

**WYOMING DEPARTMENT OF TRANSPORTATION  
STANDARD HIGHWAY  
PREQUALIFICATION QUESTIONNAIRE**

**Form PQ-2 (INSTRUCTIONS)**

## **PREQUALIFICATION GENERAL**

**Submit prequalification applications through the contractors ICX system.** All persons, firms, co-partnerships, or corporations proposing to bid on any Wyoming Department of Transportation (WYDOT) construction project must first submit a statement, under oath, on a prequalification questionnaire furnished by the department through the ICX system. Statements shall fully indicate the contractor's financial ability, adequacy of its equipment, organization, past experience, and include any pertinent information necessary to accurately assess the contractor's status. Prequalification information is confidential and may only be released by court order. The department will notify the contractor by e-mail with the contractor's prequalification information.

Instructions for filling out this form:

[https://www.dot.state.wy.us/home/business\\_with\\_wydot/pre\\_qualification.html](https://www.dot.state.wy.us/home/business_with_wydot/pre_qualification.html)

**Applications may take up to two weeks once all required information has been received.** A decision regarding the contractor's prequalification, including amount, rating and type of work classification will be made after all information has been reviewed. Application status notifications will be made by the WYDOT Prequalification Officer.

Prequalification may be denied or revoked if the contractor:

- A. Is declared in default while qualified in accordance with the applicable provisions of any contract issued by the department.
- B. Has been determined to have made false, deceptive, or fraudulent statements during the prequalification process.
- C. Has been and is currently under debarment or restricted from bidding by another government agency because of criminal acts or serious breach of contract.
- D. Has been disqualified for substantial reasons by another governmental agency.
- E. Has attempted to or has influenced department policy through gratuities or gifts to department personnel or by employing department personnel.
- F. Has, while qualified, demonstrated an inability to meet department requirements for specifications and contracts.

### **Form FR-2200 (Equal Employment Opportunity Affidavit)**

This document is a required portion of the prequalification questionnaire. Form FR -2200 (EEO Affidavit) will run concurrently with the length of prequalification, and will only have to be resubmitted upon expiration of the firm's prequalification or if the firm's EEO officer or DBE liaison officer is changed.

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 the firm's employees. **A DBE liaison officer is also required** for all prequalified firms, and the duties should include soliciting quotes from certified DBE firms for work to be subcontracted by the firm. Two names are required on page 2 of the FR-2200.

### **Declaration Form**

Ensure this form has all the required signatures and a notary stamp.

## **COMPANY INFORMATION**

### **In-State Residency**

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, 5221 Yellowstone Rd., Cheyenne, WY 82001, or phone (307)777-7261.

### **Office Information**

Provide the address for the prequalifying company's main office. **If an out of state company is qualified as a resident contractor, then the office information and prequalification, show the company's address in Wyoming.** This information is used for electronic bidding and for WYDOT to send out:

- Plans,
- Proposals,
- Plan Holders List,
- Contracts,
- Award Letters,
- Addenda,
- Notice to Proceed,
- Billings, and
- Prequalification Approval

### **Name of Company**

The name of the firm as it appears on the Certification of Good Standing from the Secretary of State's office will be used as your company name when prequalifying.

## **FINANCIAL INFORMATION**

### **General**

The contractor must show that it possesses net current assets of working capital to render it probable that the contractor can satisfactorily execute its contracts and meet all obligations therein incurred. The contractor shall authorize the department to obtain all information pertinent to the contractor's financial standing from financial institutions, surety companies, equipment dealers or suppliers, or any other persons having financial dealings with the contractor. The contractor shall authorize the aforementioned businesses or individuals to furnish the information requested.

Financial information must be included in your prequalification packet. The financial statement is good for 15 months from the date of the contractor's fiscal year end. Only financial statements that have been reviewed/compiled or audited will be accepted. A contractor with a negative net worth cannot be prequalified.

