

**Sourcing Event 0000005881**  
**Attachment 2**  
**Bidder Questionnaire and References**

**Part I**  
**Bidder Information**

Name of Firm:	
Headquarter Address:	
Phone No.:	
Toll Free Phone No.:	
Contact Name & Title:	
E-mail:	
SF Supplier ID:	
Federal Tax ID:	
Payment Terms:	
Person Preparing Bid:	
Local Representative Name and Number:	
Warehouse Address:	

**Contact Information for Placing Orders:**

Telephone:	
Fax:	
Email:	
Website:	
24-hour Emergency Number:	

**Part II  
Bidder Questionnaire**

Question	Yes	No
1. Do you certify that you have complied and will continue to comply with Section I (D) of this Solicitation entitled “Limitation on Communications during Solicitation”?		
2. Have you registered as a Bidder or Supplier, through the Supplier Portal ( <a href="https://sfcitypartner.sfgov.org/">https://sfcitypartner.sfgov.org/</a> )? If yes, what is your Bidder ID or Supplier ID? _____		
3. Has your company enrolled with Paymode-X to receive electronic payments from the City? <a href="https://www.paymode.com/city_countyofsanfrancisco">https://www.paymode.com/city_countyofsanfrancisco</a>		
4. Have you registered your business with the San Francisco Treasurer & Tax Collector as required prior to submission of any Bid?  <i>Enter your Business Tax Registration ID here:</i> _____		
5. Are you claiming LBE preference on this solicitation per Chapter 14B?  If you responded YES, check appropriate line below: <input type="checkbox"/> We are currently certified. CMD has issued us Certification No: _____ <input type="checkbox"/> We submitted LBE Certification Application to the CMD on: _____  If you responded YES, list below all LBE categories for which you have been or will be deemed certified by the Solicitation Bid submission deadline: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____		
6. Can you comply with the terms set forth in Attachment 1, City’s Purchase Order Terms?		
7. Have you entered a price on all line items in the PeopleSoft Sourcing Event in accordance with the instructions in the Solicitation?		
8. Have you submitted with your Bid all the <u>Required Supporting Documentation</u> outlined in the accompanying solicitation document? If you reply NO to any document, please explain.		
9. Have you submitted with your Bid all the <u>Minimum Qualification Documentation</u> outlined in the accompanying solicitation document? If you reply NO to any document, please explain.		
10. Have you submitted with your Bid a <u>Bid Sheet</u> that complies with the requirements of the accompanying solicitation document? If you reply NO to any document, please explain.		

**Part III**  
**Bidder References**

All Bidders, including current Contractor, must provide references for at least three (3) organizations of the approximate size and volume comparable to commodities and/or services described in this Solicitation. Upon request, successful Bidder(s) may also be required to submit a letter of reference from each reference listed within five (5) days of notification. Failure to do so may result in rejection of Bid.

1. Name of Company	
Address (street, city, state, zip)	
Contact Name	
Phone No.	
Email	
Number of Years Providing Service	
2. Name of Company	
Address (street, city, state, zip)	
Contact Name	
Phone No.	
Email	
Number of Years Providing Service	
3. Name of Company	
Address (street, city, state, zip)	
Contact Name	
Phone No.	
Email	
Number of Years Providing Service	

**Part IV**  
**Bidder Release of Liability for References**

The undersigned hereby fully and forever release, exonerate, discharge and covenant not to sue the City, its commissions and boards, officers and employees, and all individuals, entities and firms providing information, comments, or conclusions ("Reference Information") in response to inquiries that the City may make regarding the qualifications or experience of a Prime Bidder, proposed joint venture partner, proposed subconsultant or proposed key/lead team member in connection with the selection process for **0000005881; 4WD Full-Size SUV with Upfit** from and for any and all claims, causes of action, demands, damages, and any and all liabilities of any kind or description, in law, equity, or otherwise arising out of the provision of said Reference Information. This Release and Waiver is freely given and will be applicable whether or not the responses by said individuals, entities or firms are accurate or not, or made willfully or negligently.

Company Name

Signature of Authorized Representative of Company

Date

Print Name and Title

**Part V.**  
**Bidder Certification of Truth, Accuracy, and Completeness**

I certify that based on information and belief formed after reasonable inquiry, the statements and information contained in this document are true, accurate, and complete.

Company Name

Signature of Authorized Representative of Company

Date

Print Name and Title

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