

**** Package Contents and Explanation of Forms ****

- **Prequalification Application:** All applicants, **with or without a financial statement**, ***MUST*** complete pages four (4) through 22 of the application.
- **Contract Services Telephone & Fax Directory:** *Please retain.*
- **Equal Employment Opportunity Policy:** State of Michigan and MDOT policy.
- **Administrative Rules Governing the Prequalification of Bidders:** *Please retain.*
- **Check List:** To prevent delays in processing applications, **please read before mailing.**
- **W-9:** 1st time applicants must submit a copy of their W-9. (If unsure a W-9 has been previously recorded, call 517-373-4111 for confirmation.)
- **Important Information page:** Please read before filling out the prequalification application.
- **Page 4 Prequalification Application Request for Specific Work Classification:** Please read before filling out page four (4) for the classification(s) you intend to request.
- **Equipment Guide for Specific Work Classification:** Reference guide for completing page four (4) of the application.
- **Bank Statement Verification:** Necessary only if an audit, compilation, or review, is ***not*** submitted. Complete the top section and submit the form to your bank for verification.*
- **Account Receivable Verification:** Necessary only if an audit, compilation, or review, is ***not*** submitted. Complete the top half of the form and submit it to debtors for verification (accounts over \$500).*
* Unverified accounts will be deducted from your assets.
- **Straight Line Depreciation Schedule:** This is ***optional*** and is used to recalculate the depreciation of equipment using the straight line method. However, if used, it must be in ***addition*** to pages 17 & 18 of the prequalification application.
- **List of Acceptable Appraisal Firms:** Select a pre-approved firm from this list if you intend to submit an appraisal with your application. An appraisal is ***optional*** and is good for two years [See Administrative Rule R 247.50(2)]. The equipment must be appraised as of your fiscal year end.
- **Bidding as a Prime on MDOT Construction Projects:** Understanding the process of qualifying to obtain bid documents.
- **Current Schedule/Form 1300EZ Filing Dates and Letting Schedules:** 1300EZ filing dates.
- **Statement of Current Contracts and Subcontracts (1300EZ):** Only submit if bidding as a prime contractor (refer to above information).
- **NOTICE TO NEW BIDDERS:** Electronic bidding requirements for all new bidding contractors who wish to bid as a prime or general on MDOT projects must establish electronic bidding.

**** CHECK LIST ****
BEFORE MAILING
PREQUALIFICATION APPLICATION

- **Prequalification Application:** Complete front cover & pages 4 through 22.
- **CPA Audited Financial Statement:** For prequalification **over** \$1,000,000.
- **Compiled Financial Statement, Reviewed Financial Statement, or Bank and Account Receivable Verifications:** For prequalification **up to** \$1,000,000.
- **W-9: 1st time applicants ONLY** (if unsure a W-9 has been previously recorded, call 517-373-4111 to confirm).
- **Set up of electronic bidding: 1st time applicants ONLY (please see page 8)**

Signatures & Notary

- **Page 20: Original** hand signatures of person(s) authorized to execute contracts. Typed names and signatures **must match exactly**.
- **Page 21:** Certificate of Secretary (if a Corporation).
- **Page 22:** Signature of owner, officer or partner and signature of notary.

Other

*Contact the Michigan Department of Consumers & Industry Services
517-241-6470 to apply for the following:*

- **Articles of Incorporation:** If incorporated in Michigan (**1st time applicants ONLY**).
- **Articles of Organization:** If organized as an LLC in Michigan (**1st time applicants ONLY**).
- **Certificate of Authority to do Business in Michigan:** If incorporated outside of Michigan (1st time applicants).
- **NOTE:** If a sole proprietorship doing business in a name other than the proprietor, a **Certificate of Assumed Name** is necessary. This document may be obtained from the local township office.

Optional Items

- **Form 1313B:** Straight Line Depreciation (in addition to pages 17 & 18).
- Equipment appraisal by an MDOT approved appraiser (as of your fiscal year end).

