

WYOMING DEPARTMENT OF TRANSPORTATION

**STANDARD BUILDING CONTRACTOR
PREQUALIFICATION FORM**

BUILDING CONTRACTOR PREQUALIFICATION INSTRUCTIONS

1. All contractors requesting to bid on a WYDOT building project shall submit to WYDOT's agent for the project, proof that they can be bonded for the type and amount of work they are proposing to bid. This proof shall be submitted to WYDOT's agent **no later than 5 calendar days before the bid letting.**

Do not send in incomplete bid request. Only requests that are complete will be accepted (Forms E-2, E-4, FR-2200, Workers Compensation and Unemployment Insurance).

2. Prequalification shall be obtained each time for every project that the contractor plans to bid.
3. Prequalification information and ratings are considered confidential and may be released only by Court Order.
4. Form FR-2200 (Equal Employment Opportunity Affidavit) is a required portion of the Prequalification.

Please note that the duties of the EEO Officer must be duties other than normal paper work, and should include duties such as disseminating EEO policy to firm's employees. A DBE Liaison Officer is also required for all firms, and the duties should include soliciting quotes from Certified DBE firms for work to be subcontracted by the firm.

5. Nothing herein contained shall be construed to deprive the Transportation Commission of Wyoming of the right to reject any bid, or to refuse to award a contract to the low bidder where circumstances or developments have, in the opinion of the Commission, changed the qualification or responsibility of the bidder.
6. All applicants shall furnish, at the time of submitting for prequalification, satisfactory evidence of compliance with Wyoming Worker's Compensation Act (W.S. 27-14-101, *et seq.*) by providing a current certificate of good standing or proof of a worker's compensation insurance policy. Firms shall furnish evidence of compliance with the Unemployment Insurance Act pursuant to W.S. 27-3-101 through 27-3-704 by providing a certificate of good standing. *If out of state, provide proof of a worker's compensation insurance policy from your home state.* Evidence of compliance with these acts will only have to be submitted at the time of prequalification and will run concurrently with the length of prequalification and will only have to be renewed upon the expiration of the firm's prequalification.
7. If you reside in Wyoming and wish to be considered a Resident Contractor, your residency eligibility must be certified by the Department of Employment, Division of Labor Standards. Questions regarding residency should be directed to the Division of Labor Standards, 1510 East Pershing Boulevard, Cheyenne, WY 82001, or phone (307)777-7261.
8. This form maybe faxed to 307-777-4765 or e-mailed with "Building Prequalification" in the subject line to: dot-construction@wyo.gov
9. Questionnaires, correspondence and questions regarding building contractor prequalification will be directed to:

The appropriate WYDOT prequalification agent as designated in the advertisement

(or)

Prequalification Officer
Construction Program
5300 Bishop Boulevard
Cheyenne, WY 82009-3340
(307)777-4056
(307)777-4765 Fax

Attachments

Bid Bond Guaranty

WYDOT Project Number _____

A Bid Bond will be Issued by:

_____ Agency
Representing:

_____ Insurance Co.

For: Name of Firm _____

Address _____

City/State/Zip _____

We the undersigned have agreed to furnish a Bid Bond for the said project.

_____, 20____
Signed Date

This Bid Bond Guaranty must be received no sooner than 30 days nor later than 5 calendar days before the project letting, by WYDOT's designated agent.

WYOMING DEPARTMENT OF TRANSPORTATION

DISADVANTAGED BUSINESS ENTERPRISE STATUS

Is your firm owned, managed and controlled by Disadvantaged Individuals? Yes () No ()

If yes, please check the applicable group:

- () Native American - a person having origins in any of the original peoples of North America, which included American Indians, Eskimos, Aleuts, and Native Hawaiians, and maintains cultural identification through tribal affiliation or community recognition.
- () Black American - a person having origins in any of the Black racial groups of Africa.
- () Hispanic American - a person of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race.
- () Asian-Pacific American - a person having origins in any of the peoples of Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kirbati, Juvalu, Nauru, Federated States of Micronesia, or Hong Kong.
- () Subcontinent Asian Americans - a person having origins in any of the original peoples of India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka
- () Female.
- () Other - members of other groups, or other individuals found to be economically and socially disadvantaged by the Small Business Administration under Section 8(a) of the Small Business Act, as amended [15 U.S.C. 637(a)].

