



Department of Public Works  
211 Walnut St., P.O. Box 426, Neenah, WI 54957-0426  
Phone: 920-886-6240 Fax: 920-886-6250  
Website/e-mail: www.ci.neenah.wi.us

<b>Contractor</b>	_____	<b>Date</b>	_____
<b>Address</b>	_____	<b>Phone</b>	_____
	_____	<b>Fax</b>	_____
<b>City &amp; State</b>	_____	<b>E-Mail</b>	_____

- A. Concrete** ☐ 1. pavement - slip formed  
☐ 2. pavement - non slip formed  
☐ 3. pavement - patch work  
☐ 4. curb & gutter - slip form  
☐ 5. curb & gutter - non slip form  
☐ 6. sidewalk, flatwork, curb patch

- B. Street** ☐ 1. excavation - new  
☐ 2. excavation - rebuild  
☐ 3. grading & gravel

**C. Utilities in existing traveled right-of-way**

- |  |   |
|--|---|
| <input type="checkbox"/> 1. storm sewer-shallow & small diameter | <input type="checkbox"/> 6. sanitary sewer - laterals |
| <input type="checkbox"/> 2. storm sewer - large diameter         | <input type="checkbox"/> 7. watermain - new           |
| <input type="checkbox"/> 3. storm sewer - catch basins           | <input type="checkbox"/> 8. watermain - replacement   |
| <input type="checkbox"/> 4. sanitary sewer - main - new          | <input type="checkbox"/> 9. water services            |
| <input type="checkbox"/> 5. sanitary sewer - main - replacement  |   |

**D. Utilities - new construction outside existing traveled roads**

- ☐ 1. sanitary sewer (main, laterals, manholes, incidentals)  
☐ 2. storm sewer (main, laterals, manholes, incidentals)  
☐ 3. watermain (main, services, incidentals)

- E. Landscape** ☐ (topsoil, fine grade, seed, fertilize, mulch)

- F. Pond Excavation** ☐

- G. Blasting** ☐

- H. Other** ☐ \_\_\_\_\_

**CITY OF NEENAH  
BIDDERS PROOF OF RESPONSIBILITY**

The contents of this questionnaire will be considered confidential. If the Public Services and Safety Committee is not satisfied with the sufficiency of the answers to the questionnaire and financial statement, it may refuse to issue proposal forms, reject the bid or disregard the same or require additional information.

Submitted by \_\_\_\_\_  
( A Corporation  
( A Partnership  
( An Individual

Principal Office \_\_\_\_\_  
Street and Number City, State, Zip Code

1. How many years has your organization been in business as a contractor under your present business name? \_\_\_\_\_
2. How many years experience in \_\_\_\_\_ construction work has your organization had: (a) As a principal contractor? \_\_\_\_\_ (b) As a subcontractor? \_\_\_\_\_
3. Have you ever paid liquidated damages or penalties for failure to complete work on time per contract? \_\_\_\_\_  
Have you ever failed to complete any work awarded to you? \_\_\_\_\_  
Has any Officer, Member or Partner of your Organization ever been an Officer, Member or Partner in any Organization that failed to complete any work awarded to it? \_\_\_\_\_  
Has any engineering firm or municipality refused to pre-qualify your firm? \_\_\_\_\_  
If so, state the detail, naming the Officer(s) or Person(s) and Organization(s) and reason(s) for such failure(s) and the Name(s) of the Surety(ies).  
\_\_\_\_\_  
\_\_\_\_\_

4. In what other lines of business are you financially interested?  
\_\_\_\_\_  
\_\_\_\_\_

5. For whom have you performed work, and to whom do you refer? Give complete names, titles and addresses of all references.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What is the construction experience of the principal individuals of your present organization?

Individual's Name	Present Position or Office in your Organization	Years of Construction Experience	Magnitude and Type of Work	In What Capacity

### **Construction Experience**

List below construction work performed by you, or other experience on or about construction work during the last five (5) years. Airport, sewer, water, building construction, curb and gutter, street and highway projects may be included if pertinent to the type of work for which a proposal is desired. Under "Capacity" state whether as Contractor, Engineer, Superintendent, Foreman, etc.

Year	Type of Work	Capacity	Cost of Work

Additional sheets as may be required to develop fully the experience of the Applicant may be attached.

