



Tolowa Dee-ni' Nation Tribal Employment Rights Office

140 Rowdy Creek Rd.
Smith River, CA 95567-9525
Tel.: (707) 487-9255 Fax: (707) 487-0930

CONTRACTORS QUESTIONNAIRE FOR INDIAN PREFERENCE

A Contractor must pre-register with the Tolowa Dee-ni' Nation TERO Office to be placed on a list of certified American Indian Companies in order to receive Indian Preference in contracting if applicable. A Contractor's Qualification Questionnaire must be submitted by each contractor interested in bidding on a job within the jurisdiction of the Tolowa Dee-ni' Nation. If a Contractor intends to subcontract any portion of the work on which it is bidding, it must give preference to subcontractors that are registered as an American Indian Company. Thus, each prospective contractor, and all subcontractors it will employ, must complete a separate questionnaire.

This questionnaire is not a public record and is not open to public inspection. All information provided will be kept confidential to the extent permitted by law. The Tolowa Dee-ni' Nation reserves the right to reject any and all "qualification questionnaires" and to waive any irregularities in the information contained therein. Each certifying contractor/business shall be required to re-submit a new questionnaire annually, although the Tolowa Dee-ni' Nation reserves the right to require a contractor to submit a new questionnaire at anytime. An individual who has the legal authority to bind the contractor or subcontractor on whose behalf that person is signing must sign each questionnaire under penalty of perjury. If any information provided by a contractor/business or subcontractor becomes inaccurate, the party that provided the information must immediately notify the TERO Office and provide updated accurate information in writing and under penalty of perjury.

INDIAN PREFERENCE CERTIFICATION

Certification of Native American-owned businesses is designed to; 1.) Verify that the applicant is Native American; 2.) That the applicant is the majority owner, if not 100% of the business, and; 3.) That the applicant is the primary beneficiary of the business being certified.

Documentation and information required is essential to fulfill the criteria. Any deliberate or intentional effort to misrepresent the ownership of the business applying for certification will result in exclusion of contract opportunities by the Tolowa Dee-ni' Nation.

Tolowa Dee-ni' Nation
CONTRACTOR'S/BUSINESSES
QUALIFICATION QUESTIONNAIRE
FOR INDIAN PREFERENCE

1. Firm name and Address: _____

Telephone Number: _____

Fax Number: _____

E-mail or Web Site: _____

Contractors/Business License # _____

(Attach copy of Contractors/Business License)

Has license been revoked at any time during last five (5) years?

Yes ____ No ____

If yes, please use a different sheet to explain.

Has Contractor filed bankruptcy within the last ten (10) years? Yes ____ No ____

Federal Identification # _____

2. Type of Business: _____

3. Specifically, what type of construction/contracting your firm engages in:

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4. Organizational Structure: _____ INDIVIDUAL
_____ PARTNERSHIP
_____ CORPORATION

5. Name of Owner/Owners: _____

6. Tribe of Owner Claiming Indian Preference: _____
(If applicable)

(Must be supported by documentation from either the Bureau of Indian Affairs and/or Tribe). Please attach a copy of Indian Preference Verification for each officer, partner, or individual designated as an Indian if filing as a Partnership or corporation.

7. Ownership Interest: _____ PARTIAL (Give Percentage of Ownership)
_____ 100% OWNERSHIP

8. Provide a listing of individuals and organizational structure of your firm's management staff. Also, provide resumes for key personnel. Indicate the core crew employees in your work force, their job titles, and whether they are Indian or non-Indian. Core crew is defined as an individual who is either a current bonafide employee or who is not a current employee but who is regularly employed in a supervisory or skilled position when work is available. (Attach a separate list to this questionnaire).

9. Geographical area of Interest: _____

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10. Magnitude of Project on which you Desire to Bid (If Applicable):

Under \$25,000	_____
Up to \$200,000	_____
Up to \$500,000	_____
Up to \$1,000,000	_____
Over \$1,000,000	_____

11. Bonding Capacity: (Performance and Payment Bonds will be required on all Projects)

12. Experience:

Please list at least five (5) of your most recent projects. Give name of an individual for your reference:

<u>PROJECT</u>	<u>AMOUNT</u>	<u>REFERENCE</u>	<u>PRIME/SUB</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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13. SUBCONTRACTORS:

Give the following information on at least six (6) subcontractors with whom your company currently does the most business (or list fewer if you use less than six (6) subcontractors).

<u>COMPANY</u>	<u>CONTACT PERSON</u>	<u>PHONE#</u>

14. SUPPLIERS:

List four (4) or more major suppliers from whom you purchase construction materials. Include names and phone numbers.

<u>SUPPLIER NAME</u>	<u>PHONE#</u>

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CERTIFICATION

I certify that all statements made by me on this Qualification Questionnaire are true, complete and correct to the best of my knowledge. I hereby grant permission to the Tolowa Dee-ni' Nation and its TERO Office to confirm by personal inquiry or otherwise, the information I have given. I understand that any willful misrepresentation of facts given to this process is grounds for rejection of this Qualification for Contractors/Business Questionnaire or dismissal if employed. I hereby release all persons connected with any requests for information from all claims, liability, and damages for whatever reason arising out of furnishing the information.

I hereby acknowledge that I have read and understand the above statement.

OWNER/CONTRACTOR'S SIGNATURE
If applicant is Sole Proprietor

DATE

PARTNER'S SIGNATURE (IF APPLICABLE)
If applicant(s) is in a partnership or Joint Venture

DATE

APPROVED FOR INDIAN PREFERENCE BY:

TERO OFFICER
TRIBAL EMPLOYMENT RIGHTS OFFICE

DATE

DENIED FOR INDIAN PREFERENCE BY:

TERO OFFICER
TRIBAL EMPLOYMENT RIGHTS OFFICE

DATE