### **Unaudited Financial Statement, to include a review or compilation:**

The net worth of an unaudited financial statement up to the maximum of \$500,000 is used to determine the prequalification amount. Net worth in excess of \$500,000 will not be considered in determining the prequalification amount. The statement must include the signature of a public accountant who is not a member of or an employee of the contractor's organization, nor a relative of the owner(s).

### **Audited Financial Statement**

The net worth of an audited financial statement, regardless of amount, will be used to determine the prequalification amount. The auditor's opinion must bear the signature of the certified public accountant actually performing the financial audit and the certified public accountants registration number.

## **PREQUALIFICATION RATING PROCESS**

### **Project Contractor Evaluations**

Prime contractors will be evaluated annually for each of their active projects using WYDOT form PQ-1, Contractor's Project Performance Report. The contractor will be evaluated in 7 performance criteria areas and given a final numerical performance rating for each project. This rating will be categorized into an ability factor between 0 and 16, per the following table. All project ability factors will be combined and an average calculated for the calendar year. Interim and final reports will all be included in the annual average ability factor.

A contractor with two or more Ability Factors of 6 or less within a one year period will be given an ability rating of 6 or less for the year.

<b>Project Ability Factor Table</b>	
<b>FINAL PERFORMANCE RATING</b>	<b>ABILITY FACTOR</b>
0 – 19	0
20 – 36	1
37 – 51	2
52 – 65	6
66 – 78	12
79 – 90	14
91 – 100	16

Prequalification will be based on the following:

<b>Prequalification Ability Factor Rating</b>	
First time prequalifier	9
Worked as a prime contractor on WYDOT projects	PQ-1 avg. rating past three years
Worked only as a subcontractor in the past three years	9
Has worked in the past but not within the last three years as a prime contractor	9
Worked within the last three years but not in the past two years	PQ-1 from three years ago

The prequalification ability factor will be a weighted average of the past three years. The current year PQ-1 average will be multiplied by 3, the second year PQ-1 average will be multiplied by 2 and the third year PQ-1 average will be multiplied by 1. The total of all three years will be divided by six to determine the overall rating. If a contractor has not received a PQ-1 for any of the three years, an ability factor of 9 will be used.

### **Prequalification Amount Determination**

A contractor's net worth based on an audited or reviewed financial statement will be multiplied by the ability factor that they received on their prequalification form to calculate the prequalification amount. If a contractor receives a final prequalification performance rating of 6 or less, the department has the right to limit the prequalification amount the contractor can be qualified for.

## **PREQUALIFICATION DISPUTE RESOLUTION**

If the contractor is dissatisfied with the prequalified amount and work classification that was assigned:

The contractor shall send written notice to the WYDOT Prequalification Officer appealing the prequalification determination within 30 days.

WYDOT shall hold an informal hearing to review the applicant's appeal. The Prequalification Committee (composed of the five District Engineers, the State Construction Engineer, and the Prequalification Officer) shall hear the appeal within 30 days of receiving the appeal.

The applicant shall be notified of the Prequalification Committee's findings within 10 days after the informal hearing. If not satisfied with the Prequalification Committee's findings, the applicant has 30 days to formally request that WYDOT Executive Staff review the Prequalification Committee's findings.

The applicant, if dissatisfied with the findings of the Executive Staff, has 30 days to formally request that the Transportation Commission of Wyoming review the Executive Staff's findings. The Commission's findings of fact shall be deemed final, binding, and conclusive – without further recourse.

