Prequalification Application Tip

When you go to the second page you might see a notice (shown below), in yellow, on your screen stating (JavaScript is currently disabled and the document uses it for some features...) On the right side on the yellow bar you will see “Options”. Please select the drop-down arrow and select “Enable JavaScript for this document always”. The bar will turn purple (as shown in the second picture).
HIGHWAY CONTRACTORS
PREQUALIFICATION SUBMISSION GUIDE

REQUIRED SUBMISSIONS

First Year
- An original Form C1: Current Index Rating Form & all of the following:
  - Safety Policy
  - An original Form D Letter of Intent score for the 6 most recent months
  - OSHA 300 Log & 300A Log: Past 3 completed years
  - OSHA VOSH Carriers Copies of Official Reports
  - VDOT Impairments
- Annual Financial Statement: Page 5 of Form C12 must be current & completed with the fiscal year ending within the past 12 months of application submission
- Forms C21 (Current Prime Contracts on Hand)
- Form C25 (Debt Service Ratio)
- Form C27 (Prequalification Application) (Includes Annual Gross Revenue Survey (page 10))
- Form C47 (Request to Protect Materials Under the Virginia Freedom of Information Act)

Second Year
- An original Form C1: Current Index Rating Form & all of the following:
  - Safety Policy
  - An original Form D Letter of Intent score for the 6 most recent months
  - OSHA 300 Log & 300A Log
  - OSHA VOSH Carriers
  - VDOT Impairments
- Annual Financial Statement: Page 5 of Form C12 must be current & completed with the fiscal year ending within the past 12 months of application submission
- Forms C15 (Current Prime Contracts on Hand)
- Form D25 (Debt Service Ratio)
- Form D27 (Affiliation with Affiliate)
- Annual Gross Revenue Survey: Page 10 of Form C12
- Form C47 (Request to Protect Materials Under the Virginia Freedom of Information Act)

The Prequalification Application is considered a legal document by both the Virginia and the Federal Courts. Prequalification applications have been, and may be commenced 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 deficiencies that will need to be corrected.