

Bidder No.: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Approved by: \_\_\_\_\_

Deputy Director of Public Works

2018  
CITY OF APPLETON  
BIDDERS PROOF OF RESPONSIBILITY

Prequalification of bidders is required in order to comply with provisions of §66.0901(2)(3) of the Wisconsin Statutes and to obtain approval for bidding on construction projects in the year 2018.

Bidders prequalification forms shall be filed with the City Clerk no later than FIVE (5) DAYS PRIOR to the opening of bids for which the bidder wishes to qualify. Completed responses will be evaluated to determine whether the prospective bidder is qualified to submit a bid. The City reserves the right if it is not satisfied with the sufficiency of the completed response, to request additional information, or the prospective bidder may be notified that they are not a qualified bidder.

**SEND COMPLETED FORM TO:**

**OFFICE OF THE CITY CLERK  
100 NORTH APPLETON STREET  
APPLETON, WI 54911-4799**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**SPECIFY TYPE OF WORK:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Asphalt – Site Work                | <input type="checkbox"/> Flooring                             | <input type="checkbox"/> Sewer & Water – Open Cut          |
| <input type="checkbox"/> Asphalt – Street Paving            | <input type="checkbox"/> General Contractor                   | <input type="checkbox"/> Sewer & Water – Tunneling         |
| <input type="checkbox"/> Bridge Construction                | <input type="checkbox"/> Glass/Glazing/Windows                | <input type="checkbox"/> Sewer Cleaning/Televising         |
| <input type="checkbox"/> Bridge Repair                      | <input type="checkbox"/> HVAC                                 | <input type="checkbox"/> Sewer Lining/Rehabilitation       |
| <input type="checkbox"/> Carpentry                          | <input type="checkbox"/> Landscaping                          | <input type="checkbox"/> Sheet Metal                       |
| <input type="checkbox"/> Concrete – Patching/Flatwork       | <input type="checkbox"/> Lift Stations/Pumping Stations       | <input type="checkbox"/> Site Remediation                  |
| <input type="checkbox"/> Concrete – Street Paving           | <input type="checkbox"/> Marine Construction                  | <input type="checkbox"/> Snow Removal                      |
| <input type="checkbox"/> Concrete – Curb and Gutter         | <input type="checkbox"/> Masonry                              | <input type="checkbox"/> Specialty Equipment               |
| <input type="checkbox"/> Concrete – Structural/Poured Walls | <input type="checkbox"/> Mechanical                           | <input type="checkbox"/> Steel Erection                    |
| <input type="checkbox"/> Data/Communication Systems         | <input type="checkbox"/> Painting                             | <input type="checkbox"/> Street Lighting                   |
| <input type="checkbox"/> Demolition                         | <input type="checkbox"/> Pavement Marking                     | <input type="checkbox"/> Supplier: _____                   |
| <input type="checkbox"/> Electrical                         | <input type="checkbox"/> Pile Driving                         | <input type="checkbox"/> Temperature Controls              |
| <input type="checkbox"/> Elevators/Escalators               | <input type="checkbox"/> Playground Equipment                 | <input type="checkbox"/> Traffic Signals                   |
| <input type="checkbox"/> Environmental Services             | <input type="checkbox"/> Plumbing                             | <input type="checkbox"/> Trucking                          |
| <input type="checkbox"/> Excavation and Grading             | <input type="checkbox"/> Precast Concrete – Supplier/Erection | <input type="checkbox"/> Valves/Pumps                      |
| <input type="checkbox"/> Fence Supplies/Installation        | <input type="checkbox"/> Process Piping                       | <input type="checkbox"/> Wall Coverings                    |
| <input type="checkbox"/> Fiber Optics/Telecommunications    | <input type="checkbox"/> Roofing                              | <input type="checkbox"/> Water Storage Tanks – Erection    |
| <input type="checkbox"/> Fire Protection                    | <input type="checkbox"/> Sandblasting                         | <input type="checkbox"/> Water Storage Tanks – Fabrication |
| <input type="checkbox"/> Other: _____                       | <input type="checkbox"/> Other: _____                         | <input type="checkbox"/> Well Construction/Testing         |
| <input type="checkbox"/> Other: _____                       | <input type="checkbox"/> Other: _____                         | <input type="checkbox"/> Other: _____                      |

**PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS:**

1. Are you a: Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Trader \_\_\_\_\_
2. If incorporated, state the date and where incorporated:  
Date: \_\_\_\_\_ Where: \_\_\_\_\_
3. Number of years engaged in contracting business under present firm name: \_\_\_\_\_
4. What was the average number of personnel in your organization during the last 12 months:  
Office: \_\_\_\_\_ Skilled: \_\_\_\_\_ Unskilled: \_\_\_\_\_
5. What is your bond limitation: \_\_\_\_\_
6. What bonding company usually furnishes your bond: \_\_\_\_\_
7. Have you ever been denied a bond? No \_\_\_\_\_ Yes \_\_\_\_\_  
If yes, explain: \_\_\_\_\_  
\_\_\_\_\_
8. Equipment. Attach a list of equipment owned by you.
9. Are any of your assets assigned? No \_\_\_\_\_ Yes \_\_\_\_\_  
If yes, what are assigned? \_\_\_\_\_  
\_\_\_\_\_
10. Completed contracts. Attach a list of contracts which have been awarded to you in the last 3 years. The list shall include: Name, Owner, Amount, Architect/Engineer.
11. Contracts on hand. Attach a list of present contracts including a schedule as to estimated completion date and gross amount of each contract.
12. Have you ever defaulted on a contract? No \_\_\_\_\_ Yes \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
13. Have you ever had a claim filed against you or your insurance company within the last ten (10) years for alleged liability resulting from a jobsite incident or received an OSHA citation in the past five (5) years?  
No \_\_\_\_\_ Yes \_\_\_\_\_  
If yes, provide details regarding project title and location, description of claim and/or citation and status/resolution of claim or citation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. Record of Compliance. Have you or any principal of your firm ever been subject to enforcement action by the Wisconsin Department of Natural Resources? No \_\_\_\_\_ Yes \_\_\_\_\_  
If yes, please provide a detailed explanation of the enforcement action and resolution \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Statement of Responsibility. By checking the following lines, the prospective bidder attests that:

\_\_\_\_\_ It is not on an ineligible list that the State of Wisconsin maintains for persons who violated construction related statutes and administrative rules.

\_\_\_\_\_ In the previous ten years, it has not been found to have committed tax avoidance or evasion in any jurisdiction.

\_\_\_\_\_ In the previous ten years, it has not been disciplined in any jurisdiction under a professional license.

\_\_\_\_\_ Neither it, nor any of its owners, partners, officers, directors, or any affiliated entity, has been charged or convicted in the last three years of violating Wis. Stats. §133.03 (unlawful contracts; conspiracies).

\_\_\_\_\_ None of the prospective bidder's employees and no member of the prospective bidder's organization has been disciplined under a professional license that is currently in use.

16. List any additional information you feel is pertinent. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State of Wisconsin  
County of \_\_\_\_\_

I have read the above and foregoing statement on behalf of \_\_\_\_\_ and  
(Bidders Name)

hereby state under oath that I am the \_\_\_\_\_ of \_\_\_\_\_  
(Title/Office Held) (Name of Organization)

And that the answers to the foregoing questions and all statements contained in the said Bidder's Prequalification Form are true and correct to the best of my knowledge.

Signed at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Printed Name: \_\_\_\_\_

Notary Public State of Wisconsin

My commission is/expires: \_\_\_\_\_