REQUEST FOR QUALIFICATIONS
RFQ 2027-001
CONTRACTOR PREQUALIFICATION APPLICATION
FOR CAPITAL CONSTRUCTION PROJECTS

ISSUED: NOVEMBER 6, 2026
Issuing Agency: Western Technical College District Board
Prequalification Period: January 1, 2027, through December 31, 2027
Application Deadline: December 1, 2026, at 2:00 PM CST

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TIMELINE AND SUBMITTAL INSTRUCTIONS

Issue date of prequalification RFQ
November 6, 2026

Prequalification Application submission due
December 1, 2026 (prior to 2:00 PM CST electronically through DemandStar)

Deadline to submit questions
November 17, 2026 (prior to 2:00 PM CST in writing to purchasing@westerntc.edu)

Anticipated notification of prequalification status
December 14, 2026

Prequalification period begins
January 1, 2027 (for 2027 calendar year)

Prequalification period ends
December 31, 2027 *(Subject to administrative extension pursuant to Section 3.9)*

Western may modify dates by written addendum. Applicants are responsible for monitoring the solicitation and incorporating all issued addenda.

SUBMISSION INFORMATION

- Submissions are only accepted electronically through the DemandStar website posting for this RFQ.
- The applicant is responsible for ensuring the complete application is received before the deadline.
- Late submissions will not be accepted except as permitted by the solicitation and applicable law.
- ISSUING OFFICE / CONTACT: Western Technical College Business Office
  - Attention: Leah Miller | Email: purchasing@westerntc.edu
  - All official communications, clarifications, and questions regarding this solicitation must be directed solely in writing to the Issuing Office contact above in accordance with the Submittal Instructions. Contact with any other Western personnel or representatives regarding this RFQ is prohibited.

SECTION 1: GENERAL INFORMATION

1.1 Statement of Purpose

The purpose of this Request for Qualifications is to establish an annual prequalification process for contractors seeking to bid as prime contractors on applicable Western Technical College capital construction projects. This RFQ establishes the information and standards Western will use to evaluate eligibility, experience, responsibility, capability, and continuing qualification.

Prequalification is not a construction contract, purchase order, award, invitation to bid, or guarantee that Western will solicit or award work to any applicant.

1.2 Western Technical College

Western Technical College is one of sixteen technical college districts in Wisconsin. Western serves portions of eleven counties and offers associate degrees, technical diplomas, certificates, apprenticeship instruction, adult basic education, customized training, counseling, testing, and career services. Western's main campus is located in La Crosse, Wisconsin, with regional locations in Black River Falls, Independence, Mauston, Tomah, Sparta, and Viroqua, Wisconsin.

Description of College

Western Technical College is one of sixteen (16) technical college districts in the state of Wisconsin. Western Technical College serves parts of or all of eleven (11) counties and offers associate degrees, technical diplomas, and certificates in over one hundred programs to approximately 9,000 (head count) students. Western Technical College employs approximately 441 full-time and 518 part-time faculty and staff members. For the fiscal year ending June 30, 2025, Western Technical College's budgeted total expenditure was approximately $85 million.

Campus Information

Western Technical College main campus is in La Crosse, Wisconsin. We also have six regional locations in Black River Falls, Independence, Mauston, Tomah, Sparta, and Viroqua, Wisconsin.

Educational Information

Western Technical College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Western Technical College offers a variety of educational and training opportunities with more than one hundred programs of study in ten career cluster areas such as Advanced Manufacture, Agriculture, Business, Design and Construction, Education and Human Services, Health Sciences, Liberal Arts, Public Safety, STEM, and Transportation. Other programs and services include apprenticeship instruction, adult basic education, customized business and industry training, counseling, testing and career services

Mission Statement

Western Technical College provides relevant, high-quality education, in a collaborative and sustainable environment, that changes the lives of students and grows our communities.

1.3 Capital Construction Work and Project-Specific Requirements

Each construction project will be separately advertised and awarded under its own solicitation and contract documents. Prequalification establishes a contractor's baseline eligibility to be invited to bid on Western Technical College capital construction projects — it does not define, limit, or substitute for the requirements applicable to any individual project solicitation, nor does it guarantee an invitation to bid, award, minimum volume of work, or final determination of responsibility for any individual project.

Prequalified contractors acknowledge that project-specific solicitations (RFP, RFB, ITB, or equivalent) may impose additional requirements beyond those evaluated during prequalification. Such requirements may include, but are not limited to:

- Site access protocols, badging, and campus security procedures;
- Background screening requirements for contractor personnel;
- Campus conduct standards, including tobacco-free, drug-free, and weapons-free workplace policies;
- Occupied facility work restrictions, noise limitations, and utility coordination requirements;
- Supplemental insurance endorsements or project-specific bonding requirements;
- Prevailing wage, certified payroll, or other labor compliance obligations;
- Supplier diversity, MWBE, DBE, or veteran-owned business participation reporting; and
- Any other requirements imposed by the funding source, regulatory authority, or project conditions.

Western reserves the right to establish project-specific requirements that differ from or exceed the general standards set forth in this prequalification process.

1.4 Project Owner and Architect

OWNER: Western Technical College 400 7th St N La Crosse, WI 54601

ARCHITECT: HSR Associates, Inc. 100 Milwaukee Street La Crosse, WI 54603

ISSUING OFFICE / CONTACT: Western Technical College Business Office
Attention: Leah Miller | Email: purchasing@westerntc.edu

1.5 Prequalification Categories

- General Contractor
- Roofing Contractor
- Mechanical / HVAC Contractor
- Plumbing Contractor
- Electrical Contractor
- Low Voltage Contractor
- Other prime-contractor categories identified by Western for a specific project or annual cycle

Applicants shall identify every category for which they seek prequalification. Prequalification is category specific. Western may require additional qualifications for a particular project or specialty.