Mailing Address

***** **Regular Mail:**

Michigan Department of Transportation
Contract Services Division - B225 – 2nd Fl.
Construction Prequalification Unit
P.O. Box 30050
Lansing, MI 48909
Attn: Pauline Bouck

***** **Over Night Carrier:**

Michigan Department of Transportation
Contract Services Division - B225 – 2nd Fl.
Construction Prequalification Unit
425 West Ottawa Street
Lansing, MI 48933
Attn: Pauline Bouck

Important Information

(Please read before completing application)

ALL APPLICANTS MUST COMPLETE THE ENTIRE APPLICATION: The information contained in the application must be completed as of the applicant's most recent fiscal year end. Financial interim information is NOT accepted. The prequalification rating will extend for 16 months after the fiscal year end. Most ratings will expire on the 30th day of the month, regardless of the day of the week. The exception is fiscal year end dates that do not fall on the last day of the month. To avoid expiration of your prequalification, the renewal application must be postmarked or delivered on or before the day the prequalification expires. Prior to your expiration day, a 60 day extension may be requested; see Administrative Rule R247.32(5) for details.

If your application is current, your financial rating will stay in effect until the renewal application has been processed. A high volume of applications are received in early spring and creates a backlog for processing. *If you know your rating may increase significantly* and may be a factor in determining your bidding capacity for upcoming projects, you may contact us and request that your application be processed without delay.

Newly formed companies may submit an opening balance sheet along with the application. The fiscal year end date on the front cover of the application and on pages eight and 22 should reflect the month, day and year the new company opened for business. Only page five of the application should show your actual fiscal year end date. *When you renew your application*, enter your actual fiscal year end date.

All applicants must fill out the application, including the financial pages eight through 12. Bank statement and accounts receivable verifications are only necessary if an audit, compilation, or review is *not* being submitted. An unaudited application limits the prequalification financial rating to not more than \$1,000,000 (refer to Administrative Rule R247.34(2)).

If the applicant provides their own equipment depreciation schedule, *pages 17 & 18 of the application* must also be submitted and must include a summary of the current year depreciation and net book value. The applicant may recalculate the net book value of their construction and transportation equipment by using the *optional* form 1313B, Straight Line Depreciation Schedule, *in addition to completing pages 17 & 18* (see Administrative Rule R247.50). Appraisals by an MDOT approved firm is *optional* and may be used in addition to the straight line basis recalculation, or to the regular depreciation schedule.

Please review pages two and three, work classifications and N9 classifications, to determine what classification(s) your company is qualified to perform. Complete a page four *for each classification requested* (see detailed instructions on how to complete page four).

Contacts for assistance:

Dee Grover, Prequal Analyst (517) 335-4442

Pauline Bouck, Prequal Assistant (517) 335-4281

Prequalification Application

Request for Specific Work Classification

MDOT considers the following criteria to evaluate qualification for classification(s) requested:

1. Work completed of similar nature in the past two years.
2. Equipment you own or lease to perform work.
3. Experience of key personnel (page 7 of application).

A page four (4) must be filled out for each work classification you are requesting for prequalification.

- List work completed by your company within the past two years. On projects awarded to you, *only include work performed by your company, not work you sub-contracted to others.*
- **Description of Work:** Briefly describe work and *quantities* completed within the job that falls under the requested classification. **Be specific, but brief.**
- **Name of Owner/Project Number:** Company/organization job is under contract with. If MDOT job, supply Contract ID (control and job number).
- **Location:** City or county and route number where job was located.
- **Dollar Value:** Dollar amount of contract work performed for *requested classification within the contract.*
- **Prime or Sub:** Indicate if you were the prime or the subcontractor on the project.
- **Specific Equipment Available:** List equipment available, owned or leased, to *perform the classification requested.* See the following page for the equipment guideline for specific classifications. If you lease/rent the equipment, please include that information in this area. You may be requested to submit a lease/rental agreement.

