

INSTRUCTIONS for COMPLETING the ODOT Small Contracting Program for Construction

PREQUALIFICATION FORM

To be eligible to bid, applications must be **approved by ODOT**.

Forms and instructions may be obtained at:

ODOT Procurement Office-Construction Web Site: http://www.oregon.gov/ODOT/CS/CONSTRUCTION/Small_Contracting.shtml

Instructions may be obtained at:

ODOT Office of Civil Rights: http://www.oregon.gov/ODOT/CS/CIVILRIGHTS/sbe/small_contracting/const/small_contract_const.shtml
Oregon Procurement Information Network (ORPIN): <http://orpin.oregon.gov/open.dll/welcome> (RFQ 730-1017-08)

GENERAL INFORMATION

- All pages and sections must be completed and correct prior to approval
- **If a section does not apply, enter "n/a."**
- Do not use correction fluid.
- Use the latest version of the form from the above web sites.
- If accepted, an approval letter will be sent to the applicant.
- To make changes to an application, go to the following web site and see Making Corrections to Your ODOT Small Contracting Program for Construction Prequalification Form: http://www.oregon.gov/ODOT/CS/CONSTRUCTION/Small_Contracting.shtml

PART 1. Contractor Contact Information

Required

Enter the **legal name** under which you wish to bid as it appears on the Secretary of State's Business Registry (<http://www.filinginoregon.com/business/index.htm>). An assumed business name 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.

Provide your physical (street) address for courier use. Provide your mailing address, web site, phone, fax number, county, contact person, title, phone number, and business e-mail address.

PART 2. Contractor Company Information

Required

Select the business structure type that fits your company and fill in the information requested.

PART 3. Indicate Work Type Experience

Required

Identify the Work Type(s) for which the company is requesting prequalification and the number of years the company has provided the specified work type(s).

PART 4. Contractor Company Experience Information

Required

1. Select yes or no. If yes, provide explanation.
2. For each Work Type(s) checked from PART 3, list up to a maximum of three (3) projects the company has completed during the past five (5) years or is currently working on, either as a Prime or a Subcontractor.
3. When filling in "Type of Work", use the same **Work Type name as checked from PART 3**.

PART 5. Authorized Signors and Prequalification Form Certification Statement

Required

List the names and titles of individuals authorized to submit, approve, sign and/or execute proposals and contracts.

Print name of authorized representative, signature of authorized representative, date, and title from the list of authorized signors.

Mail or Fax Application to:

Oregon Department of Transportation
ODOT Procurement Office - Construction
455 Airport Rd. SE Bldg. K
Salem, OR 97301-5348
Fax: (503) 986-6910

Questions? Call (503) 986-6916

Retain a copy for your records