

INSTRUCTIONS FOR COMPLETING CONTRACTOR CERTIFICATION APPLICATIONS

Contractor Certification Application DOA form DOA-4183.

November 2013

Pursuant to Wis. Stat. s.16.855 (2)(a)(6) and (9m), contractors are required to be certified by the Department of Administration (DOA) as a qualified and responsible bidder **prior** to submitting bids on state construction projects over \$50,000. **Effective January 1, 2014, all bids received from contractors who are not certified will be rejected.** Please read these instructions and follow them carefully when filling out your Contractor Certification Application. Contractors are encouraged to apply now to allow sufficient time for a certification decision.

Contractors must accurately complete all fields on this form, include all necessary attachments, sign and notarize the form, and submit a complete certification application to the Division of Facilities Development (DFD). Contractors should apply for certification in **all** divisions of work they intend to bid on over the next two years. All information should be reported as of the signature date entered on the certification application form. Failure to answer truthfully may result in certification rejection. If approved, DFD will issue a certification that will include the division(s) of work the contractor is certified in **and** the dollar threshold(s) the contractor will initially be certified up to in that division(s). This information will be uploaded to your WisBuild vendor record for reference.

Specific statutory references are provided for your convenience. If you have questions about the certification application and instructions, please email us at: dfdcertification@wisconsin.gov

Completing the Contractor Certification Application

- Contractors must complete the **Contractor Certification Application** form which may be obtained from:
 - DOA Website DFD Contractor Certification page:
<http://www.doa.state.wi.us/category.asp?linkcatid=857&linkid=125&locid=4>
 - Upon request from DFD: email us at dfdcertification@wisconsin.gov

- Contractors may complete the application using the following methods:
 - Fill out the form in Microsoft Word and email the completed application, with attachments, to DFD.
 - Print out the PDF version of the form, fill out by hand, and mail the completed application, with attachments, to DFD.
 - Print out either version of the form and fax the completed application, with attachments, to DFD.
 - Please see p. 6 of these instructions for information about submitting certification applications.

- **DETAILED INSTRUCTIONS FOR COMPLETING EACH SECTION OF THE FORM**

- A. Company Information**

- 1. List all information in the spaces provided:

- Company Name: Legal name of your company
 - Contact Person: This should be the employee who signs your company's bid forms
 - Company Address: Please do not use P.O. Boxes as companies are required to maintain a permanent place of business. If the company applying for certification has multiple locations, please list these additional addresses on a separate attachment.
 - Company phone number
 - Company email address
 - Company website

- 2. Years in Business:

- Provide the number of years your company has been in business
 - Business Organization: The box checked should match the company's type of legal business entity. Please check only one box.
 - Please note: DFD will consider for certification Limited Liability Partnerships organized for the purpose of entering into a construction contract as a single entity if at least one of the contractors is qualified. Please see reference to 16.855(9m)(ar)3 below.

Statutory References for section A:

- *16.855(9m)(b)2.a. The bidder maintains a permanent place of business.*
- *16.855(9m)(b)2.f. The bidder has been in business for at least 12 months.*
- *16.855(9m)(b)2.g. The bidder is a legal entity and authorized to do business in Wisconsin*
- *16.855(9m)(ar)3. The department shall consider for certification under par. (b) associations consisting of at least 2 contracting firms that are organized for the purpose of entering into a construction contract as a single entity if at least one of the contracting firms is qualified under par. (b) and if the assignment of, and provisions for the continuity of, the various responsibilities within the association are agreed upon before the contract is awarded.*

- B. Division(s) of Work Contractor is Seeking Certification in:**

- Check **any and all** divisions of work your company intends to bid on over the next two years. Contractors **must** be certified in **each** division of work they bid on.
 - Please check the "other" box if you are a "specialty" contractor such as roofing, asbestos, telecommunications, DDC controls, etc. These contractors should seek

certification if they intend to bid on projects over \$50,000. The letting of these divisions of work will depend on the project budget.

Statutory References for section B:

- *16.855(1g)(a) "Mechanical, electrical, or plumbing subcontractor" is a contractor that performs mechanical, electrical, plumbing, or fire protection work and enters into a contract with a general prime contractor to perform their division of work.*

C. Qualifying Project

- This is a very important component of the application because the project(s) listed will be used to help determine the division(s) of work the contractor will be certified to bid on and the dollar threshold(s) the contractor will initially be certified up to. Bids will be rejected if the contractor is not certified in the division(s) of work submitted and/or if contractor's bid amount exceeds their certification threshold in that division of work. This project(s) should be as recent as possible—preferably within the last 10 years.
 1. Provide the highest value contract (in the division(s) of work checked above) that the contractor has completed, along with other requested information. **Please note: you must list a project and contract amount for each division of work you wish to be certified in.**
 2. If the project(s) provided in section C 1 was **not** a public project performed for a government entity, please list one public project your company performed for a government entity.

