

Office Use Only	
Date Received: _____	Date Approved: _____
By: _____	Approved by: _____

2025
City of Appleton
BIDDER’S PROOF OF RESPONSIBILITY
 Rev 11-15-2024

Prequalification of bidders is required to comply with provisions of §66.0901(2)(3) of the Wisconsin Statutes and to obtain approval for bidding on construction projects in the year 2025.

Bidders’ prequalification forms shall be filed with the City Clerk no later than FIVE (5) DAYS PRIOR to the opening of bids for which the bidder wishes to qualify. Completed responses will be evaluated to determine whether the prospective bidder is qualified to submit a bid. The City reserves the right if it is not satisfied with the sufficiency of the completed response, to request additional information, or the prospective bidder may be notified that they are not a qualified bidder.

SEND COMPLETED FORM TO: Office of The City Clerk
100 N Appleton St. OR Email to: abby.shereda@appletonwi.gov
Appleton, WI 54911

Company Name: _____

Street Address: _____

City, State, Zip: _____ Phone #: _____

SPECIFY TYPE OF WORK:

- | | | |
|---|---|---|
| <input type="checkbox"/> Asphalt – Site Work
<input type="checkbox"/> Asphalt – Street Paving
<input type="checkbox"/> Bridge Construction
<input type="checkbox"/> Bridge Repair
<input type="checkbox"/> Carpentry
<input type="checkbox"/> Concrete – Patching/Flatwork
<input type="checkbox"/> Concrete – Street Paving
<input type="checkbox"/> Concrete – Curb and Gutter
<input type="checkbox"/> Concrete -Structural/Poured Walls
<input type="checkbox"/> Data/Communication Systems
<input type="checkbox"/> Demolition
<input type="checkbox"/> Electrical
<input type="checkbox"/> Elevators/Escalators
<input type="checkbox"/> Environmental Services
<input type="checkbox"/> Excavation and Grading
<input type="checkbox"/> Fence Supplies/Installation
<input type="checkbox"/> Fiber Optics/Telecommunications
<input type="checkbox"/> Fire Protection
<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____ | <input type="checkbox"/> Flooring
<input type="checkbox"/> General Contractor
<input type="checkbox"/> Glass/Glazing/Windows
<input type="checkbox"/> HVAC
<input type="checkbox"/> Landscaping
<input type="checkbox"/> Lift Stations/Pumping Stations
<input type="checkbox"/> Marine Construction
<input type="checkbox"/> Masonry
<input type="checkbox"/> Mechanical
<input type="checkbox"/> Painting
<input type="checkbox"/> Pavement Marking
<input type="checkbox"/> Pile Driving
<input type="checkbox"/> Playground Equipment
<input type="checkbox"/> Plumbing
<input type="checkbox"/> Precast Concrete-Supplier/Erection
<input type="checkbox"/> Process Piping
<input type="checkbox"/> Roofing
<input type="checkbox"/> Sandblasting
<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____ | <input type="checkbox"/> Sewer & Water – Open Cut
<input type="checkbox"/> Sewer & Water – Tunneling
<input type="checkbox"/> Sewer Cleaning/Televising
<input type="checkbox"/> Sewer Lining/Rehabilitation
<input type="checkbox"/> Sheet Metal
<input type="checkbox"/> Site Remediation
<input type="checkbox"/> Snow Removal
<input type="checkbox"/> Specialty Equipment
<input type="checkbox"/> Steel Erection
<input type="checkbox"/> Street Lighting
<input type="checkbox"/> Supplier: _____
<input type="checkbox"/> Temperature Controls
<input type="checkbox"/> Traffic Signals
<input type="checkbox"/> Trucking
<input type="checkbox"/> Valves/Pumps
<input type="checkbox"/> Wall Coverings
<input type="checkbox"/> Water Storage Tanks – Erection
<input type="checkbox"/> Water Storage Tanks– Fabrication
<input type="checkbox"/> Well Construction/Testing
<input type="checkbox"/> Other: _____ |
|---|---|---|

PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS:

1. Are you a: Corporation _____ Partnership _____ Sole Trader _____
2. If incorporated, state the date and where incorporated:
Date: _____ Where: _____
3. Number of years engaged in contracting business under present firm name: _____
4. What was the average number of personnel in your organization during the last 12 months:
Office: _____ Skilled: _____ Unskilled: _____
5. What is your bond limitation: _____
6. What bonding company usually furnishes your bond: _____
7. Have you ever been denied a bond? No _____ Yes _____
If yes, explain: _____

