

This form available at the City of Green Bay Website:  
[www.green-bay.org](http://www.green-bay.org)

# CITY OF GREEN BAY BIDDER'S PROOF OF RESPONSIBILITY



ALL BIDDERS ON PUBLIC WORKS CONTRACTS  
SHALL PROVIDE PROOF OF RESPONSIBILITY IN ACCORDANCE  
WITH SECTION 66.0901(2), WISCONSIN STATUTES.

THIS PROOF OF RESPONSIBILITY  
**SHALL ONLY BE VALID FOR A PERIOD OF ONE (1) YEAR  
AFTER THE DATE OF FILING**  
WITH THE DIRECTOR OF PUBLIC WORKS

#### NOTE

THE CONTENTS OF THIS QUESTIONNAIRE SHALL BE CONFIDENTIAL  
FOR THE EXCLUSIVE USE OF THE CONTRACTING AGENCY  
AND SHALL NOT BE MADE PUBLIC EXCEPT  
BY WRITTEN PERMISSION OF THE PROSPECTIVE BIDDER.

**(DO NOT REMOVE THIS COVER SHEET FROM DOCUMENT)**

PREQUALIFICATION STATEMENT

There is submitted herewith for your consideration, pursuant to Section 66.0901(2), Wisconsin Statutes, a statement of qualifications of the undersigned to furnish the necessary labor, materials, and skills required to enter upon and complete public works contracts to be let by the City of Green Bay through the Improvement & Service Committee.

IDENTIFICATION

A. Official Firm Name \_\_\_\_\_

B. Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

C. Address \_\_\_\_\_  
(Street) (PO Box)

\_\_\_\_\_  
(City) (State) (Zip Code)

D. Number of years in business under present firm name \_\_\_\_\_

E. Please check (1), (2), or (3):

(1) A Corporation \_\_\_\_\_ (2) A Co-Partnership \_\_\_\_\_ (3) An Individual \_\_\_\_\_

Federal Tax Identification No. \_\_\_\_\_

F. Principal Individuals:

(If a Corporation, answer below)

(If a Co-Partnership, answer below)

President \_\_\_\_\_ Name of Partner \_\_\_\_\_

Vice Pres. \_\_\_\_\_ Name of Partner \_\_\_\_\_

Secretary \_\_\_\_\_ (If a Sole Trader, answer below)

Treasurer \_\_\_\_\_ Name of Sole Trader \_\_\_\_\_

G. If a Corporation, answer below:

(1) When incorporated \_\_\_\_\_, (2) In what State \_\_\_\_\_

H. Class of work in which firm is seeking qualifications (check below):

**STREET, UTILITY AND SITE CONSTRUCTION**

- Γ Bituminous street construction (Prime contractor)
- Γ Bituminous paving
- Γ Bridge construction and repairs
  - Γ \$0 - \$250,000
  - Γ \$250,000 - \$500,000
  - Γ Over \$500,000
- Γ Bridge painting
- Γ Concrete street construction (Prime contractor)
- Γ Concrete paving
- Γ Concrete pavement repairs
- Γ Joint sealing
- Γ Landscaping
- Γ Mudjacking
- Γ Pile driving
- Γ Pump houses & lift stations
- Γ Reinforced concrete construction (such as foundations, storm drainage structures, retaining walls)
- Γ Roadway grading & graveling
- Γ Sanitary and storm sewer construction
  - Γ Lateral construction only
- Γ Sidewalk construction
- Γ Site excavation and grading and graveling
- Γ Street lighting
- Γ Water main construction
  - Γ Lateral construction only

**BUILDING CONSTRUCTION**

- Γ General Building Construction (New construction, renovations, or remodeling)
  - Γ \$0 - \$100,000
  - Γ \$100,000 - \$250,000
  - Γ Over \$250,000

**Specific Categories Of Building Construction**

- Γ Asbestos abatement
- Γ Building demolition
- Γ Electrical
- Γ Elevator
- Γ Fire protection
- Γ Heating, ventilating, and air conditioning
- Γ Painting
- Γ Plumbing
- Γ Roofing

**OTHER MISCELLANEOUS CATEGORIES**

- Γ \_\_\_\_\_
- Γ \_\_\_\_\_
- Γ \_\_\_\_\_
- Γ \_\_\_\_\_
- Γ \_\_\_\_\_
- Γ \_\_\_\_\_

EXPERIENCE

A. What is the construction experience of the principal individuals, including superintendents and/or foremen, of your present organization?

Individual's Name	Present Position of Officer in your Organization	Years of Construction Experience	Magnitude and Type of Work	In What Capacity

Average number of employees during the last 12 months:

Office \_\_\_\_\_ Skilled \_\_\_\_\_ Unskilled \_\_\_\_\_

B. CONSTRUCTION EXPERIENCE

List below construction work performed by you of any projects pertinent to the type of work for which pre-qualification is desired. Under "Capacity", state whether as Contractor, Engineer, Superintendent, Foreman, etc.

YEAR	TYPE OF WORK	CAPACITY	COST OF WORK

C. WORK ON HAND

List below the present contracts held by you.

