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CITY OF MARSHFIELD
ANNUAL PREQUALIFICATION STATEMENT



(DO NOT REMOVE THIS COVER SHEET FROM THIS DOCUMENT)

Pursuant to Section 66.0901 (2), Wisconsin Statutes, all persons proposing to bid on Public Works projects to be contracted for by the City of Marshfield shall be required to establish proof of their competency and responsibility before they may bid such work.

Firm / Organization Name: _____

Approved By:

Director of Public Works / City Engineer

Date: _____

Chairman of the Board of Public Works

Date: _____

CITY OF MARSHFIELD, WISCONSIN

ANNUAL PREQUALIFICATION STATEMENT

FOR USE IN QUALIFICATION OF BIDDERS ON PUBLIC WORKS PROJECTS

Pursuant to Section 66.0901, Wisconsin Statutes, all persons proposing to bid on Public Works projects to be contracted for by the City of Marshfield shall establish proof of their competency and responsibility before they may bid on such work.

Such persons shall, for these purposes, maintain on file with the City a current statement, under oath, on the attached forms, which shall fully develop the financial ability, adequacy of plant and equipment, organization, prior experience and such other pertinent and material facts as may be necessary or desirable to establish the competency and responsibility of the applicant.

Prequalification, except as specifically extended or reduced by the City, shall be on an annual basis and expire one year and 90 days after the date of the financial statement as shown in the current Annual Prequalification Statement on file.

NOTE

The contents of this Questionnaire will be confidential and will not be disclosed except upon written order of the person filing the same or in cases of actions against or by such person or the City.

From the information submitted on this Questionnaire, the Board of Public Works will determine whether the applicant is qualified to contract for public construction authorized by the City.

NAME OF FIRM/ORGANIZATION: _____

ADDRESS OF ORGANIZATION: _____

(City) (State) (Zip Code)

PHONE: _____ FAX: _____

EMAIL: _____ CONTACT: _____

NUMBER OF YEARS IN BUSINESS UNDER PRESENT FIRM / ORGANIZATION NAME: _____

PRINCIPAL INDIVIDUALS:

(IF CORPORATION, ANSWER BELOW)

President _____
Vise President _____
Secretary _____
Treasurer _____

(IF A CO-PARTNERSHIP, ANSWER BELOW)

Name of Partner _____
Name of Partner _____
(IF SOLE OWNER ANSWER BELOW)
Name of owner _____

ANNUAL PREQUALIFICATION STATEMENT

SUBMITTED TO: _____ DATED FILED: _____

PROJECT YEAR:

Class of work in which firm is seeking Prequalification (check below)

STREET, UTILITY & SITE CONSTRUCTION

- Asphalt street construction/curb & gutter

- Asphalt paving
- Concrete street construction

- Concrete paving
- Concrete pavement repairs
- Joint sealing
- Landscaping, seeding, topsoil, erosion control
- Pump houses & lift stations
- Reinforced concrete masonry construction (such as storm drainage structures, retaining walls)
- Roadway grading & subbase / base
- Sanitary and storm sewer construction (including force mains)
 - Lateral construction only
- Concrete sidewalk, driveways & curb & gutter, ect. construction
- Site excavation, grading and subbase / base
- Street lighting, electrical (including traffic signals)
- Water main construction
 - Lateral construction only

NOTE: If the municipality, board, public body, or officer is not satisfied with the sufficiency of the answers to the questionnaire and financial statement, the bid may be rejected or disregarded or additional information may be required. {Sec. 66.0901(4), Wis. Stats.}

Complete all of the following items (if not applicable, print N/A):

1. Official Firm / Organization Name: _____

2. Address: _____

3. Direct any questions regarding information provided on this form to:
Name: _____ Telephone Number: _____
FAX Number: _____ EMAIL: _____

4. Type of Organization (Check One): Corporation: _____ Partnership: _____
Individual: _____ Limited Liability Company: _____ Other: _____
If 'OTHER', attach a brief statement describing the organization.
Federal Tax Identification Number: _____

5. When Organized? _____

6. If a Corporation, when and where incorporated: _____

7. Attach a statement listing the corporate officers, partners, or other principal members of your organization. Detail the background and experience of the principal members of your personnel, including the officers.