SECTION 2: PREQUALIFICATION REQUIREMENTS

2.1 Purpose of Prequalification

The District Board of Western Technical College requires contractors intending to submit bids as prime contractors for applicable Western capital construction projects to be prequalified through this process. Western may limit the categories for which an applicant is prequalified. Prequalification is intended to establish that an applicant has the experience, resources, financial and bonding capacity, safety practices, organizational capability, and past performance reasonably necessary to undertake Western capital construction work.

2.2 Prequalification Categories

An applicant may apply for one or more categories listed in Section 1.5. Western may establish additional or different qualification requirements for a category when warranted by the nature of the work.

2.3 Minimum Eligibility Requirements

An applicant must submit a complete application and satisfy applicable mandatory requirements, including:

- Required forms and certifications are complete and signed by an authorized representative.
- Required category-specific experience is demonstrated.
- Required licenses, registrations, certifications, and permits are current or obtainable.
- Required insurance coverage can be obtained and maintained.
- Workers' compensation requirements are satisfied.
- Bonding capacity is adequate for anticipated work and applicable project requirements.
- Required safety and loss-control information is provided.
- Past performance, claims, litigation, defaults, and other requested information are fully and accurately disclosed.
- The applicant has sufficient personnel, equipment, organizational resources, and current capacity to undertake Western work.
- All other mandatory requirements in this RFQ and attachments are satisfied.

Failure to satisfy a mandatory requirement may result in the application being determined incomplete or the applicant being determined not prequalified.

2.4 Evaluation of Responsibility and Capability

Western may evaluate, among other relevant factors:

- Years and type of construction experience.
- Comparable projects, including size, scope, complexity, location, and applicant role.
- Experience in educational, public, occupied, or similarly complex facilities when relevant.
- Past performance, including schedule, quality, budget, communication, supervision, closeout, warranty, and claims/disputes.
- Safety program, EMR history, OSHA history, workers' compensation coverage, and loss-control practices.
- Financial condition and bonding capacity.
- Key personnel, staffing, equipment, and organizational resources.
- Licensing, insurance capability, and regulatory compliance.
- Claims, litigation, defaults, terminations, bankruptcies, debarment, suspension, or exclusions.
- Other information reasonably relevant to the applicant's ability to perform Western work.

Western may use applications, supporting documents, references, Western records, public records, surety information, licensing authorities, and other reasonably available sources.

2.5 Insurance Requirements

New applicants shall provide a current certificate of insurance documenting the following minimum coverage:

1. Workers' Compensation: As required by Wisconsin Statutes for all employees engaged in the work.
2. Commercial General Liability: Minimum coverage of $1,000,000 for bodily injury and property damage, including products liability and completed operations.
3. Automobile Liability: Minimum coverage of $1,000,000 per occurrence combined single limit for automobile liability and property damage, covering all owned, non-owned, and hired vehicles used in performing the work.

Continuing Eligibility. Previously prequalified contractors are not required to submit a new certificate of insurance with each annual renewal unless requested by Western. All prequalified contractors must maintain required insurance and promptly notify Western of any cancellation, nonrenewal, or material reduction in required coverage. Western may request updated certificates or other documentation at any time to verify continued compliance.

Project-Specific Requirements. Western reserves the right to require higher or lower insurance limits, additional coverage, or specific policy endorsements when warranted by a project's scope, value, location, or risk. Prequalification does not guarantee that a contractor's existing coverage will satisfy the requirements of an individual project solicitation or resulting contract. Contractors must meet applicable project-specific insurance requirements before commencing work.

2.6 Western Project Experience and Past Performance

Western will consider the applicant's performance on Western construction contracts during the preceding five years. Relevant factors may include contract compliance, schedule, quality, change orders and cost management, safety, communication, supervision, punch-list completion, closeout, warranty obligations, and claims or disputes. Where an applicant has performed two or more Western projects during the preceding five years, Western may review the two most recent and other relevant Western performance information. Past performance will be considered in context, including documented circumstances outside the applicant's control.

2.7 Project-Specific Qualification

Annual prequalification does not automatically establish that an applicant is responsible or qualified for every Western project. Western may establish additional project-specific requirements based on size, value, complexity, specialty, schedule, location, occupied-facility conditions, funding, or other legitimate project considerations. Any additional requirements will be stated in the applicable project solicitation.

2.8 Application Review and Clarification

Western will review applications for completeness and compliance. Western may request clarification, supporting documentation, verification, or additional information. Clarification is not intended to permit a material revision after the deadline unless Western determines that doing so is appropriate, does not create an unfair advantage, and is consistent with this RFQ. Applicants are responsible for accuracy and completeness.

2.9 Prequalification Determination

Western may determine an applicant to be:

- Prequalified for requested category or categories;
- Prequalified subject to stated limitations or conditions; or
- Not prequalified.

Western will document the basis for the determination. A determination is based on information reasonably available at review and does not prevent Western from considering subsequently discovered information.

2.10 Continuing Eligibility and Material Changes

Prequalification is contingent upon continuing satisfaction of applicable requirements. A prequalified contractor shall promptly notify Western in writing of material changes affecting qualification, including ownership or control, key management, licensing, insurance, bonding capacity, financial condition, workload or capacity, safety performance, debarment or exclusion status, significant claims or litigation, defaults, terminations, or other circumstances that could materially affect performance.