8. Equipment. **Attach a list of equipment owned by you.**
9. Are any of your assets assigned? No _____ Yes _____
If yes, what are assigned? _____

10. Completed contracts. **Attach a list of contracts which have been awarded to you in the last 3 years.**
The list shall include Name, Owner, Amount, Architect/Engineer.
11. Contracts on hand. **Attach a list of present contracts** including a schedule as to estimated completion date and gross amount of each contract.
12. Have you ever defaulted on a contract? No _____ Yes _____
If yes, please explain: _____

13. Have you ever had a claim filed against you or your insurance company within the last ten (10) years for alleged liability resulting from a jobsite incident or received an OSHA citation in the past five (5) years?
No _____ Yes _____
If yes, provide details regarding project title and location, description of claim and/or citation and status/resolution of claim or citation: _____

14. Record of Compliance. Have you or any principal of your firm ever been subject to enforcement action by the Wisconsin Department of Natural Resources? No _____ Yes _____
If yes, please provide a detailed explanation of the enforcement action and resolution

15. Statement of Responsibility. By checking the following lines, the prospective bidder attests that:

_____ It is not on an ineligible list that the State of Wisconsin maintains for persons who violated construction related statutes and administrative rules.

_____ In the previous ten years, it has not been found to have committed tax avoidance or evasion in any jurisdiction.

_____ In the previous ten years, it has not been disciplined in any jurisdiction under a professional license.

_____ Neither it, nor any of its owners, partners, officers, directors, or any affiliated entity, has been charged or convicted in the last three years of violating Wis. Stats. §133.03 (unlawful contracts; conspiracies).

_____ None of the prospective bidder's employees and no member of the prospective bidder's organization has been disciplined under a professional license that is currently in use.

_____ It maintains a permanent place of business

_____ No employees and no member of the prospective bidder's organization has been disciplined under a professional license that is currently in use.

_____ It is authorized to do business in the State of Wisconsin.

_____ It and any agent, partner, employee, and/or officer of the bidder is not debarred, suspended, proposed for debarment, or declared ineligible from contracting with any unit of federal, state, or local government.

_____ It follows the provisions of Section 2000e of Chapter 21, Title 42 of the United States Code, and Federal Executive Order No. 11246, as amended by Executive Order No. 11375 (known as the Equal Opportunity provisions).

_____ It has adequate and appropriate General liability insurance; Automobile insurance, except when a licensed motor vehicle is not used in the performance of the contract; and Worker's compensation and unemployment insurance, except when it does not have employees.

_____ It is in compliance with all laws regarding health insurance coverage for employees.

_____ For all projects undertaken within the past five (5) years in any jurisdiction in which state or federal prevailing wage laws apply, it has complied with all provisions of such laws. This provision is intended to include projects that are federally funded or otherwise subject to federal Davis-Bacon-related laws.

_____ It has a written substance abuse prevention program that meets the requirements of Wis. Stat. § 103.503.

_____ It has, and diligently maintains, a written safety program.

15. Statement of Responsibility (continued). By checking the following lines, the prospective bidder attests that:

_____ The employees who will perform work on the project for the contractor must be properly classified as employees or independent contractors under all applicable laws.

_____ It possesses all applicable professional and trade licenses required for performing the public works contract.

16. **(OPTIONAL SECTION).** Municipal Code Sec. 2-275(c)(7) states, "If determined to be appropriate in the discretion of the Director of the Department of Public Works at the time a Request for Bids or Request for Quotes is issued where the public works contract exceeds one million dollars, the contractor must participate in a Class A Registered Apprenticeship Program."

Statement of Responsibility for Class A Registered Apprenticeship Program. By checking the following line, the prospective bidder attests that:

_____ **It participates in a Class A Registered Apprenticeship Program.**

17. List any additional information you understand is pertinent. _____

I have read the above and foregoing statement on behalf of _____ and
(Name of Authorized Official)
hereby state under oath that I am the _____ of _____,
(Title/Office Held) (Name of Organization)

and that the answers to the foregoing questions and all statements contained in the said Bidder's Prequalification Form are true and correct to the best of my knowledge.

Signed at _____, this _____ day of _____, 20_____.

Signature of Authorized Official

NOTARY PUBLIC

Subscribed and sworn before me on this _____ day of _____, 20_____.

Signature: _____

Printed Name: _____

My commission is/expires: _____