If you are in need of further assistance, please contact:

Wyoming Department of Transportation  
Prequalification Office  
5300 Bishop Boulevard  
Cheyenne, WY 82009-3340  
(307)777-4053

**WYOMING DEPARTMENT OF TRANSPORTATION  
STANDARD HIGHWAY  
PREQUALIFICATION QUESTIONNAIRE**

**Form PQ-2 (Application)**

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## PREQUALIFICATION STATEMENT EXPERIENCE – ORGANIZATION

COMPANY NAME (Company name exactly as it is registered with the Secretary of State):

\_\_\_\_\_

Contractors WYDOT Prequalification Number: \_\_\_\_\_

Contractors D-U-N-S Number (Data Universal Numbering System): \_\_\_\_\_

Employer Identification Number (EIN) (Required): \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Company Main E-Mail Address: \_\_\_\_\_

(Note: All notifications will come to this email address)

President: Mr.        Mrs.        : \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Corporation:        Co-Partnership:        LLC/LLP:        An Individual:

If you are a Corporation

Which state are you incorporated in? \_\_\_\_\_

Date incorporated: \_\_\_\_\_

If Co-partnership, LLC, LLP, or Individual

Date of organization: \_\_\_\_\_

State whether partnership is general, limited, or association: \_\_\_\_\_

What are your company's gross receipts for the last fiscal year? (Required) \$ \_\_\_\_\_



List the construction projects your organization has under way at this time:

Contract Amount	Scope of Work	Percent Complete	Name, Address, and Phone Number of Owner or Contracting Officer
			Name:
			Address:
			Phone:
			Name:
			Address:
			Phone:
			Name:
			Address:
			Phone:
			Name:
			Address:
			Phone:
			Name:
			Address:
			Phone:
			Name:
			Address:
			Phone:
			Name:
			Address:
			Phone:
			Name:
			Address:
			Phone:
			Name:
			Address:
			Phone:

Use additional sheets as necessary

List projects your organization has completed in past three years:

Contract Amount	Scope of Work	Date Completed	Name, Address, and Phone Number of Owner or Contracting Officer
			Name:
			Address:
			Phone:
			Name:
			Address:
			Phone:
			Name:
			Address:
			Phone:
			Name:
			Address:
			Phone:
			Name:
			Address:
			Phone:
			Name:
			Address:
			Phone:
			Name:
			Address:
			Phone:
			Name:
			Address:
			Phone:

Use additional sheets as necessary:

Has your company every failed to complete any work awarded to you? \_\_\_\_\_ If so, where and why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a construction contract? If so, state name of individual, other organization, and reason for not completing contract. (Attach a letter if needed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have any officers or partners of your organization ever failed to complete a construction contract handled in their own name?

If so, state name of individual, name of owner, and reason for not completing contract: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of individuals, companies, or corporations owning 10% or more of contractor's firm: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owners, officers, partners, or individuals holding office or having financial interest in another firm doing business with WYDOT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List the name of all companies that the owners, officers, partners or individuals holding office or having financial interest: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all parent companies and subsidiaries: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CLASSIFICATION REQUESTS

**WORK CLASSIFICATIONS:** The equipment must be owned by the firm, member of the firm, or firm that has the interest in the prequalified firm. Rental/leased equipment will be considered if a letter from the rental/leasing agency explaining precisely what equipment the contractor is allowed to rent/lease and what equipment has been rented in the past from them.

### GRADING/REMOVAL/CLEARING & GRUBBING

(On highway trucks, belly/bottom & side dumps; off highway trucks will be considered for the category)

#### NAICS CODE

#### MISCELLANEOUS GRADING (15,000 CY± or Less)

238910

Up to 3 over the road haul trucks greater than 8 cubic yards capable of hauling construction material, motor grader or dozer, compaction rollers & water trucks.

#### MINOR GRADING (80,000 CY± or less)

238910

1 - 3 scrapers of 16+ CY capacity or 4 - 8 over the road haul trucks greater than 8 cubic yards capable of hauling construction material, loaders, compaction rollers, motor graders, dozers, water trucks, etc.

#### GRADING (WYDOT and/or AML), (80,000 CY or more)

238910

4 or more scrapers of 16+ CY capacity or 9 or more over the road haul trucks greater than 8 cubic yards capable of hauling construction material, loaders, compaction rollers, motor graders, dozers, water trucks, etc.

