

**Miami University  
Physical Facilities  
Facilities Contracting  
T&M Contract Work**

**Section 5: RESPONSIBLE BIDDER INFORMATION (“RBI”) FORM**

(Attach additional pages as needed. Photocopy pages as needed.)

**Name of T&M Trade:** \_\_\_\_\_

**1. Company Name:** \_\_\_\_\_

Physical Address: \_\_\_\_\_  
Street, Building, Unit

\_\_\_\_\_  
City, State, Zip

Mailing Address (if different): \_\_\_\_\_  
Street, Building, Unit

\_\_\_\_\_  
City, State, Zip

Telephone Number (w/ Area Code): ( \_\_\_\_\_ ) \_\_\_\_\_

Fax Number (w/ Area Code): ( \_\_\_\_\_ ) \_\_\_\_\_

Email address: \_\_\_\_\_

**2. Overall Experience.** Indicate Bidder’s overall experience performing the trades bid, including the years in business performing the trade under present and former business names.

**3. Financial.** The apparent low Bidder shall submit, upon request of the University, either:

a) An annual financial statement prepared within the twelve (12) months prior to the bid by an independent licensed accounting firm; and the name, address, contact person and phone number of the bank normally used by the Bidder for its primary banking; or,

b) A financial report generated within 30 days prior to the Bid from Standard and Poors,

Dun and Bradstreet or a similar company acceptable to the State documenting the financial condition of the Bidder; and the name, address, contact person and phone number of the bank normally used by the Bidder for its primary banking;

**This information is not a public record under Section 149.43, ORC; and will remain confidential, except under proper order of a court.**

- 4. Facilities & Equipment.** Indicate Bidder's relevant facilities and major equipment (leased or owned).
  
- 5. Ongoing & Relevant Projects.** List all ongoing Projects and Projects completed in the last four (4) years which are similar in cost and type to the Project being bid. Include scope of Work, Contract value and Project name/contact Person/address/phone number for each Owner and Associate for each Project.
  
- 6. Regulatory / Contractual.** Indicate all occurrences of the following in the last four (4) years (if none, so state). For verification by the State/University, attach documentation, and/or provide sufficient and appropriate detail information such as: Project name, Owner, contact person and phone number, Contract amount, etc.
  - a) Prevailing Wage violations or judgments
  
  - b) Affirmative Action violations
  
  - c) Contract abandonment, Contract termination or Surety takeover
  
  - d) Debarment by State, federal or local jurisdictions
  
  - e) EPA/OSHA violations
  
  - f) Liquidated damages assessed

**7. Management.** Identify individuals who may be assigned Work under this Trade with worker classification/title, and number of years' experience.

**8. Certification.** I hereby certify that the information in this entire Responsible Bidder Information Form, including any and all attachments and referenced information, is factual and complete.

Company Name

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Authorized Official (please print or type)

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Signature of Authorized Official \_\_\_\_\_

Date \_\_\_\_\_