



Contractor's Prequalification Statement

South Dakota Department of Transportation
Office of Administration
Becker-Hansen Building
700 E. Broadway Ave.
Pierre, SD 57501

Questions about this form?
Call (605) 773-3265

By using this form you are
agreeing to our terms of use.
[Please read:](#)

Show name exactly as it will appear on bidding proposals.

Federal Taxpayer Identification Number

Contractor name

Doing Business As (if applicable)

Business address

Mailing address

Phone number

Fax number

E-mail

Contact person

General Information and Instructions for Preparing Contractor's Prequalification Statement

1. General requirements

Contractors desiring to bid on highway construction projects over \$200,000 must be prequalified by the Department in order to be eligible to submit bids, except when this provision is specifically waived by the contract provisions.

- a. Application to prequalify for bidding is made by completing form DOT-144, "Contractor's Prequalification Statement," and submitting one copy to:

Classification and Rating Committee
Division of Finance and Management
South Dakota Department of Transportation
700 E. Broadway Ave.
Pierre SD 57501-2586

The applicant may submit the STATEMENT on a self-generated form that conforms in all respects with DOT-144 as to form and content.

A copy may be scanned and e-mailed to: DOTPrequal@state.sd.us

- b. The STATEMENT must be received by the Classification and Rating Committee 14 days prior to the date of the scheduled bid letting, counting the day of the letting. Upon approval of the STATEMENT, prequalification will be in force for a specified period, as detailed in paragraphs 5a and 5b. The Department may grant an extension, not exceeding 60 days, when requested for valid reasons.
- c. All numbers should be shown in whole dollar amounts.
- d. The STATEMENT must be completed in ink or typed, and can be submitted in ORIGINAL PAPER FORM to the address above, faxed to (605) 773-2804, or a scanned copy (PDF or TIF) e-mailed to DOTPrequal@state.sd.us. The STATEMENT must be received within the time limits set forth in paragraph 1b. If faxed, the ORIGINAL PAPER FORM must be mailed within two (2) days of the fax, as evidenced by postmark.

2. Details of organization and experience

All questions on pages 4-6 of the STATEMENT must be answered. Separate schedules may be attached, provided all required information is included. Attachments must be provided on letter-size paper.

3. Work classifications

On page 7 of the STATEMENT, the applicant shall check the type(s) of work for which prequalification is sought. Only apply for the work classifications that you actually will be doing; do not check all of the numbers.

4. Equipment ownership

On page 8 of the STATEMENT, list construction equipment owned by applicant. The list must include item description, age or purchase date, purchase price, annual depreciation, total accumulated depreciation and book value. Book value is defined as the purchase price minus total accumulated depreciation. A separate schedule may be attached, provided all required information has been included. Construction equipment must be clearly segregated on the schedule from other types of fixed assets.

5. **Financial statement**

The applicant for prequalification may choose to furnish financial details in accordance with either paragraph a or b as described below:

a. **Certification of surety**

The applicant may furnish a certified statement from a bonding firm authorized to do business in the state of South Dakota. The certification shall indicate the maximum bonding coverage the surety will issue on the applicant's behalf for a single contract, and shall also specify the total bonding that the surety will issue for all of the applicant's work, including uncompleted contracts. A sample Certification of Surety is included on page 11 of this form. The actual certification shall conform in all respects to the sample as to form and content. Under this option, the applicant shall also complete the Contractor's Statement of Financial Position on page 9. Prequalification under this option will expire according to the expiration date as shown on the prospective bidder's surety bond, or upon expiration or rescission of the Certification of Surety. Written notice to the Department of any rescission must be provided in accordance with ARSD 70:07:02:10.

b. **Contractor's Statement of Financial Position**

The applicant may submit a separate statement of financial position audited by an independent certified public accountant or public accountant licensed to practice in South Dakota. The opinion page of the audited statement shall include the audit firm's name, address, telephone number, original signature or electronic signature of a member of the firm, and license or certificate number of the signer. Under this option, prequalification will expire 18 months from the date of the audited statement of financial position.