If you checked yes, are a member of one of the above groups and wish to be apply for certification as a Disadvantaged Business Enterprise, please contact:

DBE Certification Officer
Wyoming Department of Transportation
Construction Program
5300 Bishop Boulevard
Cheyenne, WY 82009-3340
(307)777-4456

**EQUAL EMPLOYMENT OPPORTUNITY
AFFIDAVIT**

CONTRACTOR: _____

PROJECT: _____

DATE: _____

DOES HEREBY CERTIFY, THAT OUR COMPANY DOES AND WILL ADHERE TO THE EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS NOT TO DISCRIMINATE AND TO TAKE AFFIRMATIVE ACTION TO ASSURE EQUAL EMPLOYMENT OPPORTUNITY AS REQUIRED BY EXECUTIVE ORDERS 11246 AND 11375 AS SET FORTH IN REQUIRED CONTRACT PROVISIONS 23CFR §230, FHWA-1273, (FORM PR-1273) AND THE SPECIAL PROVISION SS-100E, (SPECIFIC EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS AND TRAINING PROVISIONS), AND THAT OUR COMPANY WILL WORK WITH THE WYOMING DEPARTMENT OF TRANSPORTATION IN CARRYING OUT EQUAL EMPLOYMENT OPPORTUNITY OBLIGATIONS AND IN THE WYOMING DEPARTMENT OF TRANSPORTATION'S REVIEW OF OUR ACTIVITIES UNDER THE CONTRACT AND THAT OUR COMPANY AND ALL SUBCONTRACTORS HOLDING SUBCONTRACTS, NOT INCLUDING MATERIAL SUPPLIERS, WILL COMPLY WITH THE SPECIFIC REQUIREMENT ACTIVITIES OF EQUAL EMPLOYMENT OPPORTUNITY SET FORTH IN THE SPECIAL PROVISIONS.

OUR COMPANY WILL FURTHER DISSEMINATE THE EQUAL EMPLOYMENT OPPORTUNITY POLICY OF THE COMPANY AT LEAST EVERY SIX MONTHS TO ALL MEMBERS OF OUR STAFF WHO ARE AUTHORIZED TO HIRE, SUPERVISE, PROMOTE AND DISCHARGE EMPLOYEES OR WHO RECOMMEND SUCH ACTION OR WHO ARE SUBSTANTIALLY INVOLVED IN SUCH ACTION. WHEN SEEKING EMPLOYEES, OUR COMPANY WILL MAKE KNOWN TO OUR PRESENT EMPLOYEES, POTENTIAL SOURCES OF EMPLOYEES, I.E. SCHOOLS, EMPLOYMENT AGENCIES, LABOR UNIONS (WHERE APPROPRIATE), COLLEGE PLACEMENT OFFICERS, THE COMPANY'S EEO POLICY THROUGH THE USE OF APPROPRIATE POSTERS AND NOTICES IN AREAS READILY ACCESSIBLE TO EMPLOYEES, APPLICANTS FOR EMPLOYMENT AND POTENTIAL EMPLOYEES.

WHEN ADVERTISING FOR EMPLOYEES, OUR COMPANY WILL INCLUDE IN ALL ADVERTISEMENTS FOR EMPLOYEES, THE NOTATION "AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER". ADVERTISING WILL BE DONE IN NEWSPAPERS OR OTHER PUBLICATIONS HAVING A SUBSTANTIAL OR LARGE MINORITY CIRCULATION.

RECRUITMENT OF EMPLOYEES WILL BE MADE THROUGH PUBLIC AND PRIVATE EMPLOYEE REFERRAL SOURCES LIKELY TO YIELD QUALIFIED MINORITY AND FEMALE GROUP APPLICANTS. WE WILL THROUGH OUR EEO OFFICER IDENTIFY SOURCES OF POTENTIAL MINORITY AND FEMALE GROUP EMPLOYEES AND ESTABLISH WITH SUCH IDENTIFIED SOURCES PROCEDURES WHICH WILL PROMOTE THE REFERRAL OF MINORITY AND FEMALE APPLICANTS. THE COMPANY WILL ENCOURAGE PRESENT EMPLOYEES TO REFER MINORITY AND FEMALE APPLICANTS BY POSTING APPROPRIATE NOTICES OR BULLETINS IN ACCESSIBLE AREAS AND BY DISCUSSING REFERRAL PROCEDURES WITH PRESENT EMPLOYEES.

