



## City of Menasha Bidders Proof of Responsibility

This form shall be filed with the Director of Public Works not later than five (5) days prior to opening of bids for project which the bidder wishes to qualify. The contents of this statement will be confidential and will not be disclosed, except upon written order of person or persons furnishing the same.

The City of Menasha, Board of Public Works, reserves the right to request supplementary information before qualifying the contractor for later lettings. Any false statement made herein will render this instrument null and void.

The decision of the City of Menasha, the Owners, as to the contractor's financial ability, equipment, and experience to properly perform the contract, shall be final. The bid of any contractor who is not pre-qualified by the City of Menasha Board of Public Works will not be opened at the letting.

For the purpose of complying with provisions of Section 66.29 (2) and (3) of the Wisconsin Statutes and to obtain approval for bidding on construction projects.

The Contractor shall verify that they and all subcontractors are eligible to work on federally funded contracts and have not been debarred, suspended or otherwise made ineligible to work on federal contracts.

Submit To: City of Menasha  
Department of Public Works  
140 Main Street  
Menasha, WI 54952

**CITY OF MENASHA  
APPROVAL  
BIDDERS PROOF OF RESPONSIBILITY**

Contractor Name: \_\_\_\_\_

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

\_\_\_\_\_

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

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

Date Submitted: \_\_\_\_\_

Type of Work: \_\_\_\_\_

\_\_\_\_\_

Bonding Company: \_\_\_\_\_

Bond Limit: \_\_\_\_\_

**RECOMMENDATION:**

**Director of Public Works** - Approve Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**Comptroller** - Approve Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Not approved for the Following Reasons: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PRE-QUALIFICATION STATEMENT

Submitted to \_\_\_\_\_ Date Filed \_\_\_\_\_

Class of Work in Which Firm is Seeking Qualifications (Check Below):

**Street, Utility & Site Construction**

- Roadway Grading
- Concrete Paving
- Concrete Street Construction, Including Roadway Grading
- Bituminous Paving
- Bituminous Street Construction, Including Concrete Curb & Gutter and Roadway Grading & Graveling
- Mudjacking
- Joint Sealing
- Sidewalk Construction
- Sanitary & Storm Sewer Construction
- Storm & Sanitary Sewer Laterals in Terrace of Public Right-of-Way
- Site Grading
- Site Lighting
- Reinforced Concrete Construction i.e. Foundations, Storm Drainage, Structures, Retaining Walls
- Landscaping
- Bridge Painting
- Water Main Construction
- Utility Construction, i.e. Natural Gas, Electrical, Telephone, Etc.

**General Building Construction**  
**Building Construction, Renovation or Remodeling**

- \$0 - \$100,000
- \$100,000 - \$250,000
- \$250,000 - \$1,000,000
- Over \$1,000,000

**Specific Categories of Building Construction**

- Building Demolition
- Elevator
- Electrical
- Heating, Ventilating & Air Conditioning
- Painting
- Plumbing
- Pump Houses & Lift Stations
- Roofing

**Other Miscellaneous Categories**

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*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. 66.29(4), Wis. Stats.)*

