

BIDDERS QUALIFICATION STATEMENT

Bidder's Proof of Responsibility

Wisconsin Statute 66.0901.

(2) BIDDER'S PROOF OF RESPONSIBILITY. *A municipality intending to enter into a public contract may, before delivering any form for bid proposals, plans, and specifications to any person, except suppliers, and others not intending to submit a direct bid, require the person to submit a full and complete statement sworn to before an officer authorized by law to administer oaths. The statement shall consist of information relating to financial ability, equipment, experience in the work prescribed in the public contract, and other matters that the municipality requires for the protection and welfare of the public in the performance of a public contract. The statement shall be in writing on a standard form of a questionnaire that is adopted and furnished by the municipality. The statement shall be filed in the manner and place designated by the municipality. The statement shall not be received less than 5 days prior to the time set for the opening of bids. The contents of the statement shall be confidential and may not be disclosed except upon the written order of the person furnishing the statement, for necessary use by the public body in qualifying the person, or in cases of actions against, or by, the person or municipality. The governing body of the municipality or the committee, board, or employee charged with, or delegated by the governing body with, the duty of receiving bids and awarding contracts shall properly evaluate the statement and shall find the maker of the statement either qualified or unqualified.*

(3) PROOF OF RESPONSIBILITY, CONDITION PRECEDENT. *No bid shall be received from any person who has not submitted the statement as provided in sub. (2), provided that any prospective bidder who has once qualified to the satisfaction of the municipality, committee, board or employee, and who wishes to become a bidder upon subsequent public contracts under the same jurisdiction, need not separately qualify on each public contract unless required so to do by the municipality, committee, board or employee.*

Contractor Qualification Policy

Purpose

The purpose of this qualification process is to verify the ownership, financial ability, equipment, experience including past job performance, to successfully bid and construct projects for the City of Glendale.

Prequalification Process

The Contractor shall be responsible for providing proof of responsibility including qualifications for the company or entity preparing and submitting a bid for a public works construction project within the City of Glendale. A Contractor shall be deemed nonresponsive if it submits a bid on a construction project for which they have not been submitted the required proof or responsibility a minimum of five (5) business days before submittal of any competitive bid.

The City or assigned agent shall review Contractor's proof of responsibility. A Contractor's responsibility and qualifications will be based on the following items.

Principle Place of Business: Provide the Contractor Primary State of business and state of incorporation. Provide a copy of or proof of licensure to do business in the State of Wisconsin.

Bonding Capacity: Provide evidence of bond limit from bonding agent or company.

Disclosure: Provide disclosure of any ongoing investigations or violations of law (local, state, federal) in the last 36 months.

Job Performance: Provide evidence of satisfactory performance of construction for work within areas the Contractor will bid. Include all projects of scope and magnitude that best represent the Contractors abilities to perform work, within the past three (3) years. Provide: name of project, date completed, award amount, address of project, and complete contact information for the owner for each of the projects. Only public projects and associated references will be considered; private owners will not be considered.

Past Job Experience				
Project	Date Completed	Award Amount	Owner	Reference
Name:			Name:	Name:
Location				
Scope of work:			Phone number:	Phone Number:
Name:			Name:	Name:
Location				
Scope of work:			Phone number:	Phone Number:
Name:			Name:	Name:
Location				
Scope of work:			Phone number:	Phone Number:
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Scope of work:			Phone number:	Phone Number:
Name:			Name:	Name:
Location				
Scope of work:			Phone number:	Phone Number:
Name:			Name:	Name:
Location				
Scope of work:			Phone number:	Phone Number:

Review of Qualifications

The qualification of a contractor will be reviewed and either excepted or denied by the City based upon that review. The Qualifications will be evaluated based on the following criteria:

- Submittal of a complete application
- Disclosures
- Bonding capacity
- Past job performance. At least (3) references will be called to review the performance of the past projects for the following topics.
 1. Overall performance and firsthand experience
 2. Contractor responsiveness to owner
 3. Quality of work
 4. Interaction with public
 5. Understanding of project budget and completion date

The topics listed above, but not limited to, will be evaluated by the reference's response.

The qualification of a contractor will result in a disqualification for any of the following:

- Inaccurate or fraudulent information
- WisDOT or other municipal or governmental disbarment

Acceptance/Denial

The City and or designated agent shall provide the contractor with a written notice delivered via email for either acceptance or denial of qualifications. The contractor will be given ten (10) business days to request an appeal of a denial determination with the City Administrator.

Qualification Statement

Name of Organization:	
Address:	
Telephone:	
Ownership Structure:	
State of Incorporation:	
Years in Business:	

Provide the following documentation as attachments to this form:

- Copy of licensure to conduct business in Wisconsin
- Disclosures – attach documentation describing violations (if any)
- Bonding Limits
- List (3) Examples of Completed projects for each type of work with references

Dated this _____ day of _____, 20_____

By: _____

Title of Person Signing
(If Corporation, Affix Seal)