

VDOT's Highway Contractor Subcontractor Only (SCO) Level

(Website Version)

A firm with this level of prequalification works only as a subcontractor, or has not yet established or re-established its safety history nor work history to be fully prequalified. Review of an established safety history shall include, but not be limited to, the required three or more years of EMR ratings with an insurance company, an OSHA log history, and a strong safety philosophy.

Review of an established work history shall include, but not be limited to, the proven history of their organization to undertake a project involving the type(s) of work for which prequalification is requested, and access to the equipment to perform the requested type(s) of work.

With this level of prequalification, a firm normally is not allowed to bid to be awarded nor have under contract a Highway project with VDOT as a Prime. The Director of Contracts, the State Construction Engineer or their designee has the authority to waive this restriction on a project-by-project basis based on the firm's demonstration of evidence of *ability**. Such waiver must be obtained, in writing, by the firm prior to bidding on that project. Should the firm receive a Contractor's Performance Score (CPE) average score below 75, the Contract Officer may administratively revoke the firm's prequalification privileges.

Right to appeal

If your firm is not satisfied with the Prequalification Level assigned to your firm, it should **immediately** contact the Prequalification Office at 804-786-2938. If a firm would like to appeal, "The Prequalification Appeals Process" is located in the Prequalification Rules and Regulations on our website (see below).

Expiration and renewal

Prequalification privileges are for a limited period of time. The **expiration** date is posted on your firm's listing on the "*Current Prequalified Highway Contractor's List*" on our webpage. New prequalification forms are due in the Prequalification Office prior to the last day of the expiration month.

By the yearly anniversary of the expiration date the items listed in the "*Submission Guide*" will need to be submitted. If the firm does not renew or request an extension at that time and a firm's prequalification has lapsed then the firm must begin their year cycle for prequalification with a submittal of a "*Prequalification Long Form Application*."

Prequalification Extension Policy – All firms with a Prequalification Score of 75 or above are eligible to obtain a prequalification extension. Prequalification extensions are limited to three thirty-day periods. The original letter requesting each thirty day extension must be:

1. Submitted on the firm's original letterhead.
2. Received by the Prequalification Officer three (3) business days before the firm's current prequalification expires.
3. Signed by a person authorized to transact business on behalf of the firm as listed on the *currently filed Prequalification Application*, Form C-32, page 2.

Below are the set months of expiration for firms name *starting* with the letter or if the firm has a formal person's name, the first letter of the last name.

1. January	A	2. February	B
3. March	C	4. April	D&E
5. May	F, G,&H	6. June	I, J, K,&L
7. July	M, N,&O	8. August	P, Q,&R
9. September	S	10. October	T thru Z

New prequalification forms may be obtained at the following webpage: (Only the latest revision of the application will be accepted for renewal): <http://www.virginiadot.org/business/const/prequal.asp>

Thank-you for applying for Prequalification. Please send an email to the Prequalification Office if your firm has any further questions regarding your firm's prequalification at: Prequalification@VDOT.Virginia.gov

**Ability* shall be demonstrated by three project evaluations and/or three reference letters on projects in which the firm has performed similar size and scope of work. The firm may also provide anything they deem as necessary for supportive documentation.