

## Contractor/Subcontractor Annual Prequalification

<b>Contractor/Subcontractor Annual Prequalification Application Checklist</b>	
<b>Items Required</b>	<b>Yes</b>
Is Part I General Information pages 1 & 2 completely filled out? If the question does not apply to you please put N/A "Not Applicable".	<input type="checkbox"/>
Have you included the letter from your bonding company? This must be on the bonding company's letterhead. The bonding letter must indicate the total maximum bonding capacity allowed for the trade or type of work you are applying to be prequalified for.	<input type="checkbox"/>
<p>Have you included your Z-Score and "Z" calculation/formula?</p> <p>The "Z" Score must be computed by the same firm that supplied the review of your financial statement and it must be on the accounting firm's letterhead.</p> <p><b>*Please note that a "Z" Score less than 2.5 is grounds for automatic denial of prequalification. If "Z" Score is between 2.5 and 3.0, we may request additional financial information to evaluate your financial status.</b></p>	<input type="checkbox"/>
Have you submitted the most recently audited financial statement and/or financial statement review containing a complete statement of your organizations financial status?	<input type="checkbox"/>
Have you completely filled out Part 2 of the application (page 4)?	<input type="checkbox"/>
<p>Have you indicated on page 4 the classification trade you are applying for?</p> <p>If you are submitting this application in order to bid a certain project please indicate that on page 4 under "Project Title" &amp; "Contract Number".</p> <p>*Please note that a separate part 2 is required for each trade classification.</p>	<input type="checkbox"/>
<p>Have you submitted project(s) documentation to determine your "Maximum Contract Dollar Value"?</p> <p>You can submit as many projects as you would like. We request that you submit at least two projects completed within the previous 60 months. If one project is submitted (approved), the maximum dollar value for which bids may be submitted shall be no less than 110% of the dollar value of the project submitted. If two or more projects are submitted and approved the multiplier will be 120% of the higher dollar value of the submitted projects.</p>	<input type="checkbox"/>

<p>Have you submitted proper back-up for each project submitted?</p> <p>Each applicant shall provide the Department with documentation that demonstrates that the contractor/subcontractor has the experience and ability to provide the work, services, labor, materials, supplies and equipment associated with the classification(s) or trades for which the applicant seeks prequalification. All projects submitted must be finished and completed within the last 5 years. The completion date of the project is based upon the final payout date.</p> <p>Acceptable forms of project verification are:</p> <p>*Copy(s) of an executed contract or subcontract and all change orders that increase or decrease the value of the submitted contract</p> <p>*A schedule of all work, services, labor, materials, supplies and equipment associated with a specific project or projects, with signed final payment application</p> <p>*Certified letter from owner (of that specific project) verifying the total contract dollar value of all work, services, labor, materials, supplies and equipment associated with a specific project(s).</p>	<input type="checkbox"/>
<p>Have you submitted a signed (original) qualification statement? This must be signed by the officer/owner of the company (page 7).</p>	<input type="checkbox"/>