illinois and Federal laws, including the Prevailing Wage Act (Ill. Rev. Statute Chapter 48, Section 39S-1 - 12) and the Illinois Preference Act (Ill. Rev. Statute Chapt. 48, Section 2201-2207). Subcontractor(s) to the established prime contractor(s) [successful bidder(s)] shall also be subject to the above referenced laws and acts.

NOTE: The University reserves the right to use the above form (or variations thereof) for prequalification of subcontractors.

This form must be signed by firm's President, Vice-President or CEO (if Corporation or Limited Liability Company), Partner (if Partnership) or Sole Owner (if Sole Proprietorship).

Under penalties of perjury, and the applicable statutes of the State of Illinois, I hereby swear, warrant and represent that the questions of this form have been personally answered by me, that said answers are true and correct to the best of my knowledge, and that I have authority to execute this document on behalf of this firm.

Signed: _____
Printed Name: _____
Title: _____
Date: _____

SUBSCRIBED AND SWORN BEFORE ME

THIS _____ DAY OF _____, 20_____

Notary public

My Commission expires: _____

THE BIDDING AND CONTRACT PROVISIONS
SIUE 2024 Prequalification Statement

The SIUE Prequalification Statement for the period January 1, 2024 through December 31, 2024 consists of the following information:

Prequalification Statement – 20 pages plus all required information and forms listed below

Proof of prequalification with CDB (if applicable) – Page 2

Proof Taxpayer Identification Number on file with State Comptroller’s Office – Page 2

Proof of certification from CEI for minority, female, disabled, veteran, and/or small business-owned firms (if applicable) – Page 4

Board of Elections Certificate – Page 5

Substance Abuse Policy – Page 5

Authority to do business in the State of Illinois/Proof of Good Standing with the Secretary of State’s Office – Page 7

Compliance of submitting proof of participation in apprenticeship and training programs that are both approved by and registered with the US Department of Labor’s Bureau of Apprenticeship and Training – Page 10

References – Page 10

Bonding Company – Page 11

Insurance Company – Page 12

Company Signature - Page 19

Notarized – Page 19

Submission of the following additional forms attached to this document:

Contract Certifications and Conflicts

Financial Disclosures and Conflicts of Interests - V 23.1

Disclosure of Business in Iran (must be signed)

CONTRACT CERTIFICATIONS AND CONFLICTS

For 2024 Annual Prequalification Purposes

By executing this Contract Vendor makes the following certifications and acknowledges that this Contract may be declared void if any certification is false:

