



City of Aliso Viejo

FINANCIAL SERVICES MANUAL

SUBJECT		APPROVED BY:	EFF. DATE	PAGE
DEBARMENT AND SUSPENSION POLICY	3.4	 GINA THARANI DIRECTOR of FINANCIAL SERVICES/ CITY TREASURER	7/01/2009 REV. DATE 5/16/2012	1 OF 1

POLICY

To comply with federal grant requirements, the City of Aliso Viejo will implement the following procedures when soliciting and selecting contractors, consultants, and vendors on projects using federal government grant funds. This procedure is to ensure the contractor, consultant, or vendor is not debarred, suspended, or excluded from receiving federal contracts or financial and nonfinancial assistance and benefits. For any project using federal government grant funds, the following procedure shall be followed:

- 1) Include Exhibit "A" attached to this Policy in the bid documents and require the contractor, consultant, or vendor to acknowledge the certification statement.
- 2) At the time of opening bids or receipt of proposals, the department responsible for executing the project shall search the name of each individual, firm, and entity submitting a bid, proposal, quote or estimate for the project on the Excluded Parties Lists System at www.epls.gov to determine if the individual, firm, or entity is debarred, suspended, or excluded from receiving federal contracts or federal financial or nonfinancial assistance and benefits. The Excluded Parties Lists System is the official government-wide list of excluded parties.
- 3) Before a contract is awarded, the department responsible for executing the project shall again search the name of the individual, firm, or entity to whom the contract is proposed to be awarded on the Excluded Parties Lists System at www.epls.gov to ensure the contractor, consultant, or vendor is not debarred, suspended or excluded from receiving federal contracts or financial and nonfinancial assistance and benefits.
- 4) The following documentation shall be retained with the grant paperwork on file: the date, staff's name and a screen shot of the search on www.epls.gov for the contractor, consultant, or vendor awarded the contract. In addition, a copy of such documentation should be attached to the purchase order and forwarded to Financial Services.

Grant paperwork should be retained for five years after the project has been completed. Kindly contact Financial Services before scheduling the destruction of the records per the City's retention schedule.

DEBARMENT AND SUSPENSION CERTIFICATION
TITLE 2, CODE OF FEDERAL REGULATIONS, PART 180

The bidder, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, employee, officer, and manager:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years;
- Does not have a proposed debarment pending;
- Has not, within the past 3 years, been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a transaction with a federal, state or local governmental agency, violation of federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
- Is not currently indicted for or otherwise criminally or civilly charged with commission of any of the offences listed in the immediately preceding paragraph.

If bidder is unable to certify to any of the statements in this certification, please include a detailed explanation in the following space:

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

I swear under the penalty of perjury the information contained in this certification is true and correct to the best of my knowledge.

Signature and Title

Date