TO: Prospective Bidders
FROM: Nate Tillis, Wastewater Utility Director
DATE: ____________________
SUBJECT: Contractor Qualification Process

Per Section 66.0901(2) of the Wisconsin Statutes, the attached Prequalification documentation is required to be fully completed, sworn to before an officer authorized by law to administer oaths, and received by the Racine Wastewater Utility at least five days prior to the time set for the opening of bids for any contract solicitation for which your firm wants to submit a bid. The contents of the documents received will be confidential, and will be evaluated to determine if your firm is qualified to be awarded construction projects for the Wastewater Utility.

A firm must successfully complete all parts of the application in order to be found to be qualified to perform work for the Racine Wastewater Utility. Once the review and evaluation is complete, the applicant will receive a signed affidavit stating whether it has been found qualified or unqualified to be awarded Utility contracts. Qualification is valid for one year from the date of approval. Any applicant found unqualified has a right to appeal the decision.

The Utility reserves the right to waive minor irregularities and omissions in the information submitted. The Utility also reserves the right to rescind the qualified status of a contractor based on the discovery of information or changes in conditions that differ substantially from the information provided in the contractor’s application, after giving notice of the proposed action, and providing an opportunity to appeal the rescission.

Send Prequalification Documentation to:

Nate Tillis, Wastewater Utility Director
nate.tillis@cityofracine.org
Mr. Nate Tillis, Wastewater Utility Director  
Racine Wastewater Utility Administration Office  
800 Center Street, Room #227  
Racine, WI 53403  

SUBJECT: Submission of Pre-qualification Forms for the Year ______

Dear Mr. Tillis:

Submitted herewith, in accordance with the provisions of Section 66.29(2) of the Wisconsin Statutes not less than five (5) days prior to the time set for the opening of bids, please find our statement for your consideration in determining whether our firm is qualified and capable to bid, perform and furnish the necessary labor, materials and skills on the basis of our work record, experience, equipment and staff as required to enter upon and complete those various types of projects indicated below as may be awarded by the City of Racine during the current calendar year.

Also included is an Affirmative Action Plan for our firm in accordance with guidelines adopted by the City of Racine.

It is understood that the determinations and decisions of the City of Racine with regard to qualifications shall be final, and further, that the information herein will be considered confidential. A finding of “qualified” for one project does not bind the City of Racine on other projects, and the City of Racine expressly reserves the right to review and reverse its findings on later projects.

Sincerely yours,

______________________________
Officer

______________________________
Firm

______________________________
Address
There is submitted herewith for your consideration, in accordance with the provisions of Section 66.29(2) of the Wisconsin Statutes not less than five (5) days prior to the time set for the opening of bids, pursuant to Section 66.29 Wisconsin Statutes, a statement of qualifications of the undersigned to furnish the necessary labor, materials and skills required to enter upon and complete public works contracts to be let by the Racine Water & Wastewater Utilities.

1. **Identification**

A. Official Firm Name ________________________________

B. Telephone __________________ Fax No. __________________

C. Address __________________________
   (Street) (City) (State) (Zip Code)

D. Number of years in business under present firm name ________________________________

E. Class of work in which firm is seeking qualification ________________________________

F. Please check (1), (2) or (3):
   (1) A Corporation ____ (2) A Co-Partnership ____ (3) An Individual ____

G. Principal Individuals:
   (If a Corporation, answer below) (If a Co-Partnership, answer below)
   President __________________ Name of Partner __________________
   Vice Pres. __________________ Name of Partner __________________
   Secretary __________________ (If a Sole Trader, answer below)
   Treasurer __________________ Name of Sole Trader __________________

H. If a corporation, answer below:
   (1) Licensed to do business in Wisconsin? ________________________________
   (2) When Incorporated? ___________ (3) In what state? ______________________
A. Tabulation of major contracts which firm has complete during the past five years:

<table>
<thead>
<tr>
<th>Year</th>
<th>Class of Work</th>
<th>Contract Amount</th>
<th>Location of Work</th>
<th>For Whom Performed – Name/Mailing Address</th>
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</tbody>
</table>