8. How many years has your firm/organization been engaged in the contracting business under the Present firm name? _____

9. General character of work performed by your firm/organization: _____

CONTRACTUAL RESPONSIBILITY

10. Has your firm/organization ever defaulted on a contract or failed to complete any work awarded to it? YES: _____ NO: _____ If so, state:
Date: _____ Claimant: _____
Explain full particulars in each instance (attach a separate sheet if necessary) _____

11. Has any owner or other party filed a claim against your Performance or Payment bond in the three immediately preceding years? YES: _____ NO: _____ If so, state:

Explain full particulars in each instance (attach a separate sheet if necessary)

12. Has any officer or partner of your organization been an officer or partner of some other organization within the past 5 years that failed to complete a construction contract during that period? YES: _____ NO: _____ If so, state:

Date: _____ Name of Officer: _____

Explain full particulars in each instance (attach a separate sheet if necessary) _____

13. Has any officer or partner of your firm /organization within the past 5 years failed to complete a construction contract handled in his or her own name? YES: _____ NO: _____ If so, attach a statement indicating the name of individual, name of owner and reason therefore.

14. Has any officer or partner of your firm/organization within the past 5 years that failed to complete on time a construction contract? YES: _____ NO: _____ If so, state:

Date: _____ Claimant: _____

Explain full particulars in each instance (attach a separate sheet if necessary) _____

15. Has your organization, any of its owners, a subsidiary or corporate parent, or any officer or director thereof, been convicted in the last 5 years of violating Sec. 133.03, Wisconsin Statutes (Unlawful Contracts: Conspiracies)? YES: _____ NO: _____ If so indicate:

The Date: _____ Claimant: _____

Claimant's Mailing Address: _____

Attach a statement reciting the particulars of such violation(s).

16. Has your firm/organization asked to be relieved from a bid submitted by it to a public awarding authority during the past 5 years? YES: _____ NO: _____

Date: _____ Claimant: _____

Explain full particulars in each instance (attach a separate sheet if necessary) _____

Date: _____ Name of Officer or Partner: _____

Explain full particulars in each instance (attach a separate sheet if necessary) _____

17. Has any officer or partner of firm ever been an officer or partner of some other organization during the past 5 years that failed to complete on time a construction contract? YES: ___ NO: ___
If so, state:

Date: _____ Name of Officer or Partner: _____
Name & Mailing Address of Organization: _____

Name & Mailing Address of Owner: _____

Explain full particulars in each instance (attach a separate sheet if necessary) _____

18. Has your firm/organization ever been charged with or convicted of a violation of any wage schedule? YES: ___ NO: ___ If so, state:

Date: _____ Claimant: _____
Explain full particulars in each instance (attach a separate sheet if necessary) _____

19. Attach a list of the major projects your organization has completed within the past 5 years, including for each project: the class of work; the contract amount; the completion date; and the name and address of the owner or contracting officer.

20. Attach a list of contracts on hand, for both public and private construction, including for each contract: the class of work; the contract amount; the percent completed; the estimated completion date; and the name and address of the owner or contracting officer.

Average number of employees during the last 12 months.

Office: _____ Skilled: _____ Unskilled: _____

21. Credit Available: _____
Attach a letter from your bank(s) or other finance institution(s) advising line of credit set up for your organization.

BONDING RESPONSIBILITY

22. Please provide the name, address and telephone number of all bonding companies with whom you have contracted for the past three (3) years.

23. Has a bonding company ever taken over a contract, or made any payments because of your firm/organization's failure to carry out a contract? YES: _____ NO: _____

If so, state: Date: _____ Name of Bonding Company: _____
Bonding company's mailing address: _____

Explain full particulars in each instance (attach a separate sheet if necessary) _____

Financial Statement

The City of Marshfield will accept the following:

- A compilation
- A review
- An audited financial statement prepared by an independent accountant.

Condition at close of business on: Date: _____

a. Cash	\$	_____
b. Accounts receivable	\$	_____
c. Real estate equity	\$	_____
d. Materials in stock	\$	_____
e. Equipment, book value	\$	_____
f. Furniture & fixtures, book value	\$	_____
g. Other assets	\$	_____
TOTAL ASSETS	\$	_____

Liabilities

h. Accounts, notes & interest payable	\$	_____
i. Other liabilities	\$	_____
TOTAL LIABILITIES	\$	_____
NET WORTH	\$	_____

Additional information may be submitted if desired.

