

## **\*\* PREQUALIFICATION CHECK LIST \*\***

### **Please review before mailing prequalification application**

- Review** “Administrative Rules Governing the Prequalification of Construction Contractors” as amended on December 4, 2009 prior to submission of application. [Administrative Rules Link](#)
- 1<sup>st</sup> time applicants only**
  - **W-9:** (if unsure a W-9 has been previously submitted, call 517-373-4111 to confirm). [W-9 Form Link](#)
  - **Articles of Incorporation, Articles of Organization, or Certificate of Authority to do Business in Michigan:** (If incorporated outside of Michigan). Contact the Michigan Department of Economic Labor and Economic Growth Services (DELEG) at 517-241-6470 to apply. [DELEG - Business Services](#)
  - **Sole Proprietorship:** doing business in a name other than the proprietor, a **Certificate of Assumed Name** is necessary. This document may be obtained from the local township office.
  - **Reference Form:** [Reference Form \(5107\)](#)
  - **Staff Resumes:** Submit resumes for company’s key staff.
  - **Electronic Bidding:** Only required for bidding contractors who wish to bid as a prime on MDOT projects. [Bid Letting Link](#)
- Prequalification Application (Form 1313):** Complete front cover through page 21. [Prequalification Application.](#)
- Pages 19-21:** Only original hand signatures of person(s) authorized to execute contracts will be accepted. Blue ink is recommended for original signatures. Typed names and signatures **must match exactly**.
- CPA Audited Financial Statement:** For prequalification over \$2,000,000 **OR**
- CPA Compiled/Reviewed Financial Statement OR Bank Statement and Account Receivable Verification forms:** For prequalification up to \$2,000,000.
  - **Bank Statement Verification (Form 1310):** Necessary **only if** an audit, compilation, or review, is **not** submitted by a CPA. Complete the top section and submit the form to your bank for verification.\*
  - **Account Receivable Verification (Form 1309):** Necessary **only if** an audit, compilation, or review, is **not** submitted by a CPA. Complete the top half of the form and submit it to debtors for any amount over \$500.\*  
\* Unverified amounts will be deducted from your assets.

### **Additional Information**

- **Equipment Appraisal (Optional):** Select a company from the List of Acceptable Appraisal Firms. An appraisal is good for two years (second year requires CPA certification of changes). The equipment must be appraised as of your fiscal year end. [Approved Appraisal List Link](#)
- **Accommodation Access:** If you need this information in an alternate format such as large print, braille or audio tape, or require another type of accommodation, contact MDOT contract Services Division at 517-335-4281 or TDD/TTY through the Michigan Relay Center 800-649-3777.
- If your application is current, your financial rating will stay in effect until the renewal application has been processed. A high volume of applications are received in early spring and creates a backlog for processing. *If you know your rating may increase significantly* and may be a factor in determining your bidding capacity for upcoming projects, you may contact us and request that your application be processed without delay.
- For questions, please contact Theresa Myrick ([myrickt@michigan.gov](mailto:myrickt@michigan.gov)), Prequalification Analyst at 517-335-4442 or Pauline Bouck ([bouckp@michigan.gov](mailto:bouckp@michigan.gov)), Prequalification Assistant at 517-335-4281.

**Submit one original application to:**  
Michigan Department of Transportation  
Contract Services Division – B470, 4<sup>th</sup> Floor  
Construction Prequalification Unit  
PO Box 30050  
Lansing, Michigan 48909-7550

**Overnight Address:**  
Michigan Department of Transportation  
Contract Services Division – B470, 4<sup>th</sup> Floor  
Construction Prequalification Unit  
425 W. Ottawa Street  
Lansing, Michigan 48933-1532

**Web site:** [Contractors Service Center](#)