B. Tabulation of Construction Experience of Principal Individuals in Organization:

<table>
<thead>
<tr>
<th>Individual’s Name</th>
<th>Present Position or Office</th>
<th>Years of Experience</th>
<th>Class of Work</th>
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</thead>
<tbody>
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Average number of employees during the last 12 months:

Office  Skilled  Unskilled
3. Equipment

A. List below major pieces of equipment owned and available when needed for proposed work:

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Description, Size, Capacity, etc.</th>
<th>Condition (Good or Fair)</th>
<th>Years of Service</th>
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4. Contractual Responsibility

A. Has the firm ever failed in the past ten years to complete, on time, work awarded to it?

________________________________________________________________________

If so, state:

(1) Date ______________ (2) Owner ________________________________

(3) Owner’s Mailing Address ____________________________________________
    (At that time, or now – preferably now, if there is a difference.)

(4) Full particulars in each instance:

________________________________________________________________________

________________________________________________________________________

B. Has any officer or partner of the firm ever failed in the past ten years to complete, on time, a construction contract handled in his own name?

If so, state:

(1) Date ______________ (2) Name of Officer or Partner ________________

(3) Owner ____________________________________________________________

(4) Owner’s Mailing Address ____________________________________________
    (At that time, or now – preferably now, if there is a difference.)

(5) Full particulars in each instance:

________________________________________________________________________
C. Has any officer or partner of the firm ever been an officer or partner of some other organization during the past ten years that failed to complete, on time, a construction contract?  

If so, state:

(1) Date ________________ (2) Name of Officer or Partner ____________________________

(3) Name and Mailing Address of Organization ________________________________

(4) Name and Mailing Address of Owner ________________________________

(Above addresses at that time, or now – preferably now, if there is a difference.)

(5) Full particulars in each instance:

D. Has the firm asked to be relieved from a bid submitted by it to a public awarding authority during the past ten years?  

If so, state:

(1) Date ________________ (2) Owner ____________________________

(3) Owner’s Mailing Address ____________________________

(At that time, or now – preferably now, if there is a difference.)

(4) Full particulars in each instance:

E. Has the firm ever been charged with, or convicted of, a violation of any wage schedule?  

If so, state:

(1) Date ________________ (2) Claimant ____________________________

(3) Claimant’s Mailing Address ____________________________

(At that time, or now – preferably now, if there is a difference.)

(4) Full particulars in each instance:  

__________________________________________
5. **Bonding Responsibility**

A. (1) Names and addresses of bonding companies which generally execute bid and surety bonds: ____________________________________________________________

(2) Names and addresses of all bonding companies other than those listed in A (1) above which have written bid and surety bonds during the last five years:

________________________________________________________________________

B. Has any bonding company ever taken over a contract, or made any payments, because of the firm’s failure to carry out a contract?

________________________________________________________________________

If so, state:

(1) Date ___________ (2) Name of Bonding Co. ________________________________

(3) Bonding Company’s Mailing Address

________________________________________________________________________

(4) Full particulars in each instance:

________________________________________________________________________

6. **Contractor’s Financial Statement**

A. Itemize your current assets as of latest balance sheet date. Give date ________________

B. Itemize your current liabilities as of latest balance sheet date. Give date ________________

C. Who prepared such balance sheet? ________________________________

D. Are any of your assets assigned – if so, which are assigned? ________________________________
For what purpose are they assigned? ___________________________
7. Data

A. Are you familiar with the provisions of the form of contract used by the City of Racine?

B. With its terms and conditions?

C. With its specifications?

D. With the regulations of the City of Racine relating to bidding and awarding of contracts?
8. Affidavit

STATE OF  

COUNTY OF  

being duly sworn, deposes and says that he is the of  

(Name of firm)

and that the answers to the foregoing questions and all statements therein contained are true and correct, and that any owner, bonding company, or other agency, herein named is hereby authorized to supply the Municipality with any information deemed necessary to verify this statement.

Subscribed and sworn to before me this ______ day of _______________ , 20 ______

My commission expires  

(Notary Public)

FILED ORIGINALY WITH  

Department Date  

PREQUALIFIED BY ___________________________ DATE ____________

CLASS OF WORK _______________ DESCRIPTION OF JOB ____________

LOCATION OF JOB _______________ DEPARTMENT _______________

APPROVED AS QUALIFIED ___________________________ DATE ____________

________________________________________

Utility Director