



November 11, 2022

TO: All contractors doing work in Pleasant Prairie Public Right-of-Ways

RE: Contractor Qualification

Chapter 150, Contractors Qualification of the Municipal Code of the Village of Pleasant Prairie, requires any contractor or subcontractor desiring to maintain continuous qualification status with the Village of Pleasant Prairie for the year 2023 must file, with the Director of Public Works, the Application and Statement of Qualification (download form pleasantprairiewi.gov listed under "How Do I", "Apply For", "Contractor Prequalification") and pay to the Village of Pleasant Prairie the application fee as required by Chapter 150.8. **All questions must be answered. Incomplete applications will be rejected, and the application fee will not be returned.**

Any application filed by a qualified contractor or subcontractor in accordance with this Chapter shall continue the qualified status of such contractor or subcontractor for that year, but any qualified contractor or subcontractor who fails to file for the new year risks being unqualified.

The initial application fee is **\$30.00**, which must be submitted with the application. The fee for filing a 2023 application for a contractor pre-qualified in 2022 shall be one-half of the initial application fee or **\$15.00**, and such application shall be processed in the same manner as an initial or renewal application.

Mail completed applications with application fee to 8600 Green Bay Road, Pleasant Prairie, WI 53158, and Attn: Heather Jacobson. If you have any questions, please call Heather at (262) 925-6765 or send an email to ccs@plprairiewi.com.

Sincerely,

A handwritten signature in black ink, appearing to be "Tom Hupp".

Tom Hupp
Interim Director of Public Works

VILLAGE OF PLEASANT PRAIRIE

Contractors Qualification Application

I, _____, being an authorized representative of _____, do hereby certify that the information listed below is a true and accurate representation of the information being requested by the Village of Pleasant Prairie and recognize that any attempt or effort to falsify information may or will result in myself or the corporation I represent from being qualified for work within the Village of Pleasant Prairie.

Please complete all information completely and attach additional sheets if necessary.

Applicants Name _____

Applicants Address _____

City, State, Zip Code _____

Applicants Telephone Number _____

Applicants Fax Number _____

Applicants Email Address _____

Applicants Website _____

Number of Years in Business under Present Name _____

Name of prior business name if name has changed in the last five years _____

Type of Entity Applicant is _____

Applicant's Signature & Title _____

Categories of Work that Qualification is Sought.

Further definitions of work categories may be obtained from Chapter 150 of the village ordinances governing Qualification Categories.

Year of Experience as:
Subcontractor Principal

	Subcontractor	Principal
Asphaltic Pavement		
Building Construction		
Carpentry		
Concrete Pavement		
Construction Staking & Layout		
Control Monitoring Systems		
Electrical		
Fencing		
Fire Protection		
Flooring		
Grading		
Gravel/Crushed Stone		
HVAC		
Hydro Excavation		
Incidental Construction		
Interior Plumbing		
Landscaping		
Natural Gas Line Construction		
Painting (Exterior & Interior)		
Public Property Demolition		
Rail Construction & Rehabilitation		
Roofing		
Sewer Construction		
Soil Borings		
Steel Work		
Street Construction		
Street Lighting		
Street Markings		
Structures (Storm Sewer)		
Telecommunication		
Water Main Construction		
Water Meter Testing		

Names, addresses and telephone numbers of all officers, general partners or other principals. Attach another sheet if necessary.

1. _____
2. _____
3. _____
4. _____
5. _____

A. Submit a list of all projects started during the past five years, including with respect to each project, the following: year, category of work, capacity in which work was undertaken, contract amount, location of work, and name, address and telephone number of the person for whom the work was performed. **(Attach as Exhibit A)**

B. Submit a list of all principal and supervisory individuals, including the following: name, present position, years of experience by categories of work, and capacity in which such work was performed. **(Attach as Exhibit B)**

C. Submit a list of major pieces of equipment owned and available when needed, including, with respect to each, the name, description, condition and years of service. **(Attach as Exhibit C)**

D. Has the applicant failed, during the past five years, to complete satisfactorily and on time any work awarded to it or contracted for by it?

No _____, go to E.

Yes _____, submit a list giving full details of each incident, and **attach as Exhibit D.**

E. Is any officer, general partner, or other principal or supervisory individual associated with the applicant employed in a similar capacity with any other contractor or subcontractor during the last five years, when the former contractor or subcontractor failed to complete, satisfactorily and on time, a construction contract?