2.11 Suspension, Limitation, or Revocation

Western may suspend, limit, condition, or revoke prequalification when an applicant no longer satisfies applicable requirements or circumstances materially affect eligibility or ability to perform. Grounds may include:

- Loss or expiration of required licenses, insurance, or workers' compensation coverage.
- Material decline in bonding or financial capacity.
- Material misrepresentation, omission, or failure to disclose required information.
- Failure to report a material change.
- Significant deterioration in safety performance.
- Debarment, suspension, exclusion, or similar governmental action.
- Serious or repeated performance deficiencies.
- Default, termination for cause, abandonment, or other material contract performance concerns.
- Other material circumstances affecting responsibility or capability.
- Willful or continued violation of college policies including but not limited to building access, safety, and personal conduct.

When practicable, Western will provide notice and an opportunity to respond before final action. Western may take interim action when necessary to protect the College, project, public, or procurement process.

2.12 Request for Reconsideration

An applicant may request reconsideration of a nonqualification, limitation, suspension, or revocation determination by submitting a written request within five business days after notice. The request shall identify the determination and supporting information. Western will review the request and issue a written decision. A request does not extend a project bid deadline and does not automatically stay a determination.

2.13 No Guarantee of Award

Prequalification does not guarantee solicitation, invitation, award, or project proceeding. It does not establish bid responsiveness or project-specific responsibility and does not limit Western's rights under a project solicitation.

2.14 Right to Verify Information

Western may verify submitted information and obtain additional information from references, project owners, architects, engineers, construction managers, sureties, insurers, licensing authorities, governmental agencies, and other appropriate sources. Applicants shall cooperate with reasonable verification requests.

2.15 Waiver of Minor Irregularities

Western may waive minor informalities or irregularities that do not materially affect the application, create an unfair advantage, or compromise the integrity of the process. Western will not use this provision to disregard a material requirement in a manner that results in inconsistent treatment.

SECTION 3: SUBMITTAL REQUIREMENTS

3.1 General Submission Requirements

- Submit a complete application through DemandStar.
- Applications must be received by the date and time specified in the solicitation.
- The applicant is responsible for timely receipt.
- All request for clarifications and questions must be submitted by the date and time specified in the solicitation.
- Late submissions are subject to the rules stated in this RFQ.
- Material omission or falsification may result in nonqualification.

3.2 Previously Prequalified Applicants

- Attachment A — Application General Information & Western Experience.
- Attachment B — Contractor Certification.
- Attachment D — Annual Renewal & Continuing Eligibility Certification.
- Current surety certification of bonding capacity, on the surety's preferred form.
- Current IRS Form W-9
- List of claims, suits, judgments, arbitration proceedings, defaults, or similar matters required by Attachment D.

Western may request additional information when needed to verify continuing eligibility or evaluate material change.

3.3 New Applicants

- Attachment A — Application General Information & Western Experience.
- Attachment B — Contractor Certification.
- Attachment C — Required Information for New Applicants.
- Current surety certification of bonding capacity, on the surety's preferred form.
- Current IRS Form W-9
- Certificate of insurance (COI)
- Additional information is reasonably required to verify eligibility, responsibility, capability, or category-specific qualifications.

3.4 Joint Ventures

If two or more entities intend to submit a bid as a joint venture, each entity shall be separately prequalified unless a project solicitation expressly provides otherwise. Western may require information regarding the joint venture agreement, allocation of responsibility, bonding, insurance, and relevant experience.

3.5 Authorized Signatory and Certification

The application must be signed by an individual authorized to bind the applicant. The applicant certifies that the information submitted is true, complete, and accurate to the best of the signer's knowledge after reasonable inquiry and shall promptly correct material inaccuracies discovered after submission.

3.6 Financial Information

Western may request current financial information when reasonably necessary to evaluate financial responsibility or bonding capacity. Upon request, the applicant shall provide the most recent reviewed or audited financial statement available and, when reasonably necessary, more current financial information.

3.7 Public Records and Confidentiality

Western will treat submitted information in accordance with applicable Wisconsin public-records and confidentiality laws.

3.8 Record Retention

Western may retain applications, supporting documents, reference information, clarification requests and responses, evaluation records, and determinations in accordance with applicable records-retention requirements.

3.9 Prequalification Period and Administrative Extensions

Prequalification status is effective for the stated annual calendar period (January 1 through December 31), unless Western specifies a different effective date or duration in its written determination, or modifies, limits, suspends, or revokes status pursuant to Section 2.11.

Administrative Extensions: To prevent disruption to ongoing procurement cycles, bridge renewal review periods, or maintain competitive bidding pools, Western reserves the right, in its sole administrative discretion, to extend the expiration date of an existing prequalification determination for an administrative grace period not to exceed ninety (90) calendar days (through March 31 of the subsequent year), or until a final written determination is issued on a timely submitted renewal application, whichever occurs first.

ATTACHMENT A: APPLICATION GENERAL INFORMATION & WESTERN EXPERIENCE

REQUIRED FOR ALL APPLICANTS

A.1 Contractor Information

Legal Contractor Name: _____

DBA / Assumed Name *(if applicable)*: _____

Federal Tax ID (FEIN): (upload W-9 in electronic submittal) _____

Business Entity Type: [ ] Corporation [ ] LLC [ ] Partnership [ ] Sole Proprietorship [ ] Other:

_____

Street Address: _____

City, State, ZIP: _____

Primary Contact & Title: _____

Telephone: _____ Email: _____

Wisconsin License / Registration No(s). *(if applicable)*: _____

_____

A.2 Administrative and Project Contact Information

Instructions: Complete the applicable fields below. Identify a primary contact for each function and provide alternate contacts when appropriate. If one individual serves multiple functions, indicate that person in each applicable section. Western may use this information for prequalification administration, future bid and proposal solicitations, project coordination, contract administration, and invoicing.

