

**CITY OF WAUSAU
PRE-QUALIFICATION STATEMENT**

Date:

Please complete this form in its entirety, attach all requested documents, **INCLUDING A CURRENT LETTER OF CREDIT FROM YOUR BANK**, and return to: Engineering Department, City of Wausau, 407 Grant Street, Wausau, WI 54403 or email engineering@wausauwi.gov. If you have submitted financial information in the past and wish to know if it is still acceptable, call 715/261-6742.

Generally, if a pre-qualification statement has been submitted within the past twelve months, it will be acceptable providing it contains a financial statement which is still current and the construction is of a similar type and cost. If the original pre-qualification statement contains a financial statement which is now outdated, a current financial statement must be submitted.

Pre-Qualification Statements must be received by the date and time indicated in the Official Notice to Bidders. All items must be completed. Include a current letter of credit from your bank(s) or other financial institution(s) advising line of credit established for your organization. If the City of Wausau is not satisfied with the sufficiency of the answers to the questions and financial statement, the bid may be rejected or disregarded or additional information may be required. The final decision as to a contractor's qualifications will be made by the Board of Public Works.

COMPLETE ALL OF THE FOLLOWING ITEMS. IF NOT APPLICABLE, PRINT N/A.

1.	Name of bidder:	
	Address:	
	Phone number:	Fax Number:
	Email address:	
2.	Any questions regarding information provided on this form should be directed to:	
3.	Type of Organization (check one): <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other	
4.	When organized:	
5.	If a corporation, when and where incorporated:	
6.	Attach a statement listing the corporate officers, partners or other principal members of your organization and detailing the background and experience of the principal members of your personnel, including the officers.	
7.	Number of years your organization been engaged in the contracting business under the present firm name?	
8.	General character of work performed by your firm:	
9.	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.	
10.	Has your organization ever defaulted on a contract or failed to complete any work awarded to it? <input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, attach a statement explaining where and why.	
11.	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? <input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, attach a statement indicating the name of the individual, or other organization, and reason therefor.	
12.	Has any officer or partner of your organization within the past five years failed to complete a construction contract handled in his/her own name? <input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, attach a statement indicating the name of the individual, name of owner, and reason therefor.	

13.	PLEASE ATTACH <u>ALL</u> OF THE FOLLOWING: <ul style="list-style-type: none"> • 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. • A list of major equipment which is available to your organization for the proposed work; indicate type, model, age and condition. • A statement of your organization's experience in the construction of work similar in nature and importance to this project.
14.	Credit available \$_____. A letter from your bank(s) or other financial institution(s) advising the line of credit set up for your organization MUST BE ATTACHED.
15.	Name of bonding company, and name, address and telephone number of agent:
16.	Name of insurance company, and name, address and telephone number of agent:
17.	A CURRENT FINANCIAL STATEMENT MUST BE PROVIDED.
18.	Additional information may be submitted if desired.

STATE OF _____
COUNTY OF _____

_____ being duly sworn says that he/she is _____
of _____ and 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
My commission expires _____