

**NEVADA DEPARTMENT OF TRANSPORTATION
1263 SOUTH STEWART STREET
CARSON CITY, NEVADA 89712**

**CONTRACTOR'S STATEMENT
OF EXPERIENCE
AND FINANCIAL CONDITION
FOR PREQUALIFICATION**

**TO BE FILED WITH THE DEPARTMENT OF TRANSPORTATION
BY CONTRACTORS PROPOSING TO BID ON STATE D.O.T.
CONSTRUCTION IN ACCORDANCE WITH THE PROVISIONS OF
NEVADA REVISED STATUTES 408.333.**

SUBMITTED BY _____

ADDRESS _____

INSTRUCTIONS FOR FILING STATEMENT AND GENERAL INFORMATION FOR BIDDERS

1. Preparation of Statement

Only one original of this statement is required by the Department.

*Applicant **MUST** provide financial information either by (1) completely filling out pages 4 through 9 OR (2) submitting a financial statement which is not more than nine (9) months old, **COMPLETE WITH ALL FOOTNOTES and page 10**. The applicable affidavit on page 11 must be executed. Failure to execute affidavit properly will result in delays in processing and the application will be returned to the applicant for completion.*

The application must be submitted at least five (5) days prior to date of opening bids in order to receive consideration for prequalification for a particular bid opening. It is highly desirable to submit a statement at least one month prior to bid opening.

All data submitted shall be as of a date not more than nine (9) months prior to the date of filing statements.

2. Notification of Action Taken by the Department

The Department will notify the applicant of its decision within fifteen (15) days after receipt of application.

If a contractor is duly qualified he will be apprised in writing of both the amount and type of work which he will be eligible to bid on and the period for which he will be qualified.

3. Duration of Qualification

The duration of any qualification shall not exceed one year. Upon request, the Department may extend the expiration date up to ninety days if the request is made prior to expiration.

4. Submission of a New Statement for Requalification

A qualified bidder must submit a new statement before the expiration date as set in writing by the Department. Otherwise the bidder will be automatically disqualified and remain as such until a new statement is submitted and passed upon by the Department.

5. Revision of Qualification Rating

Requests for the revision of qualification rating will be considered at any time, provided credentials showing increased assets, equipment or ability to perform work are submitted.

These requests must be submitted at least five (5) days prior to a bid opening to receive consideration for that bid opening.

6. Request for Plans, Specifications and Proposal Forms

After a bidder has been duly qualified, he will receive notices from time to time inviting the submission of proposals for contracts to be let on specified dates. If a bidder desires to receive plans, specifications and proposal forms for any contract, he shall request them from the Administrative Services Office, 1263 South Stewart Street, Carson City, Nevada 89712, (775) 888-7070.

All proposals submitted by duly prequalified bidders must be submitted in the identical names used in their prequalification statements.

7. Joint Qualification

Two or more contractors who have qualified by filing separate statements and who wish to combine all or a portion of their assets for bidding on a single project may do so by filing with the Department of Transportation a joint affidavit setting forth therein their desire to be qualified jointly on specific contract. These forms can be obtained from the Administrative Services Office, 1263 South Stewart Street, Carson City, Nevada 89712, (775) 888-7070.

If permanent joint qualification is desired, a combined statement of experience and financial condition shall be submitted.

CONTRACTOR'S STATEMENT OF EXPERIENCE

(Please Type or Print in Ink)

- A Corporation
 Limited Liability Company
 A Partnership
 An Individual

_____ State

Firm Name _____

Home Office Address _____

Branch Office Address _____

Mailing Address _____

Telephone Number (_____) _____ License No. _____

FAX Number (_____) _____ Type _____

Tax Identification Number _____

Prequalification Contact _____ **E-Mail Address** _____

Estimating Contact _____ **E-Mail Address** _____

The Signatory of the Questionnaire Guarantees the Truth and Accuracy of All Statements and of All Answers to Interrogatories Hereinafter Made.

- How many years has your organization been in business as a contractor under your present business name? _____
- Indicate the various types of work or classifications in which you are experienced and for which you desire to be qualified.