Prequalification Application Contact

Primary contact for this prequalification application, application questions, requests for clarification, and prequalification status notifications.

Name: _____ Title: _____

Telephone: _____ Email: _____

Future Solicitation Contact

Primary contact to receive future Western invitations to bid, requests for proposals, requests for quotations, addenda, and other solicitation notices.

Name: _____ Title: _____

Telephone: _____ Email: _____

Alternate Contact, if applicable: _____

Alternate Email: _____

Project Management and Field Coordination Contact
Primary contact for project scheduling, site coordination, work planning, construction meetings, and day-to-day project communications if the company is selected for a project.

Name: _____ Title: _____

Telephone: _____ Email: _____

After-Hours/Emergency Contact, if applicable: _____

Telephone: _____

Contract and Administrative Contact
Primary contact for contract execution, insurance and bonding documentation, compliance requirements, change orders, amendments, and other contract administration matters.

Name: _____ Title: _____

Telephone: _____ Email: _____

Billing and Accounts Receivable Contact
Primary contact for invoices, billing questions, account statements, payment inquiries, and resolution of billing discrepancies.

Name: _____ Title: _____

Telephone: _____ Email: _____

Remittance or Billing Address, if different from above:

Safety and Compliance Contact
Primary contact for site safety coordination, safety documentation, incident reporting, and applicable regulatory or contractual compliance matters.

Name: _____ Title: _____

Telephone: _____ Email: _____

Authorized Company Representative
Individual authorized to certify the information submitted and, where applicable, sign prequalification documents on behalf of the company.

Name: _____ Title: _____

Telephone: _____ Email: _____

Additional Information
Additional Contact or Function (if applicable):

Name: _____ Title: _____

Telephone: _____ Email: _____

Vendor Certification: The vendor certifies that the contact information provided is accurate and agrees to notify Western Technical College of material changes to its designated contacts or contact information during the prequalification period.

[ ] Yes [ ] No

A.3 Requested Prequalification Categories

select multiple if applicable

[ ] General Contractor
[ ] Roofing Contractor
[ ] Mechanical / HVAC Contractor
[ ] Plumbing Contractor
[ ] Electrical Contractor
[ ] Low Voltage Contractor
[ ] Other: _____

A.4 Licensing, Insurance, and Regulatory Information

Applicable Wisconsin Licenses / Registrations and Expiration Date(s):

_____
_____
_____

Required Insurance Maintained?

[ ] Yes [ ] No *If No, explain:* _____

Workers' Compensation Maintained?

[ ] Yes [ ] No *If No, explain:* _____

Has the applicant had any professional/contractor license suspended, revoked, or restricted?

[ ] Yes [ ] No *If No, explain:* _____

Has the applicant been subject to any debarment, suspension, or regulatory exclusion?

[ ] Yes [ ] No *If No, explain:* _____

A.5 Western Experience

Complete the project information below for western specific projects that occurred during the preceding five(5) years. Contractors with no prior Western experience are not penalized simply because they have not worked for the College.

Project 1

- Project Name / Description: _____
- Contract / Project Value: $_____
- Original Scheduled Completion Date: _____
- Actual Completion Date: _____
- Final Status / Claims *(Disclose any unresolved claims, disputes, or liquidated damages)*: _____

Project 2

- Project Name / Description: _____
- Contract / Project Value: $_____
- Original Scheduled Completion Date: _____
- Actual Completion Date: _____

- Final Status / Claims *(Disclose any unresolved claims, disputes, or liquidated damages)*: _____

Project 3

- Project Name / Description: _____
- Contract / Project Value: $_____
- Original Scheduled Completion Date: _____
- Actual Completion Date: _____
- Final Status / Claims *(Disclose any unresolved claims, disputes, or liquidated damages)*: _____

Additional Western Projects (Attach additional sheets if needed)

Project Name(s) & Summary Details: _____

_____

_____

_____

_____

A.6 Western Performance Disclosure

- Were Western projects completed in accordance with contract requirements?

  [ ] Yes [ ] No — Explain _____

- Material schedule delays?

  [ ] Yes [ ] No — Explain _____

- Material cost issues or significant contractor-attributable change orders?

  [ ] Yes [ ] No — Explain _____

ATTACHMENT B: CONTRACTOR CERTIFICATION

REQUIRED FOR ALL APPLICANTS

The undersigned authorized representative certifies that:

- I have reviewed the application and supporting information.
- To the best of my knowledge after reasonable inquiry, the information is true, complete, and accurate.
- The applicant has disclosed material claims, litigation, defaults, terminations, debarments, suspensions, exclusions, and other matters requested.
- The applicant understands that prequalification establishes baseline eligibility only. Individual project solicitations issued by Western Technical College may impose additional requirements specific to the nature, location, funding, or conditions of that project. Such requirements will be stated in the applicable project solicitation and must be satisfied independently of prequalification status.
- The applicant certifies that it maintains, or will obtain before performing any work for Western, the insurance coverage required by this RFQ and acknowledges that Western may require updated evidence of coverage and additional or different insurance requirements for individual projects.
- The applicant understands that Western may verify submitted information and contact appropriate references and authorities.
- The applicant will promptly notify Western of material changes affecting continuing eligibility or ability to perform.
- The applicant understands that prequalification does not guarantee solicitation, invitation, award, or project-specific responsibility.
- Material misrepresentation or omission may result in nonqualification, suspension, limitation, or revocation.