1. Equal Employment Opportunity. The Vendor agrees to comply with applicable provisions of the Illinois Human Rights Act (775 ILCS 5), the U.S. Civil Rights Act, the Americans with Disabilities Act, Section 504 of the U.S. Rehabilitation Act, and the rules applicable to each. The equal opportunity clause of Section 2-105 of the Illinois Human Rights Act is incorporated herein. The Vendor shall comply with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented by U.S. Department of Labor regulations (41 C.F.R. Chapter 60). The Vendor agrees to incorporate this clause into all subcontracts under this Contract.
2. Educational Loan Default; Debt Delinquency. If the Vendor is an individual, he/she is not in default on an educational loan funded by the State of Illinois (5 ILCS 385/3). Neither Vendor nor any affiliate is delinquent in the payment of any debt to the State of Illinois as defined by the Debt Collection Board (30 ILCS 500/50-11).
3. Criminal Convictions. Vendor has not been barred from contracting as a result of conviction of any of the following crimes: bid-rigging or bid rotating under 720 ILCS 5/33E or a similar law of another state; bribery or attempted bribery of an officer or employee of the State of Illinois or any other state (30 ILCS 500/50-5(a)); felony committed by any officer, director, partner or other managerial agent of Vendor under the Sarbanes-Oxley Act of 2002 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 where conviction occurred within 5 years of date of Contract (30 ILCS 500/50-10.5); any other felony where sentence was completed less than 5 years prior to date of Contract (30 ILCS 500/50-10).
4. Inducement to Refrain from Bidding. Vendor has not paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor has Vendor accepted any money or other valuable thing, or acted upon the promise of same, for not bidding on a State contract (30 ILCS 500/50-25).
5. Employment of Former State Officers or Employees. Vendor is not in violation of the "Revolving Door" prohibitions of the Illinois Procurement Code (30 ILCS 500/50-30) and the State Officials and Employees Ethics Act (5 ILCS 430/5-45).
6. Membership in Discriminatory Clubs. Vendor does not pay dues to, or reimburse or subsidize payments by its employees for any dues or fees to any "discriminatory club" (775 ILCS 25/2).
7. Certain Service Contracts (does NOT apply to contracts for professional or artistic services). If this is a service contract as defined in 30 ILCS 500/25-80, Vendor (i) will offer to assume the collective bargaining obligations of the prior employer, including any existing collective bargaining agreement with the bargaining representative of any existing collective bargaining unit or units performing substantially similar work to the services covered by the Contract, and (ii) shall offer employment to all employees currently employed in any existing bargaining unit performing substantially similar work that will be performed under this Contract. This certification does not apply to heating and air-conditioning, plumbing, and electrical service contracts. If this Contract includes janitorial, window cleaning, building and grounds, site technical, natural resource, security, or food services amounting to \$2,000 or more (or \$200 or more per month), Vendor shall pay its employees who are to provide the services the prevailing wage rate and provide working conditions no less favorable than those prevalent in the locality where the Contract is to be performed (30 ILCS 500/25-60).
8. Printing Services. If this Contract includes printing services in any amount, Vendor shall pay its employees who are to provide the printing services the prevailing wage rate and provide working conditions no less favorable than those prevalent in the locality where the Contract is to be performed (30 ILCS 500/25-60). Unless otherwise indicated in the Contract documentation, offset printing services provided shall be made using soybean oil-based ink and vegetable oil-based ink. (30 ILCS 500/45-15).
9. Prohibited Sources of Labor. No foreign made equipment, materials, or supplies to be furnished to the University under the Contract have been produced in whole or in part by forced labor, convict labor, or indentured labor under penal sanction (30 ILCS 583/10) or by the labor of any child under the age of 12 (30 ILCS 584/10).
10. International Boycott (applies to contracts which exceed \$10,000). Neither Vendor nor any affiliate is participating in or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the applicable regulations of the U.S. Department of Commerce (30 ILCS 582/5).
11. Steel Products. If steel products to be used or supplied for the "construction, reconstruction, alteration, repair, improvement or maintenance" of a public work are being provided under this Contract, such steel products shall be manufactured or produced in the United States, unless the President of the University grants an exception (30 ILCS 565).

