

### List to Reduce Deficiencies on Prequalification Application Submittals

1	C47	Submit a completed C47 regardless if requesting protection or not
2	C32	<b>Page 1:Item#1-</b> firm's correct legal name as registered with the SCC
3	C32	<b>Page 1: Item#1-</b> firm's email address and contact person to be listed on VDOT website
4	C32	<b>Page 1:Item# 8-</b> submit with owner's full legal name spelled out (first, middle, last names) or if no middle name indicate "NMN"
5	C32	<b>Page 1:Item# 8-</b> Driver's License number & State of where Driver's License was issued
6	C32	<b>Page 1:Item# 8-</b> Parent Companies Tax ID # and State of Incorporation
7	C32	<b>Page 2:</b> submit typed authorized person's full legal name spelled out (first, middle, last names) or if no middle name indicate "NMN"
8	C32	<b>Page 2:</b> submit with authorized officer's original signature
9	C32	<b>Page 2:</b> clear copy of <u>current active</u> Driver's License of authorized person
10	C32	<b>Page 3:</b> "A" or "B" filled in
11	C32	<b>Page 4:</b> a completed page 4 for each Owner & Authorized person (one page completed per person)
12	C32	<b>Page 5:</b> Need to only check 10 work classes
13	C32	<b>Page 6:</b> column 3 to specify in detail work performed to support page 5, work classes
14	C32	<b>Page 6:</b> column 5,6, & 7 completed
15	C32	<b>Page 6:</b> column 5,6, & 7 has a "YES" answer- need to be explained
16	C32	<b>Page 7 &amp; 8:</b> to only provide list of highway equipment &/or tools (no vehicles necessary) used to support work classes selected on page 5 and previous experience
17	C32	<b>Page 7 &amp; 8:</b> Serial or VIN number for all equipment listed. If no VIN # indicate none
18	C32	<b>Page 8:</b> originally signed letter from rental/leasing company confirming access to renting/leasing specific equipment to support work classes requesting and previous experience
19	C32	<b>Page 8:</b> if filled in then submit copies of rental/leasing agreements for equipment listed.
20	C32 & C32A	<b>Page 9:</b> submit completed Annual Balance Sheet with no omissions
21	C32 & C32A	<b>Page 10:</b> signed by authorized person on page 2 of C32
22	C32 & C32A	<b>Page 10:</b> indicate if DBE or Non-DBE &/or SWAM
23	C32 & C32A	<b>Affidavit:</b> Notary can not be a vested interest person.
24	C32 & C32A	<b>Affidavit:</b> At top submit with Full legal name of firm as registered with the SCC
25	C32A	<b>Page 1A:</b> "Please check here if there is a change in the firm's contact info" check box needs to be checked.
26	C32A	<b>C32A:</b> check list boxes appropriately indicating "yes" or "no" for modifications or submittals
27	C38	<b>C38:</b> Firm to complete & score all points & final total on C38 form correctly
28	C38	<b>TOTAL:</b> score total correctly. 300 minus (sum of Part 1 & Part 2)
29	C38	<b>Part 2, # 1:</b> List <b>EMR</b> 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	<b>Part 2, #1:</b> If do not have 6 years of EMR ratings, indicate why on C38 above Part 2, #1
31	C38	<b>Part 2, # 2</b> If firm has more than 10 employees then submit OSHA 300A logs for past 3 <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	<b>Part 2 # 2:</b> If have 10 or less employees indicate above Part 2 # 2.
33	C38	<b>Part 2, #2:</b> Indicate with Industry rating for past 3 <u>available</u> years and indicate NAICS Code
34	EMR	Current originally signed <b>EMR</b> letter on Insurance letter head, see example of letter posted online. Copies of Insurance letters are not accept.
35	EMR	<b>EMR</b> 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	<b>OSHA 300A</b> Logs are only to be submitted. <b>OSHA 300</b> logs are <u>no longer</u> required. Make sure OSHA 300A is completed and signed.
37	C42	Submit completed <b>C42</b> this includes description of work, company name, signature, date -needs to be completed even if no current projects (Use N/A for no projects) The information may not be older than 60 days at time of submittal.
38	C42A	Submit completed <b>C42A</b> this includes description of work, company name, signature, date -needs to be completed even if no current projects (Use N/A for no projects)The information may not be older than 60 days at time of submittal.