AUTHORIZED REPRESENTATIVE

Contractor Legal Name: _____

Printed Name: _____

Title: _____

Signature: _____

Date: _____

Telephone: _____

Email: _____

The signer must have authority to bind the applicant. Western may request evidence of signing authority when reasonably necessary.

ATTACHMENT C: REQUIRED INFORMATION FOR NEW APPLICANTS

REQUIRED FOR APPLICANTS NOT PREVIOUSLY PREQUALIFIED

C.1 Experience

General Contractor (Min. 10 yrs required): [_____] years

Roofing Contractor (Min. 10 yrs required): [_____] years

Mechanical / HVAC Contractor (Min. 10 yrs required): [___] years

Plumbing Contractor (Min. 10 yrs required): [____] years

Electrical Contractor (Min. 10 yrs required): [___] years

Low Voltage Contractor (Min. 5 yrs required): [_____] years

C.2 Past Performance — Six Comparable Projects

Provide six completed projects performed during the preceding five years demonstrating relevant experience. Three educational project examples are requested and preferred, including projects for public or private higher education institutions, high schools, or grade schools. Projects should be comparable in value, scope, complexity, or delivery conditions to the category requested. Western reserves the right to determine whether fewer projects provide sufficient evidence for a specialized or lower-volume trade. *If an applicant does not have three educational projects, provide additional comparable commercial or institutional projects and explain.*

Category and minimum preferred project value

General Contractor: $750,000

Mechanical (HVAC) Contractor: $200,000

Electrical Contractor: $175,000

Plumbing Contractor: $75,000

Roofing Contractor: $50,000

Low Voltage: $25,000

C.3 Safety Program and Workers' Compensation

Provide the established safety/injury-prevention program or equivalent written safety program. It should address applicable requirements, training, meetings, inspections, incident reporting, corrective action, subcontractor safety, and supervision.

Written Safety Program Maintained? [ ] Yes [ ] No

Frequency of Documented Safety Meetings: _____

_____

Frequency of Documented Site Inspections: _____

_____

Person Responsible for Safety Oversight:

Name: _____ Title: _____

Telephone: _____ Email: _____

Subcontractor Safety Requirements Enforced? [ ] Yes [ ] No

If Yes/No, explain policy: _____

_____

C.4 EMR and OSHA / Safety History

Current Premium Year EMR: _____

Previous Premium Year EMR: _____

Year Prior to Previous EMR: _____

OSHA citation, violation, penalty, or material safety enforcement action in preceding five years?

[ ] Yes [ ] No — Explain _____

_____

Fatality, serious injury, or significant safety incident in preceding five years?

[ ] Yes [ ] No — Explain _____

_____

EMR, OSHA, and safety information will be evaluated in context. They are not automatic disqualifiers unless Western expressly establishes a mandatory threshold. If your EMR for any of these three years is or was 1.25 or higher you may, if you wish, attach a letter of explanation.

C.5 Workers' Compensation

During the preceding five years, was there any period when the applicant had employees but did not maintain required workers' compensation insurance or approved self-insurance?

[ ] Yes [ ] No. If yes, explain dates, circumstances, and resolution _____

_____

C.6 Bonding Capacity

Provide current certification from the surety on the surety's preferred form stating current bonding capacity and relevant limitations. A notarized statement is not required unless specifically requested.

C.7 Financial Capacity

Upon request, provide current financial information sufficient for Western to evaluate financial responsibility and bonding capacity. Western may consider financial information together with workload and other commitments.

C.8 Insurance Requirements

Current certificate of insurance provided documenting the minimum workers' compensation, commercial general liability, and automobile liability coverage required by the RFQ.

[ ] Yes [ ] No — Explain _____

_____

C.9 PROJECT #1

Project Name: _____

Location: _____

Owner / Contact: _____

Architect / Engineer / Contact: _____

Construction Manager *(if applicable)*: _____

Applicant's Role: [ ] General Contractor [ ] Prime Trade Contractor [ ] Other: _____

Description / Scope Performed:

Original Contract Value: $_____

Final Contract Value (incl. change orders): $_____

Applicant Share of Value *(if different)*: $_____

Construction Start Date: _____

Original Completion Deadline: _____

Actual / Substantial Completion Date: _____

Completed on Schedule? [ ] Yes [ ] No

If No, explain: _____

Material Contractor-Attributable Change Orders? [ ] Yes [ ] No

If Yes, explain: _____

Claims, Disputes, Litigation, Default, or Termination? [ ] Yes [ ] No

If Yes, explain: _____

Safety Incidents / Regulatory Enforcement Relevant to Project? [ ] Yes [ ] No

If Yes, explain: _____

Project Manager: _____

Superintendent / Site Lead: _____

Permission to Contact Owner/Architect as a Reference? [ ] Yes [ ] No

C.9 PROJECT #2

Project Name: _____

Location: _____

Owner / Contact: _____

Architect / Engineer / Contact: _____

Construction Manager *(if applicable)*: _____

Applicant's Role: [ ] General Contractor [ ] Prime Trade Contractor [ ] Other: _____

Description / Scope Performed:

Original Contract Value: $_____

Final Contract Value (incl. change orders): $_____

Applicant Share of Value *(if different)*: $_____

Construction Start Date: _____

Original Completion Deadline: _____

Actual / Substantial Completion Date: _____

Completed on Schedule? [ ] Yes [ ] No

If No, explain: _____

Material Contractor-Attributable Change Orders? [ ] Yes [ ] No

If Yes, explain: _____

Claims, Disputes, Litigation, Default, or Termination? [ ] Yes [ ] No

If Yes, explain: _____

Safety Incidents / Regulatory Enforcement Relevant to Project? [ ] Yes [ ] No

If Yes, explain: _____

Project Manager: _____

Superintendent / Site Lead: _____

Permission to Contact Owner/Architect as a Reference? [ ] Yes [ ] No

C.9 PROJECT #3

Project Name: _____

Location: _____

Owner / Contact: _____

Architect / Engineer / Contact: _____

Construction Manager *(if applicable)*: _____

Applicant's Role: [ ] General Contractor [ ] Prime Trade Contractor [ ] Other: _____

Description / Scope Performed:

Original Contract Value: $_____

Final Contract Value (incl. change orders): $_____

Applicant Share of Value *(if different)*: $_____

Construction Start Date: _____

Original Completion Deadline: _____

Actual / Substantial Completion Date: _____

Completed on Schedule? [ ] Yes [ ] No

If No, explain: _____

Material Contractor-Attributable Change Orders? [ ] Yes [ ] No

If Yes, explain: _____

Claims, Disputes, Litigation, Default, or Termination? [ ] Yes [ ] No

If Yes, explain: _____

Safety Incidents / Regulatory Enforcement Relevant to Project? [ ] Yes [ ] No

If Yes, explain: _____

Project Manager: _____

Superintendent / Site Lead: _____

Permission to Contact Owner/Architect as a Reference? [ ] Yes [ ] No

C.9 PROJECT #4 — EDUCATION PROJECT

Project Name: _____

Location: _____

Owner / Contact: _____

Architect / Engineer / Contact: _____

Construction Manager *(if applicable)*: _____

Applicant's Role: [ ] General Contractor [ ] Prime Trade Contractor [ ] Other: _____

Description / Scope Performed:

Original Contract Value: $_____

Final Contract Value (incl. change orders): $_____

Applicant Share of Value *(if different)*: $_____

Construction Start Date: _____

Original Completion Deadline: _____

Actual / Substantial Completion Date: _____

Completed on Schedule? [ ] Yes [ ] No

If No, explain: _____

Material Contractor-Attributable Change Orders? [ ] Yes [ ] No

If Yes, explain: _____

Claims, Disputes, Litigation, Default, or Termination? [ ] Yes [ ] No

If Yes, explain: _____

Safety Incidents / Regulatory Enforcement Relevant to Project? [ ] Yes [ ] No

If Yes, explain: _____

Project Manager: _____

Superintendent / Site Lead: _____

Permission to Contact Owner/Architect as a Reference? [ ] Yes [ ] No

C.9 PROJECT #5 — EDUCATION PROJECT

Project Name: _____

Location: _____

Owner / Contact: _____

Architect / Engineer / Contact: _____

Construction Manager *(if applicable)*: _____

Applicant's Role: [ ] General Contractor [ ] Prime Trade Contractor [ ] Other: _____

Description / Scope Performed:

Original Contract Value: $_____

Final Contract Value (incl. change orders): $_____

Applicant Share of Value *(if different)*: $_____

Construction Start Date: _____

Original Completion Deadline: _____

Actual / Substantial Completion Date: _____

Completed on Schedule? [ ] Yes [ ] No

If No, explain: _____

Material Contractor-Attributable Change Orders? [ ] Yes [ ] No

If Yes, explain: _____

Claims, Disputes, Litigation, Default, or Termination? [ ] Yes [ ] No

If Yes, explain: _____

Safety Incidents / Regulatory Enforcement Relevant to Project? [ ] Yes [ ] No

If Yes, explain: _____

Project Manager: _____

Superintendent / Site Lead: _____

Permission to Contact Owner/Architect as a Reference? [ ] Yes [ ] No

C.9 PROJECT #6 — EDUCATION PROJECT

Project Name: _____

Location: _____

Owner / Contact: _____

Architect / Engineer / Contact: _____

Construction Manager *(if applicable)*: _____

Applicant's Role: [ ] General Contractor [ ] Prime Trade Contractor [ ] Other: _____

Description / Scope Performed:

Original Contract Value: $_____

Final Contract Value (incl. change orders): $_____

Applicant Share of Value *(if different)*: $_____

Construction Start Date: _____

Original Completion Deadline: _____

Actual / Substantial Completion Date: _____

Completed on Schedule? [ ] Yes [ ] No

If No, explain: _____

Material Contractor-Attributable Change Orders? [ ] Yes [ ] No

If Yes, explain: _____

Claims, Disputes, Litigation, Default, or Termination? [ ] Yes [ ] No

If Yes, explain: _____

Safety Incidents / Regulatory Enforcement Relevant to Project? [ ] Yes [ ] No

If Yes, explain: _____

Project Manager: _____

Superintendent / Site Lead: _____

Permission to Contact Owner/Architect as a Reference? [ ] Yes [ ] No

ATTACHMENT D: ANNUAL RENEWAL & CONTINUING ELIGIBILITY CERTIFICATION

REQUIRED FOR PREVIOUSLY PREQUALIFIED APPLICANTS;

D.1 Contractor Identification

Contractor Legal Name: _____

Primary Contact: _____

Prequalified Categories: _____

Prior Western Prequalification Year(s): _____

D.2 Continuing Eligibility Certification

[ ] Required licenses and registrations remain current.

