



REGISTERED CONTRACTOR APPLICATION

Thank you for your interest in becoming a registered contractor to perform work on subcontracts with the Georgia Department of Transportation. You must complete and submit the following to become a registered contractor.

- ☐ **DOT FORM 478 (QUESTIONNAIRE)**
- ☐ **REFERENCE LETTERS (PAST JOB PERFORMANCE)**

If you have not performed work for this Department in the last five (5) years, you must submit three (3) reference letters from three (3) different agencies or individuals you have completed work for in the past three (3) years. We are interested in the type of work performed, the quality of your services, whether the work was completed within the time allowed and the level of cooperation provided in completing the project. Address reference letters to: **Mr. Thomas B. Howell, Chairman, Prequalification Committee Contractors** and mail to the address in the closing paragraph.

To avoid a delay in processing your request, return the entire application (*include all numbered pages from Form 478*) and answer each question. If the question does not apply, "NA" or "Not Applicable" is an acceptable response. Failure to return each page or answer any portion of the application is considered an omission resulting in a non-compliant request. **INCOMPLETE APPLICATIONS WILL BE RETURNED.**

Before submitting your request, refer to the checklist included with this package to make sure the application is complete and accurate. Return **one original DOT Form 478 and three reference letters** to the: **Georgia Department of Transportation, Office of Transportation Services – Contractor Prequalification, 600 West Peachtree Street, NW, 19th Floor, Atlanta, GA 30308**. Please contact Rowena Cowans @ 404-631-1213 should you have any questions. Again, thank you for your interest in the Georgia Department of Transportation's bidding process and allowing us the opportunity to serve you.

Sincerely,

Thomas B. Howell, P.E.
Chairman
Prequalification Committee-Contractors

CHECK LIST REGISTERED CONTRACTOR QUESTIONNAIRE — DOT FORM 478

- ☐ **GENERAL INSTRUCTIONS**
The Questionnaire is in MS Word 1997-2003 fill-in format. Form fields, drop-downs and check boxes are included in the form to make the document user friendly assist in preserving the original format. Use the tab or arrow keys to scroll through the form. Information can be type directly into “Text Form” fields. Single click in the “Drop-down” box to open the field to make your selection. Single click in the “Check Box” ☐ field to make selection(s). If you cannot download, open or convert the forms for use, email your concerns to rcowans@dot.ga.gov.
- ☐ **CONTRACTOR INFORMATION — PAGE 1**
Applicants **MUST** provide the company’s full name, the state where the entity is registered, a mailing and shipping address, the Federal Employer Identification Number (*FEIN*) and check the box that describes how the entity is organized. **The name on the application MUST correspond with the name imprinted on your corporate seal (if a registered corporation) and the name that will appear on bids.**
- ☐ **WORK CODE CLASSIFICATION — PAGE 2 & 3**
Applicants **MUST** select one **Primary Work Class/Code** and as many **Secondary Work Class(es)/Code(s)** as applicable. You **MUST** also select the location/area where you generally perform work on page three (3).
- ☐ **ELECTRICAL CONTRACTORS ONLY — PAGE 4**
Applicants seeking prequalification as an electrical contractor **MUST** be licensed by the Georgia Secretary of State or the appropriate licensing board in your state of residence. Provide the organization’s name and the electrician’s name, license number and year(s) of experience in roadway, sign or navigational lighting.
- ☐ **CHRONOLOGICAL HISTORY AND MANAGEMENT STRUCTURE — PAGE 5 & 6**
The name and experience of all officers, supervisors and field personnel **MUST** be provided. Address **ALL** concerns stated on page six with a “YES,” “NO” or “NA” response.
- ☐ **PAST JOB PERFORMANCE — PAGE 7**
Provide the name of the contracting agency, the location and type of work performed and the contract amount. Subcontractors **MUST** give the name of the prime contractor. Answer “**YES**,” “**IN PROGRESS**” or “**NO**” to the questions in columns (E), (F) & (G) and explain the details in connection with all none or untimely completion of projects on page 11, item (12A).
- ☐ **FIXED ASSETS — PAGE 8, 9 & 10**
ALL fixed assets **MUST** be itemized and stated at **BOOK VALUE** (*cost less depreciation*). The **QUANTITY, DESCRIPTION** and **AGE** of the items **MUST** also be included on the schedule. Summarize the assets according to category/type of assets. Include “**Land and Buildings**” on page. Links to Excel spread sheets are included to the left of the **TOTALS** line on pages eight and nine to assist in itemizing the assets. Tabs for attachments are included in each workbook to allow for additional sheets. You may prepare and submit your own attachments as long as the information required in our format is included on the attachment. If you do not own equipment, your **MUST** submit a “Lease/Rental Agreement” with an itemized schedule of the items available for use from the leasing/rental agent on page ten.
- ☐ **CLAIMS, LIQUIDATED DAMAGES, INSURANCE, ANTITRUST VIOLATIONS AND COLLUSION — PAGE 11 & 12**
Complete (12A & B) if applicable and read the requirement for Workers Compensation Insurance. An authorized officer of the company **MUST** sign and provide his/her official title.
- ☐ **ENTITY, OFFICERS AND CORPORATE AND NOTARY SEALS — PAGE 13**
All applicants **MUST** complete this page according to the entity’s type and structure. Provide the name and title of all personnel authorized to sign/withdraw contract documents from the Department on behalf of the company. This page **MUST** be signed by an authorized officer and notarized by a notary public. **Corporations MUST affix the corporate seal.**
- ☐ **REFERENCE LETTERS — REMINDER**
If you have not completed work for this agency in the last five years, forward three (3) reference letters from three (3) different agencies or individuals you have completed work for in the past three (3) years. The letters **MUST** be on the letterheads of the companies giving the reference, signed and dated. We do not accept references by email unless they are on scanned letterhead.