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

1. Name of Bidder \_\_\_\_\_
2. Bidder's Address \_\_\_\_\_
3. Direct any questions regarding information provided on this form to:  
\_\_\_\_\_ at \_\_\_\_\_  
Name Telephone Number
4. Type of organization (check one): Corporation \_\_\_ Partnership \_\_\_ Individual \_\_\_ Joint Venture \_\_\_  
Other \_\_\_. If other, attach a brief statement describing the organization.
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 organization been engaged in the contracting business under the present firm name? \_\_\_\_\_
9. General character of work performed by your firm \_\_\_\_\_
10. 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.
11. Has your organization ever defaulted on a contract, failed to complete any work awarded to it, or been disqualified from other bidding procedures? \_\_\_\_\_. If so, attach a statement explaining where and why.
12. Has any officer or partner of your organization been an officer or partner of some other organization within the past five years that failed to complete a construction contract during that period? \_\_\_\_\_. If so, attach a statement indicating the name of individual, other organization, and reason therefore.
13. Has any officer or partner of your organization within the past five years failed to complete a construction contract handled in his or her own name? \_\_\_\_\_. If so, attach a statement indicating the name of individual, name of owner, and reason therefore.
14. Has your organization, any of its owners, a subsidiary or corporate parent, or any officer or director thereof, been convicted in the last three years of violating Sec. 13303, Wisconsin Statutes (Unlawful Contracts: Conspiracies)? \_\_\_\_\_. If so, indicate:
  - a. The Date \_\_\_\_\_
  - b. Claimant \_\_\_\_\_
  - c. Claimant's Mailing Address \_\_\_\_\_
  - d. Attach a statement reciting the particulars of such violation(s).

15. Attach a list of the major projects your organization has completed within the past three 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.

16. Attach a list of the major equipment that is available to your organization for the proposed work.

17. Attach a statement of your organization's experience in the construction of work similar in nature and importance to this project.

18. Credit available \_\_\_\_\_ . Attach a letter from your bank(s) or other financial institution(s) advising line of credit set up for your organization.

19. Name of Bonding Company, bond limit, and name, address, and telephone number of agent: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. A. Financial Statement. Most current year.

Condition of close of business on \_\_\_\_\_, 20\_\_

a. Cash	\$ _____
b. Accounts Receivable	_____
c. Real Estate Equity	_____
d. Materials in Stock	_____
e. Equipment, Book Value	_____
f. Furniture and Fixtures, Book Value	_____
g. Other Assets	_____
<b>TOTAL ASSETS</b>	<b>\$ _____</b>

Liabilities

h. Accounts, Notes & Interest Payable	\$ _____
i. Other Liabilities	_____
<b>TOTAL LIABILITIES</b>	<b>\$ _____</b>
<b>NET WORTH</b>	<b>\$ _____</b>

B. Financial Statement - one year prior to most current year.

Condition at close of business on \_\_\_\_\_, 20\_\_

a. Cash	\$ _____
b. Accounts Receivable	_____
c. Real Estate Equity	_____
d. Materials in Stock	_____
e. Equipment, Book Value	_____
f. Furniture and Fixtures, Book Value	_____
g. Other Assets	_____
<b>TOTAL ASSETS</b>	<b>\$ _____</b>

Liabilities

h. Accounts, Notes & Interest Payable \$ \_\_\_\_\_

i. Other Liabilities \_\_\_\_\_

**TOTAL LIABILITIES** \$ \_\_\_\_\_

**NET WORTH** \$ \_\_\_\_\_

NOTICE TO ACCOUNTANT: The signing of the following Certificate implies that the Accountant has made at least the equivalent of a Balance Sheet Audit.

This certificate shall 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 accounts and records of \_\_\_\_\_ for the period beginning \_\_\_\_\_, 20\_\_\_\_, and ending \_\_\_\_\_, 20\_\_\_\_; and hereby certify that the attached balance sheet and supporting schedules, in \_\_\_\_\_ opinion, presents fairly the financial condition of \_\_\_\_\_ as of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Street Address Firm Name

\_\_\_\_\_  
City & State By

\_\_\_\_\_  
Date Title

21. Additional information may be submitted if desired.

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

Name of Organization \_\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_

State of \_\_\_\_\_)

) SS.

County of \_\_\_\_\_)

\_\_\_\_\_ being duly sworn says that he is

\_\_\_\_\_ of \_\_\_\_\_

and

Title of Officer

Name of Organization

that the answers to the foregoing questions and all statements contained herein and in the attachments are true and correct.

Signed

\_\_\_\_\_

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

Notary Public, State of \_\_\_\_\_

My Commission Is/Expires \_\_\_\_\_