DATE AWARDED	TYPE OF WORK	PERCENT COMPLETED	ANTICIPATED COMPLETION DATE	COST OF WORK



CONTRACTUAL RESPONSIBILITY

A. Has firm ever failed in the past ten years to complete on time work awarded to it? \_\_\_\_\_  
If so, state:

Date \_\_\_\_\_ Owner \_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_  
(At that time, or now--preferably now, if there is a difference.)

Full particulars in each instance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Has any officer or partner or firm ever failed in the past ten years to complete on time a construction contract handled in his own name? \_\_\_\_\_  
If so, state:

Date \_\_\_\_\_ Name of Officer \_\_\_\_\_  
or Partner \_\_\_\_\_

Owner \_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_  
(At that time, or now--preferably now, if there is a difference)

Full particulars in each instance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Has any officer or partner of firm ever been an officer or partner of some other organization during the past ten years that failed to complete on time a construction contract? \_\_\_\_\_  
If so, state:

Date \_\_\_\_\_ Name of Officer \_\_\_\_\_  
or Partner \_\_\_\_\_

Name of Mailing Address of Organization \_\_\_\_\_  
\_\_\_\_\_

Name and Mailing Address of Owner \_\_\_\_\_  
\_\_\_\_\_

(Above addresses at that time, or now--preferably now, if there is a difference.)

Full particulars in each instance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Has firm asked to be relieved from a bid submitted by it to a public awarding authority during the past 10 years? \_\_\_\_\_  
If so, state:

Date \_\_\_\_\_ Claimant \_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_  
(At that time, or now--preferably now if there is a difference.)

Full particulars in each instance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Has firm ever been charged with or convicted of a violation of any wage schedule? \_\_\_\_\_  
If so, state:

Date \_\_\_\_\_ Claimant \_\_\_\_\_

Claimant's Mailing Address \_\_\_\_\_  
(At that time, or now--preferably now, if there is a difference.)

Full particulars in each instance: \_\_\_\_\_  
\_\_\_\_\_

F. Has the applicant, any of its owners, a subsidiary or corporate parent, or any officer or director thereof, been convicted in the last three years of violating Section 133.01, Wisconsin Statutes (Unlawful Contracts: Conspiracies)? \_\_\_\_\_  
If so, state:

Date \_\_\_\_\_ Claimant \_\_\_\_\_

Claimant's Mailing Address \_\_\_\_\_  
(At that time, or now--preferably now, if there is a difference.)

Full particulars in each instance: \_\_\_\_\_

BONDING RESPONSIBILITY

A. Names, addresses, and telephone numbers of bonding companies which generally execute bid and surety bonds:

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Names, addresses, and telephone numbers of all bonding companies other than those listed in A above which have written bid and surety bonds during the last five years:

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B. Has any bonding company ever taken over a contract, or made any payments because of firm's failure to carry out a contract?

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If so, state:

Date \_\_\_\_\_ Name of Bonding Co. \_\_\_\_\_

Bonding Company's Mailing Address \_\_\_\_\_

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Full particulars in each instance:

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CONTRACTOR'S FINANCIAL STATEMENT

Condition at close of business of \_\_\_\_\_, 19\_\_\_\_\_

A. ASSETS

Cash .....	\$ _____
Accounts Receivable.....	\$ _____
Real Estate Equity.....	\$ _____
Materials in Stock.....	\$ _____
Equipment - Book Value .....	\$ _____
Less Depreciation	
Furniture and Fixtures - Book Value.....	\$ _____
Less Depreciation	
Other Assets .....	\$ _____
TOTAL ASSETS.....	\$ _____

B. LIABILITIES

Accounts, Notes, and Interest Payable .....	\$ _____
Other Liabilities .....	\$ _____
TOTAL LIABILITIES .....	\$ _____

NET WORTH (TOTAL ASSETS - TOTAL LIABILITIES) ..... \$ \_\_\_\_\_

C. Who prepared such balance sheet? \_\_\_\_\_

D. Are any of your assets assigned; if so, which are assigned?

\_\_\_\_\_

For what purpose are they assigned?

E. \_\_\_\_\_

**DATA**

A. Are you familiar with the provisions of the form of contract used by the City of Green Bay?

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B. With its terms and conditions?

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C. With its specifications?

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D. With the regulations of the City of Green Bay relating to bidding and awarding of contracts?

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E. List at least three references for whom you have performed work and **GIVE COMPLETE NAMES, TITLES, ADDRESSES, PHONE NUMBERS, AND DOLLAR VOLUME OF WORK INVOLVED** in all references.

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AFFIDAVIT

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

\_\_\_\_\_ being duly sworn, deposes and says that  
he/she (Name of Officer/Owner)

is the \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of Firm)

and that the answers to the foregoing questions and all statements therein contained are true and correct, and that any owner, bonding company, or other agency, herein named is hereby authorized to supply the municipality, City of Green Bay, with any information deemed necessary to verify this statement.

\_\_\_\_\_  
(Signature of Officer/Owner)

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_, \_\_\_\_\_  
County State

My Commission Expires \_\_\_\_\_

APPROVED BY:

\_\_\_\_\_  
Director of Public Works Date \_\_\_\_\_

\_\_\_\_\_  
Chairman of Improvement & Service Committee Date \_\_\_\_\_