6. **Affidavit**

The affidavit on page 10 of the STATEMENT must be signed and notarized. Corporations must affix their corporate seal or indicate "NO SEAL" on the form.

7. **Maximum Bidding Capacity**

The Department will rate the applicant for prequalification on the basis of the information supplied, and will notify the applicant in writing of the action taken. The notification will designate the types of work the applicant is prequalified to bid, and the maximum bidding capacity assigned to the applicant. Maximum bidding capacity will be determined as follows:

a. **Certification of Surety**

When a Certification of Surety is furnished in accordance with paragraph 5a above, the maximum bidding capacity will conform to the bonding limitations established by the surety on the contractor's behalf.

b. **Contractor's Statement of Financial Position**

When the applicant furnishes an audited statement of financial position in accordance with paragraph 5b above, the maximum bidding capacity will be established by multiplying the total of current assets less current liabilities plus eighty (80) percent of the net book value of construction equipment by a factor of ten, rounded to the nearest one thousand dollars (\$1,000). Under this option, a bank line of credit may be considered by the Department to increase maximum bidding capacity. The line of credit must be stated on form DOT-144A and furnished in original form.

The Department may reduce or revoke the contractor's prequalification rating, based on the contractor's performance record with regard to quality of work, timely completion, payment of claims, disbarment by other agencies or other pertinent factors.

Details of Organization and Experience

Contractor name

Business address

Applicant is a:
Corporation
Partnership
Individual

If a corporation, LLC, PLLC, LLP, PLLP, or limited partnership, complete this block:

Year incorporated

In which state

President/managing partner

Vice president/general partner

Secretary/general partner

Treasurer/general partner

If a partnership or individually owned business, complete this block:

Date of organization

Partner names and addresses

The signatory of this questionnaire guarantees the truth and accuracy of all statements and of all answers to interrogatories hereinafter made.

1. Does your firm qualify as a Disadvantaged Business Enterprise (DBE)?

If yes, are you presently certified as a DBE in South Dakota?

In other states? Please list

2. How many years' experience in construction work has your firm had as a contractor or as a subcontractor?

In what types of work?

3. Have you or your organization, or any officers or partners thereof, failed to complete any work awarded to it?

If yes, describe details on attachment.

4. Have you or your organization, or any officers or partners thereof, been barred from bidding by any state or federal agency within the last 10 years?

If yes, give name of agency, duration and details of disbarment on an attachment.

5. If you have a financial interest in any other contracting firms presently prequalified with the Department, list firm names:

6. What is the construction experience of your organization, including project supervisory personnel, e.g., superintendent/foreman?

Individual name Current job title Work type as described on p. 7—years' experience

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

7. List all projects **your organization** completed in the past five years and any additional projects necessary to demonstrate experience for work classifications being requested, but not supported by projects completed in the last five years. For each project listed, check the work type corresponding to the work actually done by **your organization's own forces**.

Year	Classes of work	Value of work	Location
	(Check those performed by your organization's forces. See p. 7 for description of classes.)		
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15		
Project Description			
Owner name			
Address			
Phone			
Engineer in charge		Phone	

Year	Classes of work	Value of work	Location
	(Check those performed by your organization's forces. See p. 7 for description of classes.)		
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15		
Project Description			
Owner name			
Address			
Phone			
Engineer in charge		Phone	

Duplicate this sheet as necessary. A computer-generated form may be used, provided all requested information is provided.