- How many years experience in related construction work has your organization had: _____
 (a) As a general contractor? _____ (b) As a subcontractor? _____

4. Show the projects your organization has completed in the past five (5) years. Attach additional sheets if necessary.

Year	Type of Work	Contract Amount	Location of Work and for Whom performed
Total			

- Have you ever failed to complete any work awarded to you? _____ If so, *where* and *why*? _____

6. What is the construction experience of the principal individual's of your present organization?

Individual's Name	Present Position or Office in your Organization	Years of Construction Experience	Magnitude and Type of Work	In What Capacity

DETAILS RELATIVE TO ASSETS

List separately each item amounting to 10 percent or more of the total and combine the remainder.

Page 3 line no. 1	Cash and cash equivalents		
	(a) On hand.....		\$.....
	(b) Deposited in banks named below.....		\$.....
	(c) Elsewhere-(state where).....		\$.....
	(d) Negotiable securities, stocks, bonds, etc., listed below.....		\$.....
	TOTAL CASH AND CASH EQUIVALENTS.....		\$.....

Name of Bank	Location	Deposit in Name of	Amount

Type of Negotiable Instrument	Issuing Company	Held by	Date of Maturity	Amount

Page 3 line no. 2	Current portion of notes, contracts and accounts receivable from sources other than construction contracts		
	(a) Due on demand.....		\$.....
	(b) Due within 90 days.....		\$.....
	(c) Due after 90 days.....		\$.....
	(d) Past due.....		\$.....
	TOTAL CURRENT PORTION OF NOTES, CONTRACTS AND ACCOUNTS RECEIVABLE FROM SOURCES OTHER THAN CONSTRUCTION CONTRACTS.....		\$.....

Due from (Name of Address)	For What	When Due	How Secured	Amount

Have any of the above been discounted or sold? _____ If so, state amount, to whom and reason _____

Page 3 line no. 3	Accounts receivable from completed and uncompleted contracts, listed below, net of claims not approved for payment		\$.....
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Name and Address for Whom Contract is Being Performed	Projected Completion Date	Amount of Contract	Amount Billed	Amount Approved for Payment	Amount Retained		Net Amount Receivable
					When Due	Amount	

Have any of the above been assigned, sold or pledged? _____ If so, state amount, to whom and reason _____

DETAILS RELATIVE TO ASSETS (Continued)

List separately each item amounting to 10 percent or more of the total and combine the remainder.

Page 3 line no.	4	Costs and estimated earnings in excess of billings on uncompleted contracts, listed below.....	\$
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Designation of Contract and for Whom Performed	Amount of Contract	Costs and Estimated Earnings to Date	Amount Billed to Date	Estimated Earnings in Excess of Billings	Projected Completion Date

Have any of the above been discounted or sold? _____ If so, state amount, to whom and reason _____

Page 3 line no.	5	Accrued interest receivable	\$.
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Accrued on What	Due When	Amount

Have any of the above been discounted or sold? _____ If so, state amount, to whom and reason _____

Page 3 line no.	6	Inventories of materials in stock (a) For use on uncompleted contracts..... (b) Other materials in stock..... TOTAL INVENTORIES OF MATERIALS IN STOCK.....	\$..... \$..... \$.....
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Description of Material	Quantity	Cost	
		for Completed Contracts	Other Materials

Have any of the above been discounted or sold? _____ If so, state amount, to whom and reason _____

Page 3 line no.	7	Prepaid expenses	\$.
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Itemize	Paid Through What Date	Amount

DETAILS RELATIVE TO ASSETS (Continued)

List separately each item amounting to 10 percent or more of the total and combine the remainder.

Page 3 line no.	8	Real Estate	
		(a) Used for business purposes.	\$
		(b) Not used for business purposes.	\$

Description of Property	Improvements		Total Book Value
	Nature of Improvements	Book Value	
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Location	Held in Whose Name	Assessed Value	Amount Owed Against Property
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Page 3 line no.	9	Construction plant and equipment at book value	\$
<i>List separately each item or similar class of items, e.g., 1. power shovel. 7 1/2-ton trucks, etc. DO NOT list equipment as "tractors, trucks, shovels, etc.," with no segregation. If more space than provided is needed, affix a separate sheet hereto. (List separately all items of quarries, gravel pits, warehouses and similar plants which are not included under Detail "10" --Real Estate.)</i>			

Quantity	Description, Name and Capacity of Items	Age of Items	Purchase Price	Accumulated Depreciation	Book Value

Page 3 line no.	10	Furniture and fixtures at book value	\$
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Page 3 line no.	11	Other assets, listed below	\$
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Description	Amount

TOTAL ASSETS (Must agree with TOTAL ASSETS listed on page 3, line 14)	\$
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DETAILS RELATIVE TO LIABILITIES

List separately each item amounting to 10 percent or more of the total and combine the remainder.

