

Application Packet for Qualified Contractor Certification

Town of Pacific, Columbia County, WI

W7530 HWY 16, Pardeeville, WI 53954

www.tn.pacific.wi.gov

Included in this Packet:

- Application for Qualified Contractor Certification
- Agreement for Reimbursable Services

A Contractor who intends to perform work within the boundaries of any Town Road, easement or other public facility, located in the Town of Pacific, may only do so if that Contractor holds a Qualified Contractor Certification issued by the Town. The purpose of this document is to provide guidance to contractors who are applying for a Qualified Contractor Certification.

Application for Qualified Contractor Certification

APPLICANT INFORMATION			
Name of Company:		Chief Officer or Manager:	
Mailing Address:	City:	State:	Zip Code:
Phone Number:	Fax Number:	Email Address:	
Are you renewing your Qualified Contractor Certification? <input type="checkbox"/> NO <input type="checkbox"/> YES > YEAR QCC APPROVED: _____ Are you a Sub-Contractor seeking a QCC? <input type="checkbox"/> YES <input type="checkbox"/> NO > Name of General Contractor: _____			

CERTIFICATION CHECKLIST	
When did Company begin business? Year: _____	
Form of business entity: Sole Proprietorship/Partnership/LLC, Corporation (Circle one).	
List number of years company has been doing business in roadwork, pipework, excavation or finish restoration:	_____ years
Attach a list all current licenses, registrations and certifications held for excavation, utility work or roadway work:	<input type="checkbox"/> Information Attached
Attach the background/experience for your company for contracting work you perform – OR; I am renewing my Qualified Contractor Certification with no updates.	<input type="checkbox"/> Information Attached <input type="checkbox"/> Renewal
Attach a list of your major equipment used on projects – OR; I am renewing my Qualified Contractor Certification with no updates.	<input type="checkbox"/> Information Attached <input type="checkbox"/> Renewal
List insurance coverage. Attach insurance certificates for workers compensation, general & pollution liability, etc. – OR; I am renewing my Qualified Contractor Certification with no updates.	<input type="checkbox"/> Information Attached <input type="checkbox"/> Renewal
Attach a list of bonding coverage if any. Include limit of payment.	<input type="checkbox"/> Information Attached
Has your firm had any type of business, contracting or trade license, certification or registration revoked or suspended in the past five years?	<input type="checkbox"/> Yes – Attach Details <input type="checkbox"/> No
Has your firm violated any safety rules or regulations as determined by OSHA during the last five (5) years?	<input type="checkbox"/> Yes -- Attach Details <input type="checkbox"/> No
Indicate which of the following you have at least five (5) years of relevant construction work experience with:	
<input type="checkbox"/> Driveway construction or alteration	<input type="checkbox"/> Ditching or grading in the right-of-way
<input type="checkbox"/> Roadwork, including gravel base, asphalt or concrete, guardrails and shouldering	<input type="checkbox"/> Utility work, including CATV, Telephone, Fiber Optic, Electric, Gas, etc.
<input type="checkbox"/> Tree or Brush Clearing	<input type="checkbox"/> Turf, Shoulder & Asphalt Restoration
	<input type="checkbox"/> Pipe and culvert installation
	<input type="checkbox"/> Subdivision infrastructure improvement projects

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Attach the general quality control practices your firm utilizes, including information on supervision of projects – OR; I am renewing my Qualified Contractor Certification with no updates.	<input type="checkbox"/> Information Attached <input type="checkbox"/> Renewal
Provide at least two municipal references – OR; I am renewing my Qualified Contractor Certification with no updates.	<input type="checkbox"/> Information Attached <input type="checkbox"/> Renewal
Have you worked on any projects in the Town of Pacific within the last five (5) years? - OR; I am renewing my Qualified Contractor Certification with no updates.	<input type="checkbox"/> Yes – Attach Details <input type="checkbox"/> Renewal

As a condition to the granting of this Application, the Applicant hereby agrees to be responsible for all damages relating in any way to its work within the boundaries' of any Town road, easement or other public facility. Applicant certifies, to the best of its knowledge and belief, all of the information contained in this application is correct. Applicant understands that the failure to report completely and accurately will result in the denial or withdrawal of the certification and loss of the application fee.

 Signature of Applicant's Chief Officer/Manager

 Printed Name

 Date

 Title

The application fee must accompany this Qualified Contractor Certification request. Current fees are posted at the Pacific Town Hall, and may periodically change.

Current fees may also be viewed at <http://www.tn.pacific.wi.gov/>

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Agreement for Reimbursable Services

In the Review of Qualified Contractor Certification Requests
Town of Pacific, Columbia County, WI

The cost of application review for all Qualified Contractor Certification requests shall be borne by the Applicant. The Applicant shall pay all reasonable Town of Pacific incurred expenses relating to a particular Qualified Contractor Certification request. This may include meeting charges, professional consultants, or other relevant Town expenses incurred in connection to the Qualified Contractor Certification request. The Town reserves the right to apply the charges for these services as well as for staff time, mileage, and Town equipment usage expended in the administration, investigation and processing of applications to the Applicant.

The Applicant is required to provide the Town with an executed copy of this agreement as a prerequisite to the processing of the Qualified Contractor Certification request application. The submittal of a Qualified Contractor Certification request application shall be construed as an agreement to pay for such professional review services applicable to the proposal. Review fees which are applied to an Applicant, but which are not paid within 30 days of the issuance of a bill by the Town will accrue interest at a rate of 1.5% per month until the fee is paid in full.

_____ agrees to reimburse the Town of Pacific for
(Applicant/Company)

all review costs associated with, but not limited to, the Town Engineer and Town Attorney, in connection with the Qualified Contractor Certification request and, further, agrees to reimburse the Town for other administrative staff review if, in the judgment of the Town Board, such reimbursement is warranted.

Dated this _____ day of _____, 20 ____ .

Signature of C.E.O.

Printed Name