No _____, go to F.

Yes _____, submit a list giving full details of each incident, and **attach as Exhibit E.**

F. Does the applicant or any of its officers, directors, general partners or other principal or supervisory individuals have a financial interest in any other contractor or subcontractor qualified to work on or seeking to become qualified to work on projects within the Village of Pleasant Prairie.

No _____, go to G.

Yes _____, submit a list giving full details of such interest, and **attach as Exhibit F.**

G. Has the applicant ever asked to be relieved of a bid submitted by it to a public awarding authority during the past five years?

No _____, go to H.

Yes _____, submit a list giving full details of each incident, and **attach as Exhibit G.**

H. Has the applicant ever been relieved of a bid submitted by it to a public awarding authority during the past five years?

No _____, go to I.

Yes _____, submit a list giving full details of each incident, and **attach as Exhibit H.**

I. Has the applicant ever been charged with or convicted of a violation of any wage schedule?

No _____, go to J.

Yes _____, submit a list giving full details of each incident, and **attach as Exhibit I.**

J. Has the applicant or any of its officers, general partners or principals or supervisory individuals been charged with or convicted of a felony during the past five years?

No _____, go to K.

Yes _____, submit a list giving full details of each incident, and **attach as Exhibit J.**

K. Submit a list of the names, addresses, and phone numbers of bonding companies used by the applicant during the past five years and the amount and issuer of the largest bond provided during said period. **(Attach as Exhibit K)**

- L. Has any bonding company, during the past five years, taken over a contract or made any payments because the applicant failed to carry out a contract, or performed it unsatisfactory?

No _____, go to M.

Yes _____, submit a list giving full details of each incident, and **attach as Exhibit L.**

- M. Submit a list of borrowing during the past five years, including the name of the bank and lending institution, the maximum amount borrowed at any time during such period and nature of the collateral furnished. **(Attach as Exhibit M)**

- N. Submit a list of the lines of credit available to the applicant, including the name of the bank or financial institution, and the amount of credit. **(Attach as Exhibit N)**

- O. Does the applicant contemplate any change in its capital structure or any substantial increase or decrease in its equity capital?

No _____, go to P.

Yes _____, submit a list giving full details, **and attach as Exhibit O.**

- P. Submit the names, addresses and telephone numbers of municipalities and State agencies which have qualified the applicant during the past five years. **(Attach as Exhibit P)**

- Q. Provide a current balance sheet, together with the name of the preparer, and whether the assets listed are pledged, mortgaged or assigned. **(Attach as Exhibit Q)**

- R. List the average number of individuals employed by the applicant during the past year, in each of the following categories: skilled construction, unskilled construction, and office. **(Attach as Exhibit R)**

- S. Submit a list summarizing any litigation in which the applicant has been involved during the past five years, including with respect to each case, the caption, court, case number, name of opposing party or parties, nature of claims by or against the applicant, the outcome or status of the case and the identity of the attorneys representing the application and the opposing party or parties. **(Attach as Exhibit S)**

- T. Provide a current Certificate of Liability Insurance. The Village of Pleasant Prairie shall be listed as insured or additional insured. **(Attach as Exhibit T)**

The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by Laws and Regulations:

<u>Workers' Compensation</u>	
A. State	Statutory
B. Applicable Federal	Statutory
C. Employer's Liability	\$100,000
<u>Contractor's General Liability</u>	
A. General Aggregate	\$3,000,000
B. Products- Completed Operations Aggregate	\$3,000,000
C. Personal and Advertising Injury	\$3,000,000
D. Each Occurrence (Bodily Injury – and Property Damage)	\$3,000,000
E. Property Damage liability insurance will provide Explosion, Collapse, and Underground coverage's where applicable.	
F. Excess or Umbrella Liability	
1) General Aggregate	\$2,000,000
2) Each Occurrence	\$2,000,000
3) Automobile	
a. Bodily Injury:	
Each Accident	\$3,000,000
Annual Aggregate	\$3,000,000
b. Property Damage:	
Each Accident	\$3,000,000
Annual Aggregate	\$3,000,000

U. Is the work being performed in the Village's Public Right-of-Way?

Yes _____

No _____

What public improvement project (if known) in the Village will you be bidding on?

What is the value of the public improvement project?

_____ \$25,000 - \$100,000

_____ \$100,000 - \$1,000,000

_____ Over \$1,000,000