AFFIDAVIT FOR CORPORATION

State of _____)
County of _____)ss.

_____ being duly sworn, deposes and says:

That he/she is _____ of the _____

the corporation described in and which executed the foregoing statement; that the foregoing statement of experience and all statements therein contained are true and correct and that he/she is familiar with the books of the said corporation showing its financial condition; that the foregoing financial statement, taken from the books of the said corporation, is a true and accurate statement of the financial condition of said corporation as of the date thereof and that the answers to the foregoing interrogatories are true; and that this statement is for the express purpose of inducing the party to whom it is submitted to award the submitter a contract; and that any depository, vendor or other agency herein named is hereby authorized to supply such party with any information necessary to verify this statement. The signatory further agrees to abide by the rules and regulations of the City of Marshfield, Wisconsin, relative to the submission of bids and execution of contracts. The signatory further agrees to not engage in any collusion related to the bidding of this project.

Sworn to before me this _____ day _____
of _____ , _____ President

Notary Public Secretary

If a corporation, the full corporate name must be used and the execution must be by the President and Secretary and the corporate seal affixed. Certified copy of action of Board of director authorizing such Officers to execute the affidavit on behalf of the corporation may be required, and will be required if not executed by the two Officers named.

AFFIDAVIT FOR INDIVIDUAL

State of _____)
)ss.
County of _____)

_____ being duly sworn, deposes and says:

That the foregoing statement of experience and all statements therein contained are true and correct and the foregoing financial statement, taken from his/her books, is a true and accurate statement of his/her financial condition as of the date thereof and that the answers to the foregoing interrogatories are true; that this statement is for the express purpose of inducing the party to whom it is submitted to award the submitter a contract; and that any depository, vendor or other agency herein named is hereby authorized to supply such party with any information necessary to verify this statement. The signatory further agrees to abide by the rules and regulations of the City of Marshfield, Wisconsin, relative to the submission of bids and execution of contracts.

Sworn to before me this _____ day _____
of _____ , _____ Applicant must sign here

Notary Public

AFFIDAVIT FOR PARTNERSHIP

State of _____)
)ss.
County of _____)

_____ being duly sworn, deposes and says:

That he is a member of the firm of _____ ; that the foregoing statement of experience and all statements therein contained are true and correct and that he-she is familiar with the books of the said firm showing its financial condition; the foregoing financial statement, taken from the books of the said firm, is a true and accurate statement of the financial condition of the said firm as of the date thereof and that the answers to the foregoing interrogatories are true; that this statement is for the express purpose of inducing the party to whom it is submitted to award the submitter a contract; and that any depository, vendor or other agency herein named is hereby authorized to supply such party with any information necessary to verify this statement. The signatory further agrees to abide by the rules and regulations of the City of Marshfield, Wisconsin, relative to the submission of bids and execution of contracts.

Sworn to before me this _____ day _____
of _____ , _____

Notary Public

Give the firm name and all parties must sign

CERTIFICATE OF ACCOUNTANT

NOTICE TO ACCOUNTANT: THE SIGNING OF THE FOLLOWING CERTIFICATE IMPLIES THAT THE ACCOUNTANT HAS MADE AT LEAST THE EQUIVALENT OF A BALANCE SHEET AUDIT.

To be executed by a Public Accountant registered for the current year to do Public Accounting in the State of Wisconsin, or by a Certified Public Accountant of any State.

_____ have audited the books of account and records of _____ for the period beginning _____, _____ and ending _____, _____ and hereby certify that the attached balance sheet and supporting schedules, in _____ opinion, correctly reflect the financial condition of _____ as of _____, _____.

Address:

	Name
	Title

EQUIPMENT

List below major pieces of equipment owned and available when needed for proposed work. **ALL COLUMNS MUST BE COMPLETED. ATTACH ADDITIONAL SHEETS IF NECESSARY. MUST CONTAIN SAME INFORMATION LISTED ON THIS PAGE.**

NUMBERS OF ITEM	DESCRIPTION, SIZE, CAPACITY, ETC.	ORIGINAL COST	ACCUMULATED DEPRECIATION	PRESENT BOOK VALUE	YEARS OF SERVICE