12. Lead Poisoning Prevention Act (410 ILCS 45). If Vendor is the owner of residential buildings in Illinois, Vendor has not committed a willful or knowing violation of the Lead Poisoning Prevention Act (30 ILCS 500/50-14.5).
13. Collection of Illinois Use Tax. Neither Vendor nor any affiliate has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois (30 ILCS 500/50-12).
14. EPA Violation. Vendor has not been found by a court or the Illinois Pollution Control Board to have committed a willful or knowing violation of the Illinois Environmental Protection Act within 5 years of date of Contract (30 ILCS 500/50-14).
15. Drug Free Workplace (applies to contracts which exceed \$5,000). If Vendor employs 25 or more employees, Vendor will provide a drug free workplace in accordance with the requirements of the Illinois Drug-Free Workplace Act; if Vendor is an individual, Vendor will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the performance of the Contract (30 ILCS 580). If Vendor employs 25 or more employees and this contract is worth more than \$5,000, Vendor certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act.
16. State Board of Elections Registration. Vendor is either (1) not required to register as a business entity with the State Board of Elections pursuant to Section 20-160 of the Procurement Code; or (2) has registered as a business entity with the State Board of Elections and acknowledges a continuing duty to update the registration (30 ILCS 500/20-160).
17. Legal Entity Authorized to Do Business in Illinois (does not apply to Vendors who are sole proprietors). Vendor is an existing legal entity authorized to do business in Illinois (30 ILCS 500/20-43).
18. Conflict of Interest. Vendor is under no legal prohibition on contracting with the State of Illinois and has no known conflicts of interest. In addition, Vendor has disclosed, if required, on forms provided by the University, and agrees it is under a continuing obligation to disclose to the University, financial or other interests (public or private, direct or indirect) that may be a potential conflict of interest or that would prohibit Vendor from having or continuing the Contract.
19. Taxpayer ID. The Federal Tax Payer Identification Number (FEIN) and legal status information provided by Vendor to the University in University's vendor registration process is true and correct.
20. Audits. As required by 30 ILCS 500/20-65, Vendor (and any subcontractors) agrees to maintain books and records related to the performance of the Contract and necessary to support amounts charged to the University under the Contract for a minimum of three (3) years from the last action on the Contract. Vendor further agrees to cooperate fully with any audit and to make the books and records available to the Auditor General, the Chief Procurement Officer, or the University. If the Contract is federally funded, the books and records shall also be made available to the Comptroller General of the U.S. and the funding agency Inspector General.
21. Medicare/Medicaid and Other Federal Debarments. Neither Vendor nor any of its employees or subcontractors who may provide services pursuant to this Contract is currently subject of an investigation or proceeding to exclude it as a provider under Medicare or Medicaid or under any other federal or state health care program or under any third party insurance program, nor is it currently excluded or debarred from submitting claims to Medicare or Medicaid or to any other federal or state health care program or to any third party insurer. Vendor represents and warrants it has checked the U.S. General Service Administration's (GSA) Excluded Party Listing System (EPLS), which lists parties excluded from federal procurement and non-procurement programs. The EPLS website includes GSA/EPLS, the U.S. Department of Health and Human Services (HHS) Office of Inspector General's (OIG) List of Excluded Individuals/Entities (LEIE), and the Department of Treasury's (Treasury) Specially Designated Nationals (SDN) list. Vendor further represents and warrants it has checked the Illinois Department of Public Aid (IDPA) OIG Provider Sanctions list of individuals and entities excluded from state procurement with respect to Vendor's employees and agents. See the following websites: <http://epls.arnet.gov> and <http://www.state.il.us/agency/oig/search.asp>. University will terminate Contract without penalty to University if Vendor becomes excluded during the life of this Contract.
22. Medical Goods and Services. If medical goods and services are to be provided to the University under this Contract, such goods and services will be provided in accordance with all applicable legal requirements, including the laws at issue under the Public Law No. 109-171 - Deficit Reduction Act of 2005 (DRA) with respect to the establishment and dissemination of written policies for detecting and preventing waste, fraud and abuse as addressed in the University policies and code of conduct.
23. IITAA Compliance (applies only to information technology contracts). Vendor acknowledges that all information technology, including electronic information, software, systems and equipment, developed or provided under this Contract must be accessible to individuals with disabilities to the greatest extent possible, in accordance with the Illinois Information Technology Accessibility Act Standards published at www.dhs.state.il.us/iitaa (30 ILCS 587).
24. **This applies to chartered bus contracts and is otherwise not applicable.** The Contractor certifies that it is in compliance with the Illinois Vehicle Code and that Contractor and all drivers of vehicles that will be provided under this contract are in compliance with the Uniform Commercial Driver's License Act, 625 ILCS 5/6-500.
25. Employment. Requires that individuals or entities with contracts with State agencies under the jurisdiction of the executive branch, universities and community colleges shall post certain employment vacancies on the Illinois Department of Employment Security's IllinoisJobLink.com system or provide an online link to its employment vacancies so the link is accessible through the web page of IllinoisJobLink.com.

