



PERMANENT ADMINISTRATIVE ORDER

DOT 7-2022

CHAPTER 731

DEPARTMENT OF TRANSPORTATION

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FILING CAPTION: Conditions of Prequalification

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AMEND: 731-007-0530

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RULE SUMMARY: Language referring to a filing fee has been removed.

CHANGES TO RULE:

731-007-0530

Conditions of Prequalification ¶

- (1) Applicants must be prequalified in the class(es) of work designated in the special provisions for the specific project on which the Applicant desires to bid.¶
- (2) Prequalification applications must be received at ODOT's address shown in the prequalification application at least 10 calendar days before the bid opening in which the Applicant wishes to participate.¶
- (3) If an Applicant fails to complete the application as required or fails to submit the filing fee, ODOT will return the material submitted. Any changes or additional information required by ODOT must be submitted and signed by a person authorized to sign the original application. The changes and additional information must be attested to by a sworn affidavit. The Applicant may send a new application that includes the changes or additional information required by ODOT.¶
- (4) The date on which all required information has been received by OPO will be considered the receipt date of the prequalification application.¶
- (5) Each member of a joint venture must be prequalified, with at least one of the joint venture members prequalified in each of the project's designated class(es) of work as defined in section (1) of this rule. A joint venture may be required to submit a joint venture agreement prior to award of the contract.¶
- (6) Subcontractors are not required to be, but may be, prequalified.¶
- (7) All Applicants desiring to prequalify shall:¶
 - (a) ~~C~~ complete and submit the prequalification application, in accordance with the directions contained therein, setting forth their qualifications to satisfactorily carry out the work to be performed, and¶
 - (b) ~~S~~ submit a filing fee in accordance with ORS 200.055(7) and as described in ODOT's prequalification application instructions. The filing fee must be submitted with the completed prequalification application to ODOT's address shown in the prequalification application.¶
- (8) Applicants must renew their prequalifications and pay the prescribed filing fee as directed by ODOT's prequalification application procedures.¶
- (9) Applicants shall update their prequalification application with ODOT when information changes. Any change to an Applicant prequalification application must be received at ODOT's address shown in the prequalification

application at least 10 days prior to bid opening if that information affects the bid submitted. Any changes requested by the Applicant must be submitted and signed by a person authorized to sign the original application. The changes must be attested to by sworn affidavit. There is no charge to update an existing prequalification for minor changes such as changing an address, or adding or deleting class(es) of work. Major changes must be submitted by a new prequalification application.¶

(10) Sections (1) through (9) of this rule also apply to Applicants who use ODOT's prequalification system to prequalify for local agency projects.

Statutory/Other Authority: 184.619, 279A.050, 279A.065, 279C.430

Statutes/Other Implemented: ORS 279C.430