

Guide to Complete Forms

1	SCC	Current Good Standing Certificate or Certificate of Fact from SCC
2	SCC	Certificate of Fictitious Name if firm is registered with SCC as "Doing Business As"(DBA)
3	SCC	Documentation of a business license and/or firm's name is registered in the county/city in the city they reside in
4	C47	Completed C47 regardless if requesting protection or not
5	C32	Page 1:Item#1 - firm's correct legal name as registered with the SCC
6	C32	Page 1: Item#1 -firm's email address and contact person to be listed on VDOT website
7	C32	Page 1:Item# 8 -Owner(s)Driver's License number & State of where Driver's License was issued or Parent(s) Company Tax ID # and State of Incorporation
8	C32	Page 1:Item# 8 & Pg. 2 -submit with owner's full legal name spelled out (first, middle, last names) or if no middle name indicate "NMN"
9	C32	Page 2: Authorized officer's original signature
10	C32	Page 2: Include Driver License # & the State the License was issued or Government issued ID.
11	C32	Page 2: clear copy of <u>current active</u> Driver's License or Government Issued ID of authorized person. Non-U.S. citizens must submit proof to work in U.S.
12	C32	Page 3: "A" or "B" filled in
13	C32	Page 4: a completed page 4 for each Owner & Authorized person (one page completed per person)
14	C32	Page 5: Need to only check 10 work classes
15	C32	Page 6: column 3 to specify in detail work performed to support page 5, work classes
16	C32	Page 6: column 5,6, & 7 completed - Any "YES" answer needs to be explained
17	C32	Page 7 & 8: to only provide list of highway equipment &/or tools (no vehicles necessary) used to support work classes selected on page 5 and previous experience
18	C32	Page 7 & 8: Serial or VIN number for all equipment listed. If no VIN # indicate none
19	C32	Page 8: originally signed letter from rental/leasing company confirming access to renting/leasing specific equipment to support work classes requesting and previous experience
20	C32	Page 8: if filled in then submit copies of rental/leasing agreements for equipment listed.
21	C32 & C32A	Page 9: Completed Annual Balance Sheet with NO OMISSIONS (supplimental attachments or CPA report not required)
22	C32 & C32A	Affidavit: Full legal name of firm as registered with the SCC
23	C32 & C32A	Pg. 9 & Affidavit: Notary cannot be a vested interest person.
24	C32 & C32A	Page 10: signed by authorized person on page 2 of C32
25	C32 & C32A	Page 10: indicate if DBE or Non-DBE &/or SWAM
26	C32A	Page 1A: "Please check here if there is a change in the firm's contact info" check box needs to be checked.
27	C32A	C32A: check list boxes appropriately indicating "yes" or "no"
28	C38	C38-TOTAL: score total correctly. 300 minus (sum of Part 1 & Part 2)
29	C38	Part 2, # 1: List EMF rates from insurance letter indicating past six consecutive years of business or if business established less than 6 years then from year established & calculate points correctly
30	C38	Part 2, #1: If do not have 6 years of EMR ratings, indicate why on C38 above Part 2, #1
31	C38	Part 2, # 2 If firm has more than 10 employees then submit OSHA 300 & 300A logs for past 4 <u>complete</u> years & indicate standard ratings for US Industry for the past 3 <u>available</u> years & calculate points for Part 2, #2 correctly
32	C38	Part 2 # 2: If have 10 or less employees indicate above Part 2 # 2.
33	C38	Part 2, #2: Indicate U.S. Industry rating for past 3 <u>available</u> years and indicate NAICS Code
34	EMF	Current signed EMF letter on Insurance letter head, see example of letter posted online.
35	EMF	EMF letter indicating past six consecutive years of business or if business established less than 6 years then from year established.
36	OSHA 300 & 300A LOGS	Complete OSHA 300 & 300A logs
37	C42	Completed C42 this includes description of work, company name, signature, date, Check A. or B. -needs to be completed even if no current projects . The information may not be older than 60 days at time of submittal.
38	C42A	Completed C42A this includes description of work, company name, signature, date, Check A. or B. -needs to be completed even if no current projects. The information may not be older than 60 days at time of submittal.