

## INSTRUCTIONS FOR COMPLETING THE OREGON DEPARTMENT OF TRANSPORTATION PREQUALIFICATION APPLICATION

To be eligible to bid, applications must be **approved 10 calendar days** (this is NOT the receipt date) prior to your first anticipated bid opening date. Allow two weeks for processing.

Forms and instructions may be obtained at: <http://www.oregon.gov/ODOT/CS/CONSTRUCTION/Prequalification.shtml>

### GENERAL INFORMATION

- All pages and sections must be completed and correct. If not, the application and filing fee will be returned by mail to the applicant for correction.
- **Do not use correction fluid.**
- If accepted, an approval letter will be sent.
- The correct form must be submitted. Outdated forms or pages will not be accepted.
- An original signed application must be sent. Copied or faxed signatures will not be accepted.
- Prequalification is required for **prime contractors**. Subcontractors/suppliers do not need to prequalify.
- To make changes to an application, see web site for instructions.
- **If a section does not apply, enter "n/a."**

### COVER PAGE

- A. Enter today's date. Expiration date is August 31st of the following year.
- B. Application of – **Required**  
Enter the **legal name** under which you wish to bid. An assumed business name (complete **Section 6**) is not a legal name; however, it can be used in conjunction with a legal name prefaced by "dba." A separate Prequalification Application is required for each separate legal entity.
- C. **Required**  
Mark your business structure.
- D. If application is for a joint venture, mark the appropriate box. Contact ODOT for additional information.
- E. **Required**  
Provide your physical address for courier use. Provide your mailing address, phone, fax number, business e-mail address and a contact person.
- F. **Required**  
Mark the purpose(s) of your application and the first anticipated bid opening date.

### Pages 5-9

#### Sections 1, 2, 3, 4, 5 and 6 as applicable, Business Structure: Required

If you have an assumed business name you must complete Section 6. If you make a change in officers during the year you must submit an addendum change form to ODOT. See our web site for instructions on how to make changes.

#### Section 7(a), (b) & (c): Required

### Page 10

#### Section 8, Licenses and Registrations: Required

Please read this section carefully and provide all requested information.

#### Section 9, Bonding: Required

Indicate the total amount of work (in dollars) you can be bonded for at any one time.

#### Section 10, Bid and Performance Bonds: Required

Provide requested information on the agent and surety company you **expect** to provide bonds. If you make a change in your surety company during the year you must submit an addendum change form to ODOT. See our web site for instructions on how to make changes.

### Page 11

#### Section 11, Supplemental Questions: Required

All questions apply to the company AND to its owners, officers, partners and principal individuals.

### Page 12

#### Section 12, Equipment, Facilities, and Plants: Required

(A) An attachment can be included if it contains all requested information. Mark "See Attachment."

(B) You must complete this question.

(C) You must complete this question. If you plan to rent equipment from a company in which you are a principal owner you must list that company's name and type of equipment.

(D) You must complete this question. If Yes, enter Description, Location and Capacity.

### Pages 13 and 14

#### Section 13, Classes of Work: Required

Column A: Enter the maximum dollar amount of work you are capable of performing with your own workforces in Column A for the class(es) of work in which you wish to bid.

You may list "OTHER" classes of work; however, ODOT does not normally solicit bids under this class.

### Pages 15 - 21

#### Section 14 Experience: Required

An attachment can be included if it contains all requested information, including ODOT categories of work. Mark "See Attachment."

### Page 22

#### Sections 15 and 16 Experience Continued: Required

A. and B. You must complete these questions

#### Section 17

Space for you to provide additional information.

### Page 23

#### Section 18, Affidavit: Required

Signature must be of an individual who is authorized to execute bids and contracts. The affidavit must be notarized.

#### Mail Application and \$100 Filing Fee to:

Oregon Department of Transportation  
ODOT Procurement Office - Construction  
455 Airport Rd. SE Bldg. K  
Salem, OR 97301-5348.

Questions? Call (503) 986-6916.

**Retain a copy for your records; copies will not be provided.**