City of Sheboygan
spirit on the lake.

BIDDER'S PROOF OF RESPONSIBILITY

This proof of Responsibility is required
pursuant to Section 66.0901 of the Wisconsin Statutes.

**(Must be filed with the Dept. of Public Works – Engineering
2026 New Jersey Avenue, Sheboygan, WI 53081
not less than <u>five (5) days prior</u>
to the time set for opening of bids.)**

DEPARTMENT OF
PUBLIC WORKS
MUNICIPAL SERVICE BUILDING
OPERATIONS

2026 NEW JERSEY AVE.
SHEBOYGAN, WI
53081-4790

920/459-3440
FAX 920/459-3443

NOTE: The contents of this questionnaire shall be confidential for the exclusive use of the contracting agency and shall not be made public except by written permission of the prospective bidder.

BIDDER'S PROOF OF RESPONSIBILITY

The contents of this questionnaire will be considered confidential.

If the Engineering Division is not satisfied with the sufficiency of the answers to the questionnaire and financial statement, it may reject the bid or disregard the same or require additional information.

The City reserves the right to require separate Statements for bidding on each public contract. In no event shall this Statement of Bidder's Qualifications be used to qualify bidders for public contracts after one (1) year from this Statement's date.

STATEMENT OF BIDDER'S QUALIFICATIONS

1. Name of Bidder _____
   Corporation _____ Partnership _____ Individual

2. Bidder's Address _____

   City _____ State/Zip _____

   Phone No. _____ FAX No. _____

   E-Mail Address _____

3. When organized? _____ Where incorporated? _____

4. How many years have you been engaged in the contracting business under the present firm name? _____

5. Contracts on hand (Show present contracts, including a schedule as to estimated completion date and gross amount of each contract.

Date Awarded	Type of Work	Percent Completed	Anticipated Completion Date	Cost of Work

(If additional space is required, file separate sheet with details.)

6. General character of work performed by your firm.

_____
_____
_____
_____
_____

(If additional space is required, file separate sheet with details.)

7. Have you ever failed to complete any work awarded to you?
   _____ Yes _____ No

   If so, attach a statement explaining where and why.

8. Have you ever defaulted on a contract? _____ Yes _____ No

   If so, explain where and why.

_____
_____

(If additional space is required, file separate sheet with details.)

9. List your major equipment.

_____
_____
_____
_____
_____
_____

(If additional space is required, file separate sheet with details.)

10. List your experience in the construction of work similar in importance to this project.

_____
_____
_____
_____
_____
_____

(If additional space is required, file separate sheet with details.)

11. Show background and experience of the principal members of your personnel including the officers.

Name	Position Held or Office Held	Years of Construction Experience	Magnitude and Type of Work	Capacity

(If additional space is required, file separate sheet with details.)

12. Credit available. Furnish written evidence, preferably from banks.

13. Financial Statement:

Condition at Close of Business on _____, _____.

Assets:

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 $_____

14. Additional information may be submitted if desired.

Dated at _____ this _____ day of _____, _____.

NAME OF ORGANIZATION

BY _____

TITLE _____

State of _____

County of _____

_____ being duly sworn says that he is

_____ of _____
(Organization)

and that the answers of the foregoing questions and all statements contained are true and correct.

Signed _____

Subscribed and sworn to before me this _____ day of _____, _____.

_____ Notary Public

_____

My commission expires _____

CHAPTER IX – PUBLIC WORKS AND PROJECTS

Explanation

There are presented below those portions of Chapter 66, 03-04 Wisconsin Statutes, relating to the pre-qualification of bidders.

"66.0901 (2) *BIDDERS 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 materialmen, 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. This subsection does not apply to a 1st class city.

(3) *PROOF OF RESPONSIBILITY, CONDITION PRECEDENT.* No bid shall be received from any person who has not submitted the sworn 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 to do so by the said municipality, committee, board or employee."

Updated: October 30, 2007