OUR COMPANY FURTHER ASSURES THAT WAGES, WORKING CONDITIONS AND EMPLOYEE BENEFITS SHALL BE ESTABLISHED AND ADMINISTERED, AND PERSONNEL ACTIONS OF EVERY TYPE, INCLUDING HIRING, UPGRADING, PROMOTION, TRANSFER, DEMOTION, LAYOFF AND TERMINATION, SHALL BE TAKEN WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX OR NATIONAL ORIGIN. WE WILL MAKE INSPECTIONS AT LEAST EVERY MONTH DURING CONSTRUCTION TO INSURE THAT WORKING CONDITIONS AND EMPLOYEE FACILITIES DO NOT INDICATE DISCRIMINATORY TREATMENT OF PROJECT SITE PERSONNEL. WE WILL REVIEW PERSONNEL ACTIONS TO GUARD AGAINST DISCRIMINATORY ACTIONS AND WILL TAKE CORRECTIVE ACTION WHERE REQUIRED.

ALL COMPLAINTS OF DISCRIMINATION WILL BE INVESTIGATED IMMEDIATELY AND CORRECTIVE ACTION TAKEN WHERE NECESSARY.

WE WILL ASSIST IN LOCATING, QUALIFYING AND INCREASING SKILLS OF MINORITY AND FEMALE GROUP EMPLOYEES AND APPLICANTS FOR EMPLOYMENT.

WE WILL MAKE USE OF TRAINING PROGRAMS, PRE-APPRENTICESHIP, APPRENTICESHIP, AND/OR ON-THE-JOB TRAINING PROGRAMS FOR THE GEOGRAPHICAL AREA OF CONTRACT PERFORMANCE, CONSISTENT WITH THE NEEDS AND ORGANIZATION OF OUR COMPANY AND AS PERMISSIBLE UNDER FEDERAL AND STATE REGULATIONS. WE WILL ADVISE EMPLOYEES AND APPLICANTS FOR EMPLOYMENT OF AVAILABLE TRAINING PROGRAMS. WE WILL REVIEW THE TRAINING AND PROMOTION POTENTIAL OF MINORITY AND FEMALE GROUP EMPLOYEES. WE WILL ENCOURAGE ELIGIBLE EMPLOYEES TO APPLY FOR SUCH TRAINING AND PROMOTION.

WE WILL, IN RELYING IN WHOLE OR IN PART UPON UNIONS FOR EMPLOYEES, USE OUR BEST EFFORTS TO PROMOTE THE TRAINING AND QUALIFYING OF MINORITY AND FEMALE INDIVIDUALS FOR MEMBERSHIP IN UNIONS.

WE WILL USE OUR BEST EFFORTS TO PROMOTE THE INCORPORATION OF EQUAL EMPLOYMENT OPPORTUNITY CLAUSES INTO ALL UNION AGREEMENTS.

WE WILL THROUGH OUR DBE LIAISON OFFICER SEEK OUT AND PROVIDE MAXIMUM SUBCONTRACT OPPORTUNITY TO DISADVANTAGED BUSINESS ENTERPRISES **IN ACCORDANCE WITH SPECIAL PROVISION SS-100F (DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION)**. WE WILL REQUIRE ALL SUBCONTRACTORS TO COMPLY WITH THE EQUAL EMPLOYMENT REQUIREMENTS OF THIS CONTRACT.

- (1) WE WILL DISSEMINATE SUBCONTRACT INFORMATION TO DBE FIRMS KNOWN TO PERFORM THE TYPE OF WORK TO BE SUBCONTRACTED.
- (2) WE WILL FURNISH THE WYOMING DEPARTMENT OF TRANSPORTATION WITH THE NAMES AND ADDRESSES OF ALL DBE FIRMS THAT WILL BE PARTICIPATING IN THE PROPOSED CONTRACT.
- (3) WE WILL PROVIDE THE WYOMING DEPARTMENT OF TRANSPORTATION WITH A DESCRIPTION OF THE TYPE OF WORK AND AMOUNT OF WORK BY DOLLAR VOLUME THAT EACH DBE FIRM WILL BE PERFORMING.
- (4) WE WILL PROVIDE A LIST OF DBE FIRMS CONTACTED IN THE PROCESS OF SOLICITING QUOTATIONS FOR WORK TO BE SUBCONTRACTED, THE TYPE OF WORK TO BE SUBCONTRACTED AND THE INDIVIDUAL RESPONSE RECEIVED FROM THE DBE FIRMS CONTACTED.