N9 Classifications: When requesting an N9 classification, keep in mind that if you are fully prequalified for the major classification, it is not necessary to request the N9 classification (the major classification will be in parenthesis next to the N9 classification).

False claims of any of the above information may be cause for the deletion or reduction in your numerical rating for the classification requested.

Equipment Guide for Work Classifications

Below is an example of the equipment you should have available to perform specific work classification(s). In the space provided on page four, enter the equipment you own or lease that applies to the classification being requested. Lease/rental agreement may be requested.

Equipment Used for Various Classifications							
Backhoe	Crane	Dozer	Excavator	Grader	Loader	Rollers	Scrapers (pulls)
Ea-Fa-Fd-G-J-K-N6	Ea -Fa-Fd -G-Ka - N6	Ea-Fa-Fd-G-H-N2	Ea-Fa-Fb-Fd-G-J-K-Ka	Ea	Ea-Fa-Fb-Fd-G-J-K-Ka-N6	Ea	Ea

Equipment Necessary for Specific Classifications					
B Concrete Paving	Ba Concrete Patching	Ca Chip Seal	Cb HMA/Bituminous Pavement	Fa Bridges & Special Structures	J Misc. Concrete Curb-Gutter-Sidewalks
Major paving equipment (slip-form)	Compaction equipment	Chip spreader	Roller & pneumatic & vibratory	Pile & pneumatic hammer	Paver-curb & gutter slip-form
Concrete delivery trucks	Drilling machine (dowel bars)	Power brooms	Paver	Compaction equipment	Compaction equipment
	Forms	Distributor	Trucks	Forms	Forms
	Screed (self-powered)	Pneumatic roller	Distributor	Compressor	
	Concrete saw			Screed	

N – Special Contracts				
N3 Pavement Marking	N4 Bridge Painting	N5 Railroad Track	N6 Signs Cantilever/Truss	N7 Waterproofing
Pavement marking machines	Dust collectors Air compressors	Ballast regulator	Cherry picker	Shotcrete applicator
Supply trucks	Hygiene facilities (showers)	Ballast tamper	Auger	Asphalt heater/spreader
Cones	Sand blasting equip	Spike pullers	Post driver	Air compressor
	Scaffolding – tarps paint sprayers	Spiker (automatic)	Post hole digger	

***BIDDING AS A PRIME ON
MDOT CONSTRUCTION PROJECTS***

Visit our Web site for electronic bidding information, bid document request forms, 1300EZ forms, and other information concerning the Construction Contracts Section: www.michigan.gov/mdot and go to the "doing business" link located on the bottom left hand of the site.

MDOT bid lettings are normally held on the first Friday of each month, with the exception of dates that fall on or near holidays. Projects are advertised on the web site from six (6) weeks to two (2) weeks prior to the bid letting. The web site also lists the individual line items for each project.

Each advertisement contains a net prime classification required for bidding the project, unless pre-qualification has been waived. The number that precedes the work classification (add three zeros) is the dollar estimate of the project. Example: 2500 Fa, the project estimate is \$2,500,000. The work classification is the category that reflects at least 40% of the project estimate. To request bid documents, you must be prequalified for the financial and classification amount of the project. Example: 2500 Fa, you must have a financial rating of at least \$2,500,000 and a numerical rating of at least 2500 in Fa.

Some projects are advertised as a Comb/Jt. (combined/joint). If 40% of the estimate does not fall under one classification, two are combined to meet the 40% requirement. To request bid documents for a Comb/Jt. Project, you must be prequalified for the full amount of the project in one classification and any amount of the other classification. Example: Comb/Jt. 890 Cb, J; you must have at least an 890 Cb and any amount in J, or at least an 890 J and any amount in Cb.