Page 3 line no.	12	Accounts payable and accrued expenses (a) Not past due \$ (b) Past due \$ TOTAL ACCOUNTS PAYABLE AND ACCRUED EXPENSES. \$	
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Owed to Whom: Name and Address	For What	Date Payable	Amount

Page 3 line no.	13	Line(s) of credit payable: Total available on line(s) of credit \$....., Balance used \$.....
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Owed to Whom: Name and Address	Amount Available	Maturity Date	Interest Rate	Payable in Installments When Amount	Total Owed

Page 3 line no.	14	Other notes payable, current portion	\$.....
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Owed to Whom: Name and Address	Relationship	What Security	When Due	Amount Due in Next 12 Months	Amount Due after Next 12 Months

Page 3 line no.	15	Current portion of long term loans and contracts	\$.....
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Owed to Whom: Name and Address	What Security	When Due	Amount Due in Next 12 Months	Amount Due after Next 12 Months

DETAILS RELATIVE TO LIABILITIES (Continued)

List separately each item amounting to 10 percent or more of the total and combine the remainder.

Page 3 line no. 16	Billings in excess of costs and estimated earnings on uncompleted contracts \$
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Name and Address for Whom Contract is Being Performed	Projected Completion Date	Contract Amount	Amount Due to Date	Cost and Estimated Earnings to Date	Billings in Excess of Costs and Estimated Earnings

Page 3 line no. 17	Dividends payable: Payable Date _____
	\$

Page 3 line no. 18	Other current liabilities: \$
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Owed to Whom: Name and Address	Security	When Due	Amount

Page 3 line no. 19	Real estate loans payable, due after one year:	
	(a) Amounts shown with current portion of long term debt, page 7, section 4.	\$
	(b) Other long term loans payable, listed below.	\$
	TOTAL REAL ESTATE LOANS PAYABLE, DUE AFTER ONE YEAR	\$

Owed to Whom: Name and Address	Security	When Due	Amount

Page 3 line no. 20	Equipment loans and contracts payable, due after one year:	
	(a) Amounts shown with current portion of long term debt, page 7, section 4.	\$
	(b) Other long term loans and contracts, listed below.	\$
	TOTAL EQUIPMENT LOANS AND CONTRACTS PAYABLE, DUE AFTER ONE YEAR	\$

Owed to Whom: Name and Address	Security	When Due	Amount

OTHER INFORMATION

	Total Value of Other Contracts Awarded or Pending Award and Not Included in Above Statements	\$
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Description of Contract	For Whom Performed	Date for Completion	Amount

	Bonds supplied during last five years
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Company	Amount

GENERAL INFORMATION AND AFFIDAVITS

<p>If a corporation, answer this</p> <p>Capital paid in cash \$ _____</p> <p>When incorporated _____</p> <p>In what state _____</p> <p>Presidents name _____</p> <p>Vice Presidents name _____</p> <p>Secretaries name _____</p> <p>Treasurers name _____</p>	<p>If a partnership, answer this</p> <p>Date of origination _____</p> <p>State whether partnership is general, limited or associated _____</p> <hr/> <p>Name and Address of partners</p> <p>_____</p> <p>_____</p> <p>_____</p>
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If you are not currently qualified in any other state, please check here:

OTHER STATE PREQUALIFICATION INFORMATION

State	Department	Complete Address	Type of Work	Qualification Amount

AFFIDAVIT FOR INDIVIDUAL

STATE OF _____ }
County of _____ } **SS.**

_____, being duly sworn, depose and says: That is the forgoing statement of experience and financial condition and all statements therein contained are true and correct as of _____, _____; that the statement is for the purpose of inducing The Department of Transportation to supply the submitter with plans and specifications and that any depository, vendor, or other agency therein named is hereby authorized to supply The Department of Transportation with any information necessary to verify the statement; furthermore should the forgoing statement at any time cease to properly and truly represent his financial condition, he will refrain from further bidding on State work until he shall have submitted a revised and corrected statement.