WE WILL MAINTAIN AND PROVIDE ALL REQUIRED RECORDS. INFORMATION TO BE PROVIDED WILL INCLUDE THE NUMBER OF MINORITY, FEMALE, AND NON-MINORITY GROUP MEMBERS EMPLOYED IN EACH WORK CLASSIFICATION ON THE PROJECT. WHEN UTILIZING UNIONS, THE PROGRESS AND EFFORTS BEING MADE IN INCREASING MINORITY AND FEMALE GROUP EMPLOYMENT OPPORTUNITIES; THE PROGRESS AND EFFORTS BEING MADE IN LOCATING, TRAINING, QUALIFYING AND UPGRADING MINORITY AND FEMALE GROUP EMPLOYEES; THE PROGRESS AND EFFORTS BEING MADE IN SECURING THE SERVICES OF DISADVANTAGED BUSINESS ENTERPRISE SUBCONTRACTORS WITH MEANINGFUL DISADVANTAGED GROUP REPRESENTATION AMONG THEIR EMPLOYEES. ALL SUCH RECORDS WILL BE KEPT FOR A PERIOD OF THREE YEARS FOLLOWING COMPLETION OF THE CONTRACT WORK AND WILL BE AVAILABLE AT REASONABLE TIMES AND PLACES FOR INSPECTION BY AUTHORIZED REPRESENTATIVES.

OUR COMPANY WILL SUBMIT TO THE WYOMING DEPARTMENT OF TRANSPORTATION FORM PR-1391, AN ANNUAL REPORT EACH JULY, WHEN THERE ARE EMPLOYEES WORKING ON THIS PROJECT DURING JULY. THE REPORT WILL INDICATE THE NUMBER OF MINORITY, FEMALES, AND NON-MINORITY GROUP EMPLOYEES CURRENTLY ENGAGED IN EACH WORK CLASSIFICATION REQUIRED BY THE CONTRACT WORK.

THE COMPANY ALSO CERTIFIES THAT THE FOLLOWING STATEMENT IS ACCEPTED AS OPERATING POLICY DESIGNED TO FURTHER THE PROVISION OF EQUAL EMPLOYMENT OPPORTUNITY TO ALL PERSONS WITHOUT REGARD TO THEIR RACE, COLOR, RELIGION, SEX OR NATIONAL ORIGIN, AND TO PROMOTE THE FULL REALIZATION OF EQUAL EMPLOYMENT OPPORTUNITY THROUGH A POSITIVE CONTINUING PROGRAM:

"IT IS THE POLICY OF THIS COMPANY TO ASSURE THAT APPLICANTS ARE EMPLOYED, AND THAT EMPLOYEES ARE TREATED DURING EMPLOYMENT, WITHOUT REGARD TO THEIR RACE, COLOR, RELIGION, SEX OR NATIONAL ORIGIN. SUCH ACTION SHALL INCLUDE: EMPLOYMENT, UPGRADING, DEMOTION, OR TRANSFER; RECRUITMENT OR RECRUITMENT ADVERTISING; LAYOFF OR TERMINATION; RATES OF PAY OR OTHER FORMS OF COMPENSATION; AND SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP, PRE-APPRENTICESHIP, AND/OR ON-THE-JOB TRAINING."

CONTRACTOR COMPANY NAME (REQUIRED): _____

_____, _____, _____
Signed By: Title: Date:

COMPANY EQUAL EMPLOYMENT OFFICER (REQUIRED):

(Name of EEO Officer)
_____, _____, _____
(Business Address) () (24 hour Telephone Number)

COMPANY DBE LIAISON OFFICER (REQUIRED):

(Name of DBE Liaison Officer)
_____, _____, _____
(Business Address) () (Telephone Number)

PREQUALIFICATION CHECKLIST

1. Proof of bonding submitted to the prequalification agent no sooner than 30 days nor less than 5 calendar days before the letting. Information not received within this time frame will not be accepted.
2. A copy of your Workers Compensation Account from Wyoming or proof of a worker's compensation insurance policy is attached. Prequalification will not be approved unless your firm has proof of current coverage.

Department of Employment
Worker's Safety and Compensation Division
1510 East Pershing Boulevard
Cheyenne, WY 82001
(307)777-6763

3. Proof that you are in compliance with the Wyoming Unemployment Insurance Act.

Department of Employment
Unemployment Tax Division
P.O. Box 2760
Casper WY 82602-2760
(307)235-3217

or if out of state a copy of the CERTIFICATE OF LIABILITY INSURANCE.

4. Forms E-4 & FR-2200 are attached and completed in their entirety.
- 5. Are all of the forms and proof of insurance attached? (Forms E-2, E-4, FR-2200, Workers Compensation and Unemployment Insurance)**