26. Vendor acknowledges and agrees that compliance with this subsection in its entirety for the term of any resulting contract and any renewals is a material requirement and condition of the contract. By executing the contract, Vendor certifies compliance with this subsection in its entirety, and is under a continuing obligation to remain in compliance and report any non-compliance. If the initial term of the contract extends over multiple fiscal years, Vendor and its subcontractors shall confirm compliance with this section no event later than January 1 of each year that the contract remains in effect.
27. As part of each certification, Vendor acknowledges and agrees that should Vendor or its subcontractors provide false information, or fail to be or remain in compliance with the Standard Certification requirements, one or more of the following sanctions will apply:
The contract may be void by operation of law, the State may void the contract, and the Vendor and its subcontractors may be subject to one or more of the following: suspension, debarment, denial of payment, civil fine, or criminal penalty.

Identifying a sanction or failing to identify a sanction in relation to any of the specific certifications does not waive imposition of other sanctions or preclude application of sanctions not specifically identified.

28. Vendor certifies it and its employees will comply with applicable provisions of the United States Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act, and applicable rules in performance of this contract.
29. Vendor certifies that is has reviewed and will comply with the Department of Employment Security Law (20 ILCS 1005/1005-47) as applicable.
30. Vendor certifies it is not barred from having a contract with the State based upon violating the prohibitions related to either submitting/writing specifications or providing assistance to an employee of the State of Illinois by reviewing, drafting, directing, or preparing any invitation for bids, a request for proposal, or request of information, or similar assistance (except as part of a public request for such information). 30 ILCS 500/50-10.5(e)
31. Vendor certifies that if it hires a person required to register under the Lobbyist Registration Act to assist in obtaining any State contract, that none of the lobbyist's costs, fees, compensation, reimbursements or other remuneration will be billed to the State. 30 ILCS 500/50-38
32. Vendor certifies that it will not retain a person or entity to attempt to influence the outcome of a procurement decision for compensation contingent in whole or in part upon the decision or procurement. 30 ILCS 500/50-38
33. Vendor certifies it will report to the Illinois Attorney General and the Chief Procurement Officer any suspected collusion or other anti-competitive practice among any bidders, offerors, contractors, proposers, or employees of the State. 30 ILCS 500/50-40, 50-45, 50-50
34. Vendor certifies that if it is awarded a contract through the use of the preference required by the Procurement of Domestic Products Act, then it shall provide products pursuant to the contract or subcontract that are manufactured in the United States. 30 ILCS 517
35. Vendor warrants and certifies that it and, to the best of its knowledge, its subcontractors have and will comply with Executive Order No. 1 (2007). The Order generally prohibits Vendors and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.
36. Vendor certifies that if an individual, sole proprietor, partner or an individual as a member of a LLC, he/she has not received an early retirement incentive prior to 1993 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code or an early retirement incentive on or after 2002 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code. 30 ILCS 105/15a; 40 ILCS 5/14-108.3; 40 ILCS 5/16-133

Business Enterprise Program for Minorities, Females and Persons With Disabilities: In order to promote the development and use of minority-owned businesses or services, Southern Illinois University, as an Illinois public university, is required to participate in the State of Illinois' Business Enterprise Program (BEP) for minorities, females, and persons with disabilities by Public Act 88-597 (30 ILCS 575/0.01, et seq.). This Act requires that each State of Illinois public university annually report its utilization of businesses owned by minorities, females and persons with disabilities. The completion of this section will play an important role in our University's goal to obtain goods and services from qualifying individuals or businesses.

PLEASE SELECT THE APPROPRIATE BOXES:

If an individual: Female Male

If a company: Female Owned (must own 51% or more) Not Applicable

Select appropriate category: African American Alaskan American Asian American Caucasian

Hispanic Native American Veteran-owned Small Business Decline to Answer

If disabled, please check: Person with Disability

All subcontracts of \$50,000 or more issued by Vendor under this Contract must include these Certifications, and, if applicable, the Financial Disclosures and Conflicts of Interest Form.

If this is a multi-year contract, including the initial term and all optional renewals, Vendor and all subcontractors shall reconfirm compliance with the above certifications by July 1 of each year that this Contract remains in effect.