Check classification requested *	Work type classifications	Committee use only	
		Approved classification Previous	Current
	1. Major grading		
	2. Minor grading		
	3. Portland cement concrete paving		
	4. Portland cement concrete repair (spall repair, joint repair, pavement grinding)		
	5. Asphalt concrete paving and microsurfacing		
	6. Asphalt surface treatment and asphalt crack sealing		
	7. New bridge construction		
	8. Bridge rehabilitation (deck overlays, fatigue retrofit, steel and concrete repair, epoxy chip seal or rail retrofit)		
	9. Minor structure construction (cast-in-place box culverts, precast multibeam deck bridges, or mechanically stabilized earth (MSE) large panel retaining walls)		
	10. Lighting and signals		
	11. Signing, delineation and pavement marking		
	12. Underground and utilities (storm sewer, sanitary sewer, water main, drainage pipe or precast box culvert)		
	13. Incidental construction (fencing, guardrail, railroad crossings, MSE modular block retaining walls, gravel surfacing, base course, landscaping or erosion control)		
	14. Miscellaneous concrete construction (sidewalk, bike path, multiuse path, curb and gutter)		
	15. Bridge painting		

*Completed projects should be listed to demonstrate ability in response to page 6 question 7.

For use by the Classification and Rating Committee

Committee comments _____

<input type="checkbox"/> Certification of surety <input type="checkbox"/> Audited financial statement <input type="checkbox"/> Line of credit \$ _____ Maximum capacity \$ _____ Per contract \$ _____ Expiration date _____	Committee approval	
	_____	Date
	_____	Date
	_____	Date
	_____	Date

Construction Equipment Ownership

List construction equipment owned by your firm. A separate schedule may be attached.

Quantity	Property description	Age of items	Purchase price	Annual depreciation	Total accumulated annual depreciation	Book value
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Total

Contractor's Statement of Financial Position

Complete this form only if you do not submit an audited statement of financial position.

Name

Condition at close of business (date)

Assets

Current assets

1. Cash and cash equivalents
2. Notes receivable
3. Accounts receivable
4. Costs and estimated earnings in excess of billings on uncompleted contracts
5. Inventories
6. Other current assets (list)

Total current assets

7. Fixed assets—net
8. Other non-current assets (list)

Total assets

Liabilities and Owner's Equity

Current Liabilities

9. Current portion long-term debt
10. Accounts payable
11. Accrued expenses
12. Billings in excess of cost and estimated earnings on uncompleted contracts
13. Other current liabilities (list)

Total current liabilities

14. Notes payable
15. Other non-current liabilities (list)

16. Owner's equity

Total liabilities and owner's equity

**Affidavit
(Notarized)**

State of _____

County of _____

The undersigned, being duly sworn, hereby declares: that all statements and answers to interrogatories in the Contractor’s Prequalification Statement are true; that the financial statement accurately reflects the financial condition of the individual firm, partnership or corporation herein named as of the date given.

It is understood that this statement is for the express purpose of obtaining prequalification to bid on work let to contract by the South Dakota Department of Transportation; and that any depository, vendor or other agency herein named is hereby authorized to supply the Department with any information necessary to verify this statement.

Subscribed and sworn to before me
this ____ day of _____
(month) (year)

	Name of firm
By*	Title

Notary Public _____

My commission expires _____

*For an individual business, the affidavit is to be signed by the owner and notarized.
For a partnership, the affidavit is to be signed by all partners and notarized.
For a corporation, LLC, PLLC, LLP, PLLP, or Limited Partnership, the affidavit is to be signed by an authorized official and notarized. Corporations must affix their corporate seal or indicate “No Seal.”

Sample Certification of Surety

To be printed on agency letterhead

Date _____

To Division of Finance and Management
S.D. Department of Transportation
700 E. Broadway Ave.
Pierre, SD 57501

Re _____
Contractor name

City/state

We are authorized to execute bid, performance and payment bonds for the above contractor subject to the following conditions:

1. Contract price of any one contract does not exceed
\$ _____
2. Total amount of uncompleted bonded work on hand, including the contract under consideration, does not exceed \$ _____
3. This work authority expires ____/____/_____, unless rescinded in writing. Written notice of rescission will be provided to the above addressee within seven (7) days of such rescission.

Agency name _____

By _____
(Authorized agency representative)