

TO: City of Mequon  
Engineering Department  
11333 N Cedarburg Road  
Mequon, WI 53092

RE: Submission of Prequalification Form for the Year\_\_\_\_\_

Gentlemen:

Submitted herewith 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 skill 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 Municipality during the current calendar year.

It is understood that the determinations and decisions of the Municipality 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 Municipality on other projects, and that the Municipality expressly reserves the right to review and reverse its finds on later projects.

Sincerely yours,

\_\_\_\_\_  
Officer

\_\_\_\_\_  
Firm  
\_\_\_\_\_



B. Tabulation of construction experience of principal individuals in organization.

Individual's Name	Present Position or Office	Years of Experience	Class of Work

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:

Quantity	Item	Description, Size Capacity, Etc.	Condition (Good or Fair)	Years of Service

4. CONTRACTUAL RESPONSIBILITY

A. Has 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 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 firm ever been an officer or partner of some other organization during the past

ten years that failed to complete a construction contract on time? \_\_\_\_\_

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 \_\_\_\_\_

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

(5) Full particulars in each instance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

D. Has firm asked to be relieved from a bid submitted by it to a public awarding authority during the past 10 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 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 firm's failure to carry out a contract? \_\_\_\_\_

If so, state:

(1) Date \_\_\_\_\_ (2) Name of Bonding Company \_\_\_\_\_

(3) Bonding Company's Mailing Address \_\_\_\_\_

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

(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 this municipality? \_\_\_\_\_
- B. With its terms and conditions? \_\_\_\_\_
- C. With its specifications? \_\_\_\_\_
- D. With the regulations of the municipality relating to bidding and awarding of contracts? \_\_\_\_\_

8. AFFIDAVIT

STATE OF )  
 ) ss.  
 COUNTY )

\_\_\_\_\_ being duly sworn, deposes and says that he is the \_\_\_\_\_  
 of the above \_\_\_\_\_ and that the answers to the foregoing questions and all state-  
 ments 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 \_\_\_\_\_, \_\_\_\_\_.  
 My commission expires \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public

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 FILED ORIGINALLY WITH \_\_\_\_\_

Department Date

PREQUALIFIED BY \_\_\_\_\_ DATE \_\_\_\_\_

CLASS OF WORK \_\_\_\_\_ DESCRIPTION OF JOB \_\_\_\_\_

LOCATION OF JOB \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

APPROVED AS QUALIFIED \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
 CLERK