

# HIGHWAY CONTRACTORS PREQUALIFICATION SUBMISSION GUIDE

(4-29-08)

## REQUIRED SUBMISSIONS

### First Year

- An **original** Form C38 (Current Index Rating Form) & **all** of the following:
  - Safety Policy
  - An **original** EMR Letter It needs EMR scores for the 6 most recent years.
  - OSHA 300 Logs & 300A Logs
  - OSHA/VOSH Citations
  - VDOT Suspensions
- Annual Financial Statement- Page 9 of Form C32 must be completed. A complete original annual financial statement may be submitted to support page 9. Both page 9 & the annual financial statement must be current, with the fiscal year ending within the past 12 months.
- Form C42 (Current Prime Contracts on Hand)
- Form C42A (Current Subcontracts on Hand)
- Form C32 (Prequalification Application)

### Second Year

- An **original** Form C38 (Current Index Rating Form) & **all** of the following:
  - Safety Policy
  - An **original** EMR Letter It needs EMR Scores for the 6 most recent years.
  - OSHA 300 Logs & 300A logs
  - OSHA/VOSH Citations
  - VDOT Suspensions
- Annual Financial Statement- Page 9 of form C32 must be completed. A complete original annual financial statement may be submitted to support page 9. Both page 9 & the annual financial statement must be current, with the fiscal year ending within the past 12 months.
- Form C42 (Current Prime Contracts on Hand)
- Form C42A (Current Subcontracts on Hand)
- Form C32A (Prequalification Renewal Application)
- Annual Gross Receipts Survey It is page 10 of Form C-32.

## OPTIONAL SUBMISSION

### Both Years

- Form C47 (Request to Protect Materials Under the Virginia Freedom of Information Act)

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***ACCURACY IS MORE IMPORTANT THAN SPEED***

The Prequalification Application is considered a legal document by both the Virginia and the Federal Courts. Prequalification applications have been, and may be summoned by the courts. Please prepare your documentation with the up most care so they can be successfully defended if they are ever legally questioned.

Please review your firm's Prequalification Application before it is submitted to prevent delays caused by having to go back and make corrections.