Financial Disclosures and Conflicts of Interest

The Financial Disclosures and Conflicts of Interest form ("form") must be accurately completed and submitted by the vendor, parent entity(ies), and subcontractors.

There are nine steps to this form and each must be completed. A bid, offer, or proposal with an annual value of more than \$100,000 that does not include this form shall be considered non-responsive. Firms seeking a contract requiring architectural, engineering, or land surveying services and procured under the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act (30 ILCS 535/) with a value of more than \$25,000 must provide this form.

The University will consider this form when evaluating the bid, offer, or proposal or awarding the contract. The form will become a material part of the contract.

The requirement of disclosure of financial interests and conflicts of interest is a continuing obligation. If circumstances change and the disclosure is no longer accurate, then disclosing entities must provide an updated form.

Separate forms are required for the vendor, any parent entity(ies) and any subcontractors.

This disclosure is submitted for (check one):

- Vendor
- Vendor's Parent Entity(ies) (show 100% ownership)
- Subcontractor(s)
- Subcontractor's Parent Entity(ies)

Project Name: 2024 SIUE Prequalification

Procurement Bulletin Reference #: _____

Vendor Name: _____

Doing Business As (DBA): _____

Disclosing Entity Name: _____

Disclosing Entity's Parent Entity: _____

Instrument of Ownership or Beneficial Interest (check one):

- Sole Proprietorship
- Corporate Stock (C-Corporation, S-Corporation, Professional Corporation, Service Corporation)
- Limited Liability Company Membership Agreement (Series LLC, Low-Profit Limited Liability Partnership)
- Partnership Agreement (General Partnership, Limited Partnership, Limited Liability Partnership, Limited Liability Limited Partnership)
- Not-for-Profit
- Trust Agreement (Beneficiary)
- Other

If you selected Other, please describe: _____.

STEP 1
SUPPORTING DOCUMENTATION SUBMITTAL

You must select one of the six options below and select the documentation you are submitting. You must provide the documentation the applicable section requires with this form.

- Option 1 – Publicly Traded Entities
- 1.A. Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$123,420) of the annual salary of the Governor.
- OR
- 1.B. Attach a copy of the Federal 10-K or provide a web address of an electronic copy of the Federal 10-K, and skip to Step 3.
-
- Option 2 – Privately Held Entities with more than 100 Shareholders
- 2.A. Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$123,420) of the annual salary of the Governor.
- OR
- 2.B. Complete Step 2, Option A for each qualifying individual or entity holding any ownership share in excess of 5% and attach the information Federal 10-K reporting companies are required to report under 17 CFR 229.401.
-
- Option 3 – All other Privately Held Entities, not including Sole Proprietorships
- 3.A. Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$123,420) of the annual salary of the Governor.
-
- Option 4 – Foreign Entities
- 4.A. Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$123,420) of the annual salary of the Governor.
- OR
- 4.B. Attach a copy of the Securities Exchange Commission Form 20-F or 40-F and skip to Step 3.
-
- Option 5 – Not-for-Profit Entities
- Complete Step 2, Option B.
-
- Option 6 – Sole Proprietorships
- Skip to Step 3.

STEP 2
DISCLOSURE OF FINANCIAL INTEREST OR BOARD OF DIRECTORS
 (All entity types, except sole proprietorships, must complete)

Complete **either** Option A (for all entities other than not-for-profits) or Option B (for not-for-profits). Additional rows may be inserted into the tables or an attachment may be provided if needed.

OPTION A – Ownership Share and Distributive Income

Ownership Share – If you selected Option 1.A., 2.A., 2.B., 3.A., or 4.A. in Step 1, provide the name and address of each individual or entity and their percentage of ownership if said percentage exceeds 5%, or the dollar value of their ownership if said dollar value exceeds \$123,420.

Check here if including an attachment with requested information in a format substantially similar to the format below.

TABLE – X			
Name	Address	Percentage of Ownership	\$ Value of Ownership

Distributive Income – If you selected Option 1.A., 2.A., 3.A., or 4.A. in Step 1, provide the name and address of each individual or entity and their percentage of the disclosing vendor’s total distributive income if said percentage exceeds 5% of the total distributive income of the disclosing entity, or the dollar value of their distributive income if said dollar value exceeds \$123,420.