[ ] Required insurance and workers' compensation coverage are maintained.

[ ] Current bonding capacity remains adequate, and the surety has not materially reduced capacity.

[ ] The applicant maintains an appropriate safety program.

[ ] Material claims, litigation, defaults, terminations, debarments, suspensions, and exclusions have been disclosed.

[ ] Material ownership, control, management, licensing, financial, or capacity changes have been disclosed.

[ ] Previously submitted information remains accurate except as disclosed below.

D.3 Material Changes Since Prior Application

1. Ownership / Control - Change in status? [ ] YES [ ] NO

Description / Date / Resolution: _____

2. Management / Personnel - Change in status? [ ] YES [ ] NO

Description / Date / Resolution: _____

3. Licensing / Registration - Change in status? [ ] YES [ ] NO

Description / Date / Resolution: _____

4. Insurance / Workers' Compensation - Change in status? [ ] YES [ ] NO

Description / Date / Resolution: _____

5. Bonding Capacity - Change in status? [ ] YES [ ] NO

Description / Date / Resolution: _____

6. Financial Condition - Change in status? [ ] YES [ ] NO

Description / Date / Resolution: _____

7. Safety / OSHA / EMR - Change in status? [ ] YES [ ] NO

Description / Date / Resolution: _____

8. Claims / Litigation / Disputes - Change in status? [ ] YES [ ] NO

Description / Date / Resolution: _____

9. Default / Termination / Abandonment - Change in status? [ ] YES [ ] NO

Description / Date / Resolution: _____

10. Debarment / Suspension / Exclusion - Change in status? [ ] YES [ ] NO

Description / Date / Resolution: _____

11. Other Material Change - Change in status? [ ] YES [ ] NO

Description / Date / Resolution: _____

D.4 Current Claims and Proceedings

Instructions: Complete a separate entry for each claim, dispute, arbitration, or litigation matter.

Matter Entry 1

- Matter Title / Involved Parties: _____
- Date of Occurrence / Filing Date: _____
- Amount in Dispute / Current Status: _____
- Description / Current Resolution: _____

_____

Matter Entry 2

- Matter Title / Involved Parties: _____
- Date of Occurrence / Filing Date: _____
- Amount in Dispute / Current Status: _____
- Description / Current Resolution: _____

_____

(Attach additional numbered entries as necessary)

D.5 Current Workload Certification

I certify that the applicant has reviewed its current workload and commitments and has reasonable capacity to undertake Western work for which it bids upon.

[ ] Yes [ ] No

D.6 Authorized Certification

Contractor Legal Name: _____

Authorized Representative (Print Name): _____

Authorized Representative (Title): _____

Signature: _____

Date: _____

Email: _____

Telephone: _____

Exhibit 1: 2026 Previously Prequalified Contractors

1. Altmann Construction Company, Inc.
2. B & B Electric Inc.
3. Bernie Buchner
4. BMS CAT
5. Borton Construction
6. Brennan Construction of MN, Inc.
7. C.D. Smith Construction
8. Fahrner Asphalt Sealers, LLC
9. Five Star Telecom, Inc
10. Fowler & Hammer, Inc.
11. Hoeft Builders Inc.
12. Hooper Corporation
13. Immel Construction
14. Integrity Grading And Excavating Inc
15. Interstate Roofing & WTP, Inc.
16. J. F. Ahern Co.
17. Jackson & Associates LLC
18. Knutson Construction
19. Ledegar Roofing
20. Long Life Roofing Co.
21. LVC INC
22. Market & Johnson, Inc.
23. Mathy Construction Co
24. McCabe Construction, Inc.
25. Olympic Builders
26. P & T Electric Inc.
27. Pember Companies
28. Pioneer Roofing, LLC
29. Poellinger Electric, Inc.
30. V & S Construction Services
31. Wieser Brothers General Contractor, Inc.
32. Winona Heating & Ventilating, Co.
33. Winona Nursery Inc

Exhibit 2: Previously Prequalified Applicants - Application Completeness Worksheet

Vendor Legal Name: _____

Prequalification Categories Requested: _____

Instructions: Check each item before submitting the application. Submit all required documents and respond to every applicable question. If an item is not applicable, indicate "N/A" and provide an explanation when appropriate.

A. Application and Company Information

☐ Attachment A — Application General Information & Western Experience

☐ Legal business name, business structure, address, and general company information completed.

☐ Upload current W-9

☐ Requested prequalification trade categories identified.

☐ Administrative and project contact information completed, including:

Prequalification application contact.

Future bid/proposal solicitation contact.

Project management/field coordination contact.

Contract administration contact.

Billing/accounts receivable contact.

Safety/compliance contact, if applicable.

Authorized company representative.

☐ Western project experience and performance information completed, as applicable.

B. Required Certifications and Renewal Information

☐ Attachment B — Contractor Certification

☐ All required certifications reviewed and accepted.

☐ Authorized representative's printed name and title provided.

☐ Signature, date, telephone number, and email provided.

☐ Attachment D — Annual Renewal & Continuing Eligibility Certification

☐ Contractor identification and previously prequalified categories completed.

☐ Continuing eligibility certifications completed.

☐ Material changes since the prior application disclosed, or "None" indicated.

☐ Current claims, litigation, arbitration, judgments, defaults, terminations, and similar proceedings disclosed, or "None" indicated.

☐ Current workload and available capacity certification completed.

☐ Authorized representative's certification signed and dated.