Sworn to before me this _____ day of _____, _____

Notary Public

Applicant must sign here

AFFIDAVIT FOR PARTNERSHIP

STATE OF _____ }
County of _____ } **SS.**

_____, being duly sworn, depose and says: That he is a member of the firm _____ and the forgoing statement of experience and financial condition and all statements therein contained are true and correct as of _____, _____; that the statement is for the purpose of inducing The Department of Transportation to supply the submitter with plans and specifications and that any depository, vendor, or other agency therein named is hereby authorized to supply The Department of Transportation with any information necessary to verify the statement; furthermore should the forgoing statement at any time cease to properly and truly represent his financial condition, he will refrain from further bidding on State work until he shall have submitted a revised and corrected statement.

Sworn to before me this _____ day of _____, _____

Notary Public

Applicant must sign here

AFFIDAVIT FOR CORPORATION

NOTE: Use full corporate name and attach corporate seal

STATE OF _____ }
County of _____ } **SS.**

_____, being duly sworn, depose and says: That he is _____
Title

of the _____, the corporation described in the forgoing statement of experience and financial condition and all statements therein contained are true and correct as of _____, _____; that the statement is for the purpose of inducing The Department of Transportation to supply the submitter with plans and specifications and that any depository, vendor, or other agency therein named is hereby authorized to supply The Department of Transportation with any information necessary to verify the statement; furthermore should the forgoing statement at any time cease to properly and truly represent his financial condition, he will refrain from further bidding on State work until he shall have submitted a revised and corrected statement.

Sworn to before me this _____ day of _____, _____

Notary Public

Applicant must sign here

CONTRACTOR'S PREQUALIFICATION LAW

Nevada Revised Statutes 408.333

408.333 Bids and bidders: Experience and financial ability; hearing upon disqualification; appeal of decision.

1. Before furnishing any person proposing to bid on any advertised work with the plans and specifications for such work, the director shall require from the person a statement, verified under oath, in the form of answers to questions contained in a standard form of questionnaire and financial statement, which must include a complete statement of the person's financial ability and experience in performing public work of a similar nature.

2. Such statements must be filed with the director in ample time to permit the department to verify the information contained therein in advance of furnishing proposal forms, plans and specifications to any person proposing to bid on the advertised public work, in accordance with the regulations of the department.

3. Whenever the director is not satisfied with the sufficiency of the answers contained in the questionnaire and financial statement, he may refuse to furnish the person with plans and specifications and the official proposal forms on the advertised project. Any bid of any person to whom plans and specifications and the official proposal forms have not been issued in accordance with this section must be disregarded, and the certified check, cash or undertaking of such a bidder returned forthwith.

4. Any person who is disqualified by the director, in accordance with the provisions of this section, may request, in writing, a hearing before the director and present again his check, cash or undertaking and such further evidence with respect to his financial responsibility, organization, plant and equipment, or experience, as might tend to justify, in his opinion, issuance to him of the plans and specifications for the work.

5. Such a person may appeal the decision of the director to the board no later than 5 days before the opening of the bids on the project. If the appeal is sustained by the board, the person must be granted the rights and privileges of all other bidders.

408.215 Duties of director: Records; index of deed; regulation.

1. The director has charge of all the records of the department, keeping records of all proceedings pertaining to the department and keeping on file information, plans, specifications, estimates, statistics and records prepared by the department, except those financial statements described in NRS 408.333 and the financial or proprietary information described in paragraph (d) of subsection 4 of NRS 408.3886, which must not become matters of public record.

State of Nevada
Department of Transportation
Notice of Credit Accommodations

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
1263 SOUTH STEWART STREET
CARSON CITY NV 89712

DATE _____

ATTENTION: Administrative Services Division

Gentlemen:

We are advised that

Name of Contractor

is endeavoring to fulfill prequalification requirements with you in order to perform contracts with the State of Nevada, Department of Transportation. In that regard, we have been asked to advise you that we have extended credit accommodations to that contractor in the amount of \$ _____.

This letter is signed with the understanding that it is to be used by the State of Nevada, Department of Transportation, in connection with the determination of said contractor's financial ability to perform work under contracts which may be awarded to him by the Department of Transportation

Name of Bank

Address

By _____

Title

() _____

Phone Number