Check here if including an attachment with requested information in a format substantially similar to the format below.

TABLE – Y			
Name	Address	% of Distributive Income	\$ Value of Distributive Income

Please certify that the following statements are true.

I have disclosed all individuals or entities that hold an ownership interest of greater than 5% or greater than \$123,420.
 Yes No

I have disclosed all individuals or entities that were entitled to receive distributive income in an amount greater than \$123,420 or greater than 5% of the total distributive income of the disclosing entity. Yes No

OPTION B – Disclosure of Board of Directors (Not-for-Profits)

If you selected Option 5 in Step 1, list members of your board of directors. Please include an attachment if necessary.

TABLE – Z	
Name	Address

**STEP 3
DISCLOSURE OF LOBBYIST OR AGENT**

Yes No. Is your company represented by or do you employ a lobbyist required to register under the Lobbyist Registration Act (lobbyist must be registered pursuant to the Act with the Secretary of State) or other agent who is not identified through Step 2, Option A above and who has communicated, is communicating, or may communicate with any State/Public University officer or employee concerning this solicitation? If yes, please identify each lobbyist and agent, including the name and address below.

If you have a lobbyist that does not meet the criteria, then you do not have to disclose the lobbyist's information.

Name	Address	Relationship to Disclosing Entity

Describe all costs/fees/compensation/reimbursements related to the assistance provided by each representative lobbyist or other agent to obtain this Agency/University contract:

**STEP 4
PROHIBITED CONFLICTS OF INTEREST**

Step 4 must be completed for each person disclosed in Step 2, Option A and for sole proprietors identified in Step 1, Option 6 above. **Please provide the name of the person for which responses are provided:**

1. Do you hold or are you the spouse or minor child who holds an elective office in the State of Illinois or hold a seat in the General Assembly? Yes No

2. Have you, your spouse, or minor child been appointed to or employed in any offices or agencies of State government and receive compensation for such employment in excess of 60% (\$123,420) of the salary of the Governor? Yes No

3. Are you or are you the spouse or minor child of an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority? Yes No

4. Have you, your spouse, or an immediate family member who lives in your residence currently or who lived in your residence within the last 12 months been appointed as a member of a board, commission, authority, or task force authorized or created by State law or by executive order of the Governor? Yes No

5. If you answered yes to any question in 1-4 above, please answer the following: Do you, your spouse, or minor child receive from the vendor more than 7.5% of the vendor's total distributable income or an amount of distributable income in excess of the salary of the Governor (\$205,700)? Yes No

6. If you answered yes to any question in 1-4 above, please answer the following: Is there a combined interest of self with spouse or minor child more than 15% in the aggregate of the vendor's distributable income or an amount of distributable income in excess of two times the salary of the Governor (\$411,400)? Yes No

STEP 5
POTENTIAL CONFLICTS OF INTEREST RELATING TO PERSONAL RELATIONSHIPS

Step 5 must be completed for each person disclosed in Step 2, Option A and for sole proprietors identified in Step 1, Option 6 above.

Please provide the name of the person for which responses are provided:

1. Do you currently have, or in the previous 3 years have you had State employment, including contractual employment of services? Yes No
2. Has your spouse, father, mother, son, or daughter, had State employment, including contractual employment for services, in the previous 2 years? Yes No
3. Do you hold currently or have you held in the previous 3 years elective office of the State of Illinois, the government of the United States, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois? Yes No
4. Do you have a relationship to anyone (spouse, father, mother, son, or daughter) holding elective office currently or in the previous 2 years? Yes No
5. Do you hold or have you held in the previous 3 years any appointive government office of the State of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, which office entitles the holder to compensation in excess of expenses incurred in the discharge of that office? Yes No
6. Do you have a relationship to anyone (spouse, father, mother, son, or daughter) holding appointive office currently or in the previous 2 years? Yes No
7. Do you currently have or in the previous 3 years had employment as or by any registered lobbyist of the State government? Yes No
8. Do you currently have or in the previous 2 years had a relationship to anyone (spouse, father, mother, son, or daughter) that is or was a registered lobbyist? Yes No
9. Do you currently have or in the previous 3 years had compensated employment by any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections? Yes No
10. Do you currently have or in the previous 2 years had a relationship to anyone (spouse, father, mother, son, or daughter) who is or was a compensated employee of any registered election or reelection committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections? Yes No