Statutory References for section C:

- *16.855(9m)(b)1.a. The bidder has completed at least one project that involved similar work to the work being bid and the project was at least 50 percent of the size or value of the division of the project being bid. If the department determines that more experience is necessary for a particular project, the department may include additional requirements in the specifications and certify bidders accordingly.*
- *16.855(9m)(b)2.h. The bidder has performed at least one other public project for a government entity.*

D. Necessary Equipment

- The information provided in sections D and E of the application will be used to help determine your company's ability to perform project work properly and expeditiously.
 1. List all **owned** equipment in the space provided or attach a complete list.
 - Type of equipment
 - Amount of that type of equipment
 2. Describe the means and methods your company will use to access any necessary equipment not owned to perform a project. Please be specific.

Statutory References for section D:

- *16.855(9m)(b)1.b. The bidder has access to all necessary equipment and the organizational capacity and technical competence necessary to perform the project work properly and expeditiously.*

E. Organizational Capacity and Technical Competence

- The information provided in sections D and E of the application will be used to help determine your company's ability to perform project work properly and expeditiously.
 1. Provide a number for each salaried personnel category listed
 2. Provide a number for each licensed personnel category listed

Statutory References for section E:

- *16.855(9m)(b)1.b. The bidder has access to all necessary equipment and the organizational capacity and technical competence necessary to perform the project work properly and expeditiously.*

F. Bonding and Financial Information

- The information provided in section F of the application will indicate and verify your company's separate performance and payment bonding capacities and will be used to help determine the dollar threshold(s) the contractor will initially be certified up to within the division(s) of work your company is seeking certification.
 1. Provide name and address of bonding company
 2. Bonding Capacity
 - Provide dollar value of 100% performance bond capacity
 - Provide dollar value of 100% payment bond capacity
 - Provide a copy of a letter from your bonding company verifying contractor's separate performance and payment bonding capacities. This letter can be submitted in the following ways:
 - Scan the letter as a PDF and attach it with your email application
 - Photocopy the letter and fax it with your application
 - Photocopy the letter and mail it with your application
 3. Provide the dollar amount of all uncompleted work the contractor has under contract as of the certification application date.

Statutory References for section F:

- *16.855(9m)(b)2.c. The bidder is bondable for the term of the proposed contract and is able to obtain a 100 percent performance bond and a separate 100 percent payment bond.*

- *16.855(9m)(b)2.b. The bidder submits a sworn statement, upon the department's request, that indicates that the bidder has adequate financial resources to complete the work being bid, taking into account any other work the bidder is currently under contract to complete.*

G. Record of Satisfactorily Completing Projects

- The information provided in sections G and H will help determine if contractor meets several responsible bidder conditions. DFD will utilize resources and information available to verify the accuracy of the statements made in this section.
- Please check all boxes that apply to your company. Please note that in verifying that the contractor has diligently pursued execution of the work and completed contracts according to the time schedule, extensions granted will be taken into account.
- If you have never held a construction contract with the State of Wisconsin, please provide two references who can attest to your record of satisfactorily completing construction projects. Please note that it is likely we will contact these references to gather information about your record. Reference information should include:
 - Name of contact person
 - Name of company
 - Phone number
 - Email address
 - Project Title

Statutory References for section G:

- *16.855(9m)(b)2.d. The bidder has a record of satisfactorily completing projects. In determining this factor, the department shall consider if the bidder has completed all contracts in accordance with drawings and specifications; diligently pursued execution of the work and completed contracts according to the time schedule, taking account of extensions granted; fulfilled guarantee requirements of contracts; if the contract included an affirmative action program requirement, complied with the requirement; and, if the contract included a safety program requirement, complied with the requirement.*

H. Statement of Responsibility

- The information provided in sections G and H will help determine if contractor meets several responsible bidder conditions. Please check all boxes that apply to your company. DFD will utilize resources and information available to verify the accuracy of the statements made in this section.

Statutory References for section H:

- *16.855(9m)(b)2.e. The bidder is not on an ineligible list that the department maintains under s. 16.705(9) or 16.765(9) or on a list that another agency maintains for persons who violated construction-related statutes or administrative rules.*
- *16.855(9m)(b)2.g. The bidder is a legal entity and authorized to do business in Wisconsin.*
- *16.855(9m)(b)2.j. In any jurisdiction, the bidder, in the previous 10 years, has not been debarred from any government contracts and has not been found to have committed tax avoidance or evasion.*
- *16.855(9m)(b)2.k. In any jurisdiction, in the previous 10 years, the bidder has not been disciplined under a professional license.*
- *16.855(9m)(b)2.L. In any jurisdiction, none of the bidder's employees and no member of the bidder's organization has been disciplined under a professional license that is currently in use.*

Submitting the Contractor Certification Application

- You must attach a letter from your bonding company as required by section F of the application.
- An officer of your company must sign the Contractor Certification Application and the signature must be notarized on the form.
- Only complete certification applications will be considered.
- Contractor Certification Applications may be submitted via:
 - Email (preferred): dfdcertification@wisconsin.gov
 - Fax: 608-267-2710 Attn: DFD Contractor Certification Liaison
 - Mail: Division of Facilities Development Attn: Contractor Certification Liaison
P.O. Box 7866 Madison, WI 53507-7866
- Pursuant to s. 16.855, DFD may request additional information from contractors in order to reach a certification decision.
- DFD will issue a timely certification decision via email and mail. This information will be uploaded to your WisBuild vendor record.
- If you have questions about the certification application and instructions, please email us at: dfdcertification@wisconsin.gov