

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, and personnel to successfully bid and construct projects for the City.

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 Contractors proof of responsibility. A Contractor's responsibility and qualifications will be based on the following items.

Ownership: Provide the organizational structure and list of the full legal names of all owners, officers, partners, or individuals authorized to represent or conduct business for and/or sign legal documents for the firm.

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.

Financial Ability: Provide evidence of financial resources and stability to perform the work. A statement of financial condition, including current assets and current liabilities, dated within six (6) months of application shall be provided. A balance sheet prepared and audited by an accountant is acceptable.

Disclosure: Provide disclosure of any ongoing investigations or violations of law (local, state, federal). If there are events that have occurred, and if those events have been resolved, include documentation to describe how events were resolved and controls put in place to assure there will not be a repeat of noted event.

Substance Abuse Prevention: Pursuant to Wisconsin Statute 103.503 provide proof of ongoing and active substance abuse prevention programs for participation in public works and public utility projects.

Safety: Provide proof of training, equipment training, safety training, company safety policy, and ongoing safety programs.

Job Performance: Provide evidence of satisfactory performance of construction for work within areas the Contractor will bid. Including projects of scope and magnitude that best represent the Contractors abilities to perform work, within the past three (3) years. Inclusive in this evidence shall be a minimum of four (4) projects, date awarded, award

amount, and complete contact information for the owner or design professional familiar with the work for each of the projects. Include contact for reference on past projects.

Personnel: Provide a list of likely supervisory personnel to be engaged on City projects. This list shall include the name, job title, years of experience, equipment certifications (if applicable) and training (if applicable).

Equipment: Provide list of equipment available companywide to perform various construction tasks involving public works projects. Limit the list of equipment to equipment owned by the Contractor.

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;
- Inaccurate or Fraudulent information;
- Financial abilities;
- Disclosures (if applicable);
- Being listed as debarred, suspended, or ineligible by the Wisconsin Department of Transportation;
- Substance Abuse Program;
- Safety Program;
- Personnel availability;
- Bonding capacity;
- Past job performance. Evaluation of past projects may include and may not be limited to:
 1. Contractor understanding of contract documents
 2. Adherence to construction schedule
 3. Quality and timeliness of communications
 4. Attendance at job meetings
 5. Cooperation or willingness to resolve problems
 6. Job supervision and/or project management
 7. Quality of work
 8. Claims for additional work
 9. Interaction with public
 10. Time to complete punch list items
 11. Overall performance

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 seven (7) days to request an appeal of a denial determination with the City Administrator. The City Administrator shall provide an opportunity for the contractor to submit a written argument regarding the denial prior to making a final decision.

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
- Organizational Chart
- List of owners, officers, partners, or individuals authorized to represent the company
- Financial Statement (balance sheet)
- Disclosures – attach documentation describing events
- Substance Abuse Program
- Safety Program and Training
- Personnel - list of personnel likely to work on project
- Equipment – list of equipment owned by the Contractor
- Bonding Capabilities
- Four (4) Examples of Completed Work with References

The signatory of this application guarantees, as evidence by the affidavit required herein, the truth and accuracy of all statements and of all answers to interrogatories hereinafter made.

The undersigned hereby authorize(s) any person, firm or corporation to furnish any pertinent information requested by the City of Glendale deemed necessary to verify the statements made in this application or regarding the ability, standing and general reputation of the applicant.

Dated this _____ day of _____, 20_____

By: _____

 Title of Person Signing
 (If Corporation, Affix Seal)