**STEP 6
EXPLANATION OF AFFIRMATIVE RESPONSES**

If you answered "Yes" in Step 4 or Step 5, please provide on an additional page a detailed explanation that includes, but is not limited to the name, salary, State agency or university, and position title of each individual.

**STEP 7
POTENTIAL CONFLICTS OF INTEREST RELATING TO DEBARMENT & LEGAL PROCEEDINGS**

This step must be completed for each person disclosed in Step 2, Option A, Step 3, and for each entity and sole proprietor disclosed in Step 1.

Please provide the name of the person or entity for which responses are provided:

1. Within the previous ten years, have you had debarment from contracting with any governmental entity? Yes No
2. Within the previous ten years, have you had any professional licensure discipline? Yes No
3. Within the previous ten years, have you had any bankruptcies? Yes No
4. Within the previous ten years, have you had any adverse civil judgments and administrative findings? Yes No
5. Within the previous ten years, have you had any criminal felony convictions? Yes No

If you answered "Yes", please provide a detailed explanation that includes, but is not limited to the name, State agency or university, and position title of each individual.

**STEP 8
DISCLOSURE OF CURRENT AND PENDING CONTRACTS**

If you selected Option 1, 2, 3, 4, or 6 in Step 1, do you have any contracts, pending contracts, bids, proposals, subcontracts, leases or other ongoing procurement relationships with units of State of Illinois government? Yes No.

If "Yes", please specify below. Attach an additional page in the same format as provided below, if desired.

Agency/University	Project Title	Status	Value	Contract Reference/P.O./Illinois Procurement Bulletin #

Please explain the procurement relationship:

STEP 9
SIGN THE DISCLOSURE

This disclosure is signed, and made under penalty of perjury for all for-profit entities, by an authorized officer or employee on behalf of the bidder or offeror pursuant to Sections 50-13 and 50-35 of the Illinois Procurement Code. This disclosure information is submitted on behalf of:

Name of Disclosing Entity: _____

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Phone Number: _____

Email Address: _____

Disclosure of Business in Iran

You must respond to the following request for information. Failure to respond will disqualify your firm from consideration in this solicitation.

Does the following information apply to your firm? You must affix your signature below indicating whether the information does or does not apply to your firm.

Within the 24 months before submission of the bid, offer, or proposal the bidder, offerer, or proposing entity, or any of its corporate parents or subsidiaries, has had business operations that involved contracts with or provision of supplies or services to

- (a) the Government of Iran;
- (b) companies in which the Government of Iran has any direct or indirect equity share;
- (c) consortiums or projects commissioned by the Government of Iran; or
- (d) companies involved in consortiums or projects commissioned by the Government of Iran;

AND

(1) more than 10% of the company's revenues produced in, or assets located in, Iran involve oil-related activities or mineral-extraction activities; less than 75% of the company's revenues produced in, or assets located in, Iran involve contracts with or provision of oil-related or mineral-extraction products or services to the Government of Iran or a project or consortium created exclusively by that government; and the company has failed to take substantial action;

OR

(2) the company has, on or after August 5, 1996, made an investment of \$20 million or more, or any combination of investments of at least \$10 million each that in the aggregate equals or exceeds \$20 million in any 12-month period, that directly or significantly contributes to the enhancement of Iran's ability to develop petroleum resources of Iran.

NO, the above information does NOT apply to our firm.

Signature

YES, the above information DOES apply to our firm. We understand that the University is required to notify the State Comptroller of this disclosure.

Signature