

ATTACHMENT NO. 2
GENERAL INFORMATION FORM

Provide the following information regarding the respondent. (Note: If respondent is proposing as a team or joint venture with each entity signing the contract, if awarded, each should complete this information. Subcontractors are not co-respondents and should not be identified here. If additional space is required to answer fully, please attach extra sheets, listing the question and response.)

	Question	Response
1.	Respondent name (exact legal name as it will appear on any contract awarded)	
2.	Principal office street address	
3.	Mailing Address for any documents to be mailed for any documents associated with any contract awarded	
4.	Printed <u>name and title</u> of person with legal binding authority who will sign any contract awarded	
5.	Single point of contact for SEAPA to communicate with concerning your proposal or setting dates for meetings (include their title, email address and office & cell phone)	
6.	Business structure (e.g., individual/sole proprietorship, partnership, corporation, limited liability company, joint venture, or other)	
7.	Federal Employer Identification Number. (If respondent is an individual, sole proprietor, or single-member LLC, a W-9 form will be sent for your taxpayer ID number – <u>do not write your social security number on this form</u>)	
8.	Planned mergers, transfer of organization ownership, management reorganization, or departure of key personnel expected within the next twelve (12) months of which respondent or its affiliated individuals are aware.	
9.	Has the respondent, its affiliated individuals, or affiliated entities ever been disbarred or suspended from contracting, or had a contract terminated for cause or otherwise? If so, identify the other entity and the name and current phone number of a representative of the entity familiar with the disbarment or suspension, and state the reason for or circumstances surrounding the disbarment, suspension, or termination, including but not limited to the period of time for any debarment or suspension.	
10.	Has the respondent or any related entity ever had a bond or surety canceled or forfeited? If so, describe the circumstances.	
11.	Has the respondent or any related entity ever been declared bankrupt or filed for protection from creditors under bankruptcy laws? If so, state the date, court, case number, and status (disposed or active case)	
12.	Has respondent, related individual, entity or predecessor entity failed to perform under a contract, or had a contract terminated or been sued for alleged failure to perform under a contract? If so, describe and include case numbers and disposition of any litigation.	