## CONTRACTOR'S FINANCIAL STATEMENT

This statement shall show the condition of business at the end of the previous calendar year or at a subsequent date.

Condition at close of business on \_\_\_\_\_, 20 \_\_\_\_\_

### ASSETS

	Dollars	Cents
1. Cash .....		
2. Notes Receivable .....		
3. Accounts Receivable from Completed Contracts Exclusive of Claims Not Approved for Payment .....		
4. Sums Earned on Incomplete Contracts as Shown by Engineer's or Architect's Estimate .....		
5. Accounts Receivable from Sources Other than Construction Contracts .....		
6. Deposits With Bids or Other Guarantees .....		
7. Interest Accrued on Loans, Securities, Etc.....		
8. Stock and Bonds .....		
9. Materials in Stock (not included in Item 4).....		
10. Real Estate .....		
11. Construction Plant and Equipment .....		
12. Furniture and Fixtures .....		
13. Intangible Assets .....		
14. Other Assets.....		
Total Assets .....		

### LIABILITIES

1. Notes Payable .....	
2. Accounts Payable.....	
3. Accrued Payrolls, Taxes, Interest, Etc.....	
4. Real Estate Encumbrances .....	
5. Other Liabilities.....	
Total Liabilities .....	

### NET WORTH

6. Individual or Partnership Capital.....	
7. Capital Stock .....	
8. Surplus .....	
Total Liabilities and Net Worth .....	

### CONTINGENT LIABILITIES

Liability on notes receivable discounted or sold .....	
Liability on accounts receivable pledged, assigned or sold.....	
Liability as bondsman .....	
Liability as guarantor on contracts or on accounts of others .....	
Other contingent liabilities .....	
Total Contingent Liabilities .....	

## BREAKDOWN OF ITEM 11 OF ASSETS SHOWN ON FINANCIAL STATEMENT

Construction equipment at book value . . . . . \$ \_\_\_\_\_

[illegible]

Are there any liens against above? \_\_\_\_\_ If so, state total amount \$ \_\_\_\_\_

If a Corporation, answer this:

Licensed to do business in Wisconsin (date) \_\_\_\_\_, 20 \_\_\_\_\_

License No. \_\_\_\_\_

When Incorporated \_\_\_\_\_ In what State \_\_\_\_\_

Capital Paid in Cash \$ \_\_\_\_\_

President's Name \_\_\_\_\_

Vice President's Name \_\_\_\_\_

Secretary's Name \_\_\_\_\_

Treasurer's Name \_\_\_\_\_

## AFFIDAVIT FOR PARTNERSHIP

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) ss

\_\_\_\_\_ being duly sworn, depose and say:

That they are the members of the firm of \_\_\_\_\_;  
that the foregoing statement of experience and all statements therein contained are true and correct and that they are familiar with the books of the said firm showing its financial condition; that the foregoing financial statement, taken from the books of the said firm, is a true and accurate statement of the financial condition of the said firm as of the date thereof and that the answers to the foregoing interrogatories are true; that this statement is for the express purpose of inducing the party to whom it is submitted to award the submittor a contract; and that any depository, vendor or other agency herein named is hereby authorized to supply such party with any information necessary to verify this statement. These signatories further agree to abide by the rules and regulations of the City of Neenah, Wisconsin, relative to the submission of bids and execution of contracts.

Sworn to before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
All partners must sign

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

## AFFIDAVIT FOR CORPORATION

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) ss

\_\_\_\_\_ being duly sworn, depose and say:

That they are the President and Secretary of the \_\_\_\_\_,  
the corporation described in and which executed the foregoing statement; that the foregoing statement of experience and all statements therein contained are true and correct and that they are familiar with the books of the said corporation showing its financial condition; that the foregoing financial statement, taken from the books of the said corporation, is a true and accurate statement of the financial condition of said corporation as of the date thereof and that the answers to the foregoing interrogatories are true; and that this statement is for the express purpose of inducing the party to whom it is submitted to award the submittor a contract; and that any depository, vendor or other agency herein named is hereby authorized to supply such party with any information necessary to verify this statement. The signatories further agree to abide by the rules and regulations of the City of Neenah, Wisconsin relative to the submission of bids and execution of contracts.

Sworn to before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
President

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

\_\_\_\_\_  
Secretary