C. Bonding and Supporting Information

☐ Current Surety Certification

☐ Current bonding capacity certification provided on the surety's preferred form.

☐ Any material limitations or changes in bonding capacity disclosed.

☐ Additional Information, if applicable

☐ Supporting documentation provided for material changes affecting eligibility or capability.

☐ Additional information requested by Western included.

☐ Required licenses, registrations, insurance, and workers' compensation coverage remain current; material changes disclosed.

D. Final Submission Review

☐ All required sections and attachments completed.

☐ All questions answered; "N/A" entered where appropriate.

☐ Required disclosures and supporting documents included.

☐ Application reviewed for accuracy and consistency.

☐ Complete application submitted through the method specified in the RFQ before the deadline.

Vendor Pre-Submission Confirmation

☐ I have reviewed this checklist and believe the application includes all required information and documents.

Name/Title: _____ Date: _____

Exhibit 3: New Applicants - Application Completeness Worksheet

Vendor Legal Name: _____
Prequalification Categories Requested: _____

Instructions: Check each item prior to submitting the application. Submit all required documents and respond to every applicable question. If an item is not applicable, indicate “N/A” and provide an explanation when appropriate.

Prequalification Categories Requested: _____

Instructions: Check each item prior to submitting the application. Submit all required documents and respond to every applicable question. If an item is not applicable, indicate "N/A" and provide an explanation when appropriate.

A. Application and General Company Information

☐ Attachment A — Application General Information & Western Experience

• ☐ Legal business name, DBA (if applicable), entity structure, address, and general company information completed (Section A.1).

• ☐ Federal Tax ID (FEIN) entered and current IRS Form W-9 attached/enclosed.

• ☐ Administrative, solicitation, and operational contact information fully completed (Section A.2), including:

• ☐ Prequalification application contact

• ☐ Future bid/proposal solicitation contact

• ☐ Project management / field coordination contact (with after-hours/emergency contact)

• ☐ Contract and administrative contact

• ☐ Billing and accounts receivable contact

• ☐ Safety and compliance contact

• ☐ Authorized company representative

• ☐ Vendor contact accuracy certification checked (Yes/No).

• ☐ Requested prequalification trade categories designated (Section A.3).

• ☐ Applicable Wisconsin licenses/registrations, insurance maintenance, workers' compensation, license suspension/revocation, and debarment disclosures answered and explained if applicable (Section A.4).

• ☐ Western project experience and performance disclosures completed, or "N/A / None" indicated if no prior work with the College (Sections A.5 and A.6).

B. Required Certifications

☐ Attachment B — Contractor Certification

• ☐ All mandatory compliance certifications, verification acknowledgments, and terms reviewed and accepted.

• ☐ Contractor legal name, authorized representative printed name, and title provided.

• ☐ Original/authorized signature, execution date, telephone number, and email address provided.

C. New Applicant Qualifications, Safety, Financial & Project Experience

☐ Attachment C — Required Information for New Applicants

C.1 Category Experience

• ☐ Years in business entered for all requested categories, meeting Western's minimum thresholds:

C.2 & C.9 Past Performance (Six Projects)

• ☐ Six (6) completed project data sheets provided for work performed within the preceding five (5) years:

• ☐ Three (3) general comparable commercial/institutional projects (Projects #1–#3).

• ☐ Three (3) educational facility projects (Projects #4–#6), or explanation provided if fewer than three educational projects are available.

• ☐ Verified each project meets or exceeds the minimum preferred dollar value threshold for the requested trade category (Section C.2).

• ☐ Contract values, start/completion dates, change order explanations, schedule status, claims/disputes, and supervisor details completed for each project.

• ☐ Owner/Architect reference contact information and contact permission confirmed for each project.

C.3 Safety Program & Oversight

• ☐ Written safety / injury-prevention program attached or documented.

• ☐ Meeting and inspection frequencies, safety director contact, and subcontractor enforcement policies stated.

C.4 EMR and Safety History

• ☐ Experience Modification Rates (EMR) provided for the current premium year and two preceding years.

• ☐ OSHA citation history and serious incident/fatality disclosures answered and explained if applicable.

C.5 Workers' Compensation

• ☐ Five-year coverage continuity disclosure completed and explained if applicable.

C.6 Bonding Capacity

• ☐ Current Surety Certification Letter provided on the surety's preferred form stating single-project and aggregate bonding capacities.

C.7 Financial Capacity

• ☐ Financial records availability acknowledged (statements available upon request).

C.8 Insurance Requirements

• ☐ Current Certificate of Insurance (COI) attached documenting minimum coverage:

• ☐ Workers' Compensation (statutory limits)

• ☐ Commercial General Liability ($1,000,000 per occurrence bodily injury/property damage, including products/completed operations)

• ☐ Automobile Liability ($1,000,000 combined single limit, covering owned, non-owned, and hired vehicles)

D. Final Pre-Submission Verification

• ☐ All questions answered; "N/A" entered where appropriate (no blank fields).

• ☐ All required file uploads compiled:

• ☐ Attachment A

• ☐ Attachment B

• ☐ Attachment C

• ☐ IRS Form W-9

• ☐ Surety Certification Letter

• ☐ Certificate of Insurance (COI)

• ☐ Written Safety Program

• ☐ Application checked for consistency between project values, experience years, and trade categories.

☐ Complete application submitted through the method specified in the RFQ before the deadline.

Vendor Pre-Submission Confirmation

☐ *I have reviewed this completeness worksheet and confirm that the submitted prequalification package contains all required forms, disclosures, schedules, and verified supporting documentation.*

Name/Title: _____ Date: _____