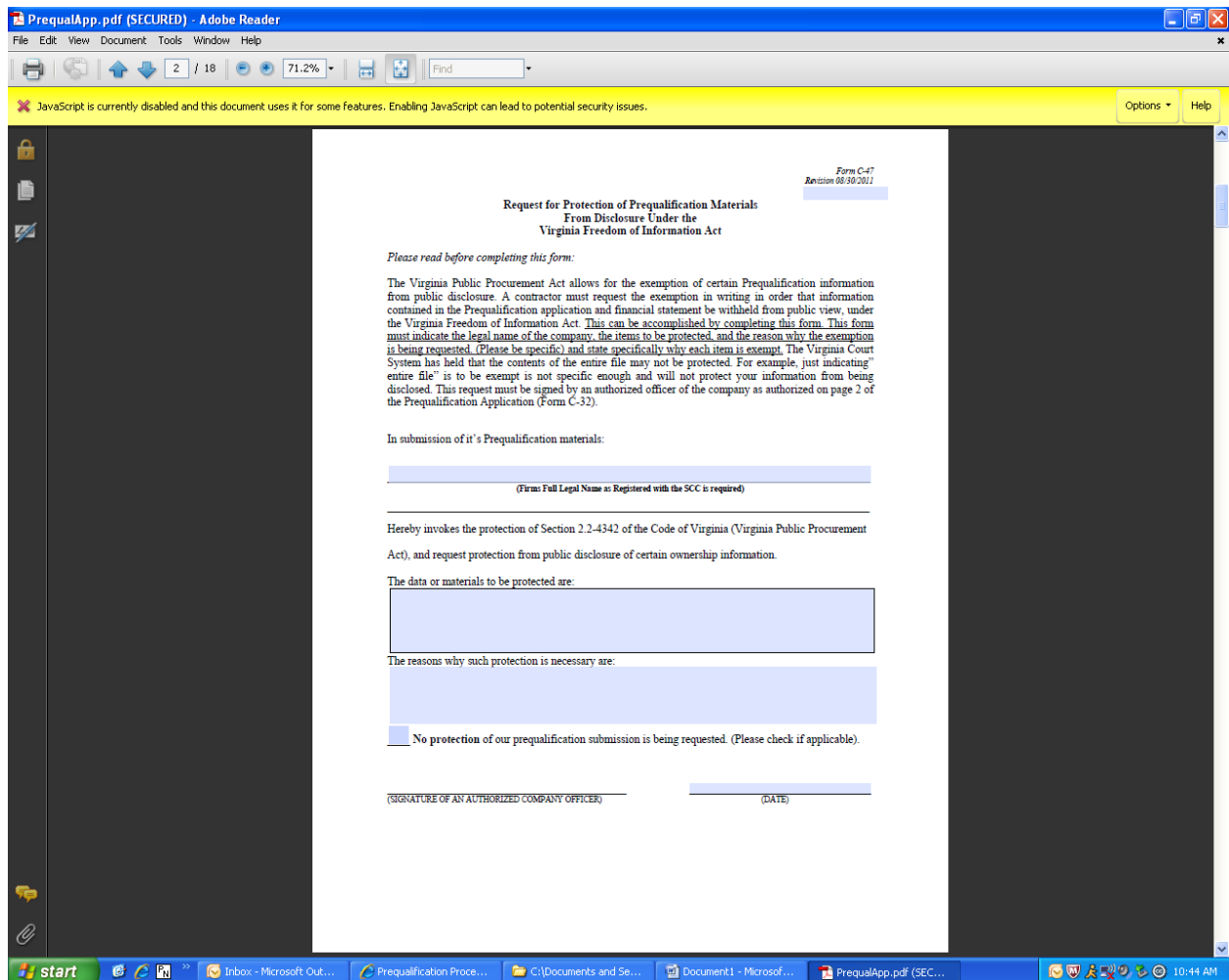


# Prequalification Application Tip

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).



Please fill out the following form. You cannot save data typed into this form. Please print your completed form if you would like a copy for your records. Highlight Fields

HIGHWAY CONTRACTORS  
PREQUALIFICATION SUBMISSION GUIDE  
REQUIRED SUBMISSIONS

First Year

- An original Form C38 (Current Index Rating Form) & all of the following:
  - Safety Policy
  - An original EMR Letter-EMR scores for the 6 most recent years
  - OSHA 300 Logs & 300A Logs-Past 3 completed years
  - OSHA/VOSH Citations-Copies of Official Reports
  - VDOT Suspensions
- Annual Financial Statement- Page 9 of Form C32 must be current & completed with the fiscal year ending within the past 12 months of application submittal
- Form C42 (Current Prime Contracts on Hand)
- Form C42A (Current Subcontracts on Hand)
- Form C32 (Prequalification Application)-Includes Annual Gross Receipts Survey (page 10)
- Form C47 (Request to Protect Materials Under the Virginia Freedom of Information Act)

Second Year

- An original Form C38 (Current Index Rating Form) & all of the following:
  - Safety Policy
  - An original EMR Letter-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 current & completed with the fiscal year ending within the past 12 months of application submittal
- Form C42 (Current Prime Contracts on Hand)
- Form C42A (Current Subcontracts on Hand)
- Form C32A (Prequalification Renewal Application with Affidavit)
- Annual Gross Receipts Survey (page 10 of Form C-32)
- 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 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 deficiencies that will need to be corrected.