

Dear Contractor:

This communication is to inform you of some upcoming changes that will impact the way your company does business with the State. The 2013-15 Wisconsin State Budget ([2013 Wisconsin Act 20](#)) significantly altered the bidding and contracting processes for state construction projects. In summary, it created a mandatory pre-bid contractor certification program and required that all projects over \$185,000 are let through single prime bidding and contracting. Under the new laws, all potential bidders must become certified by the Wisconsin Department of Administration (DOA) **prior** to submitting bids. All bids received from contractors who are not certified will be rejected. **These changes take effect January 1, 2014.**

CONTRACTOR CERTIFICATION

At this time, the most important first step is to apply for certification with the State. You are encouraged to apply now to allow sufficient time for a certification decision. All potential bidders must become certified as qualified and responsible bidders **before** they can bid on state projects over \$50,000. The criteria for determining certification of qualified and responsible bidders are itemized in [Wis. Stat. s. 16.855\(9m\)](#) and based on DOA administrative rules and a few newly established requirements. The following is a summary of these conditions:

- ✓ Bidder has completed similar work at least 50% of the size/value of the division of work being bid
- ✓ Bidder has access to all equipment, organizational capacity, and technical competence to perform work
- ✓ Bidder maintains a permanent place of business
- ✓ Bidder is bondable for separate 100% performance and 100% payment bonds
- ✓ Bidder has a record of satisfactorily completed projects
- ✓ Bidder is not on an ineligible list
- ✓ Bidder has been in business for at least 12 months
- ✓ Bidder is a legal entity authorized to do business in Wisconsin
- ✓ Bidder has performed at least one public project for a government entity
- ✓ In any jurisdiction, bidder has not been debarred, committed tax avoidance or evasion, nor have employees or members of bidder's organization been disciplined under a professional license in previous 10 years

Contractors seeking certification will need to submit a complete [Contractor Certification Application](#) to the Division of Facilities Development (DFD). We will review and verify the applications and issue a timely certification decision via email and mail. Your company's certification information will be uploaded to your WisBuild vendor record for reference. Your company should apply for certification in **all** divisions of work you intend to bid on over the next two years. If approved, DFD will issue a certification that will include the division(s) of work your company is certified in **and** the dollar threshold(s) your company will initially be certified up to in that division(s). Effective January 1, 2014, bids will be rejected if your company is not certified in the division(s) of work you bid on **and/or** your bid amount exceeds your certification threshold in that division of work.

Certifications are valid for two years. However, the division(s) of work you are certified in and/or your threshold(s) may be modified within the two-year period if there is a substantive change to the information submitted in your initial contractor certification application.

Contractor certification applications and instructions for completing the form may be obtained from the DOA Website DFD Contractor Certification page: <http://www.doa.state.wi.us/category.asp?linkcatid=857&linkid=125&locid=4> or

upon request from DFD--email us at dfdcertification@wisconsin.gov. Please read the instructions and follow them carefully when filling out your Contractor Certification Application.

If you have questions about this email, please email us at: dfdcertification@wisconsin.gov

Please stay tuned for more information on changes to the bidding and contracting processes as a result of 2013 Wisconsin Act 20. This information will be made available on the DOA/DFD website.

Thank you for your attention to this important communication. We look forward to continuing doing business with you in the future. Have a safe and happy Thanksgiving!

Sincerely,

Division of Facilities Development

Wisconsin Department of Administration