

**BIDDER'S PROOF OF RESPONSIBILITY**

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

To: Owner  
Owner's Address

Attn. (Name)  
Project Manager

To the Owner:

Submitted herewith please find our statement for your consideration in determining whether our firm is qualified and capable of making a proposal to 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 Owner during the current calendar year.

It is understood that the determinations and decisions of the Owner 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 Owner on other projects. The Owner expressly reserves the right to review and reserve its findings on later projects.

Very truly yours,

\_\_\_\_\_  
Officer

\_\_\_\_\_  
Firm

\_\_\_\_\_

## PREQUALIFICATION STATEMENT

The contents of this questionnaire and financial statement will be considered confidential.

If the Owner is not satisfied with the sufficiency of the answers to the questionnaire and financial statement, it may reject the Proposal or disregard the same or require additional information.

### 1. IDENTIFICATION

A. Official firm name: \_\_\_\_\_

B. Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

C. Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

D. Number of years in business under present firm name: \_\_\_\_\_

E. Classification of work which firm is seeking qualification: \_\_\_\_\_

\_\_\_\_\_

F. Please check one, two or three:

1. Corporation     2. Co-Partnership     3. Individual

G. Principal individuals:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. **EXPERIENCE**

A. Experience with Similar Projects:

Date  
Owner  
Amount of Contract  
Nature of Work

B. Experience of Principal Individuals in Organization:

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

**3. CONTRACTUAL RESPONSIBILITY**

A. Has firm ever failed in the past ten (10) years to complete on time work awarded to it? \_\_\_\_\_

1. Date \_\_\_\_\_

2. Owner \_\_\_\_\_

3. Owner's mailing address \_\_\_\_\_

4. Full particulars in each instance \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Has any officer or partner of firm ever failed in the past ten (10) years to complete on time a construction contract handled in his/her own name? \_\_\_\_\_

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 (10) years that failed to complete a contract on time? \_\_\_\_\_

1. Date \_\_\_\_\_

2. Name of officer or partner \_\_\_\_\_

\_\_\_\_\_

3. Name and mailing address of organization \_\_\_\_\_

\_\_\_\_\_

4. Full particulars in each instance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. BONDING RESPONSIBILITY**

A. 1. Name and address of bonding companies which will execute firm Bid, Performance Bond and Payment Bond: \_\_\_\_\_  
\_\_\_\_\_

2. Names and addresses of all bonding companies other than those listed in A1. above which have written Surety Bonds for your firm during the last five (5) 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? \_\_\_\_\_

1. Date: \_\_\_\_\_

2. Name of bonding company \_\_\_\_\_

3. Bonding company's address \_\_\_\_\_

4. Full particulars in each instance \_\_\_\_\_

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

**5. BIDDER'S FINANCIAL STATEMENT**

- A. Attach an itemization of current firm assets as of latest balance sheet date.  
Give date \_\_\_\_\_
- B. Attach an itemization of current firm liabilities as of latest balance sheet date.  
Give date \_\_\_\_\_
- C. Who prepared such balance sheet? \_\_\_\_\_  
\_\_\_\_\_
- D. For what purpose are the firm's assets assigned? \_\_\_\_\_

**6. PROJECT REVIEW**

- A. Have you read each of the provisions of the Contract Documents used by the Owner? \_\_\_\_\_
- B. Have you reviewed the Project Plans and Specifications? \_\_\_\_\_
- C. Have you examined the Worksite? \_\_\_\_\_

**NOTE: Bidders may submit their own comparable sworn statement in lieu of this form. The Owner reserves the right to reject any other form that it determines, in its sole discretion, is not comparable.**