If you are requesting bid documents for a project which includes one or more subclassifications in the advertisement, you are not required to be prequalified in the subclassification(s) to bid as prime. However, you will be required to provide the name or names of the subcontractors who are prequalified in those subclassifications and will perform those work items on the project. The names can either be provided in the bid document at the time of the letting or submitted prior to award of the contract. For example: 950 Fa Sub Cb- you will need a net overall financial rating of \$950,000 and a numerical rating of 950 in the Fa classification to bid prime. The name of the prequalified Cb subcontractor may be submitted on the Designated/Specialty Item page in the bid document or to Contract Services Division prior to award of the contract should you be the confirmed low bidder. The subcontractor only needs to be **prequalified in the subclassification**. Their (the sub's) financial or numerical ratings are not bidding or award issues.

To bid as a prime, you must submit a Statement of Current Contracts and Subcontracts, form 1300EZ (see Administrative Rule R247.43(3)). All outstanding work must be reported on this form. Your outstanding work (dollar amount) will be subtracted from your overall financial rating. If this causes your financial rating to fall under the classification amount of the project you intend to bid, you will not receive bid documents. You will be ineligible to bid if you fail to submit the 1300EZ form within the required time frame. If you receive more than one low bid in a letting and it puts you over your overall financial rating limit, MDOT will decide which project(s) you will be awarded (see Administrative Rule R247.61(4)).

**Michigan Department of Transportation
Contract Services Division/Construction Contracts Section
Telephone and Fax Directory**

Web site: www.michigan.gov/mdot

Visit our Web site for electronic bidding (EBS), bid tabs, bid lists, bid results, advertisements and schedule of items, prequalification application, 1300ez form, bid document request form, contractor directories, and more!

Greg Frens, Contracts Unit Manager.....517-335-2369

Publications: spec books, construction & material manuals, etc.....517-322-1676

Contract Services fax numbers.....517-373-3707

517-241-4193

Plans & Proposals..... Primeline/Weber-Valentine: fax 313-342-1366

phone 313-342-1300 or 888-665-0851

or Capital Imaging: fax 517-487-1920 or phone 517-482-2292

All phone numbers listed below are area code: 517

Bid document requests and 1300ez statements.....FAX.....373-3707 or 241-4193

1300EZ, electronic bidding info, bid document request.....Heather 335-4328

Addenda.....Kalene 373-2341

Subcontracts.....Roger 241-3755

Insurance issues.....Roxie 373-9966

Contract award, lien and warranty bonds.....Eve 335-2357

Contract award, lien and warranty bonds.....Kim 373-2170

Ad classifications, DBE blue sheets, prequal financial reviewsDee 335-4442

Prequalification application & contractor directories.....Pauline 335-4281

NOTICE TO NEW BIDDERS

ELECTRONIC BIDDING REQUIREMENTS

All new bidding contractors who wish to bid as a prime or general on MDOT projects must establish electronic bidding. The set-up, creation of a Digital ID (an electronic signature), and the required approvals take approximately 6-7 business days. ***Allow ample time to complete the setup outlined below:***

- ***Subscribe*** to the on-line bidding exchange Internet Website, Bid Express (www.bidx.com). Click the link to subscribe. Fees will be applied.
- ***Install*** the ***FREE*** bid software program and electronic bidding system, Expedite Bid (Expedite). Print the instructions from http://www.michigan.gov/documents/expedite_54449_7.pdf on how to get and install Expedite Bid, and instructions on creating a Digital ID.
- ***Create*** a Digital ID (an electronic signature) from within Expedite Bid. Allow four business days to create and enable a Digital ID. Paperwork is required.
- ***Approvals*** are routed between MDOT and InfoTech, Inc. located in Florida. Allow at least 2 business days for approvals.

For questions/assistance with electronic bidding, contact MDOT-BidLetting@michigan.gov by e-mail or telephone 517-335-4328.

7/16/2008
Lansing, MI