### DRAINAGE/UNDERGROUND UTILITIES

#### NAICS CODE

#### RCP (REINFORCED CONCRETE PIPE)

238120

#### CMP (CORRUGATED METAL PIPE)

237310

#### HDPE (PLASTIC PIPE)

237310

#### WATER LINES

237110

#### SEWER LINES

237110

#### STORM SEWER

237110

All pipe: Excavators or backhoes, loaders, and compaction equipment (compaction rollers, jumping jacks, plate tampers, etc.) & a trench box.

### TRUCK HAUL/GRAVEL SURFACING

(Only on highway trucks will be considered for this category)

#### NAICS CODE

#### TRUCK HAUL

484200

At least 4 over the road haul trucks greater than 8 yards capable of hauling construction material plus support equipment.

#### GRAVEL SURFACING

484200

At least 1 roller, a motor grader and at least 4 over the road haul trucks greater than 8 yards capable of hauling construction material plus support equipment.

## ASPHALT SURFACING

### NAICS CODE

#### CHIP SEAL

237310

Self-propelled aggregate spreader, power-operated rotary brooms, asphalt distributor truck, 4 or more over the road haul trucks greater than 8 cubic yards capable of hauling construction material. A minimum of 3 pneumatic rubber tire compaction rollers are required.

#### MICROSURFACING/SLURRY SEALS

237310

A self-propelled, continuous load paver and 4 or more over the road haul trucks greater than 8 cubic yards capable of hauling construction material.

#### CRACK SEALING (PLANT MIX PAVEMENT)

237310

Routers, compressors, melting machine, heat lances and support equipment.

#### CRACK SEALING (CONCRETE PAVEMENT JOINTS AND CRACKS)

237310

Power-operated pressure system for silicone joint sealing, elastomeric compression and air compressor

#### SEAL COAT

237310

Asphalt distributor truck.

#### FULL-DEPTH-RECLAMATION (FDR)

237310

Soil Stabilizer/Road Recycler machine, water truck, compaction rollers & motor grader

#### COLD-IN-PLACE RECYCLING (CIR)

237310

Milling machine, trailer mounted screening and crushing plant, trailer mounted pug mill, asphalt paver, compaction rollers & a distributor.

#### HOT-IN-PLACE RECYCLING (HIR)

237310

Preheaters, heater/millers, asphalt paving machine, compaction rollers, water trucks and distributors.

#### MINOR ASPHALT SURFACING (5,000 TON OR LESS)

237310

Either a hot plant capable of producing less than 100 tons/hour or a laydown machine, plus compaction rollers, distributor, over the road haul trucks greater than 8 cubic yards capable of hauling construction material, etc. plus support equipment. All jobs must be less than 5,000 tons, except if documentation is provided to demonstrate that several larger projects have been successfully completed and adequate equipment is available.

#### MAJOR ASPHALT SURFACING (GREATER THAN 5,000 TON)

237310

A hot plant capable of producing 100 tons/hour or more, laydown machines, distributor, compaction rollers, and 4 or more over the road haul trucks greater than 8 cubic yards capable of hauling construction material.

List at least 5 **asphalt** paving projects your company has completed over the last 3 years:

Project Name	Quantity of Asphalt Placed (Tons)	Date

### CONCRETE SURFACING

#### MINOR CONCRETE PAVING

A bridge deck machine or a concrete screed or your company has concrete paving equipment without a concrete plant.

**NAICS CODE**

237310

#### MAJOR CONCRETE PAVING

A concrete plant and a roadway type concrete laydown machine plus support equipment.  
List at least 5 concrete paving projects your company has completed over the last 3 years.

237310

List at least 5 **concrete** paving projects your company has completed over the last 3 years:

Project Name	Total yd <sup>2</sup> Poured	Date

### MILLING/GRINDING

#### ROADWAY MILLING

Cold planer

**NAICS CODE**

237310

#### RUMBLE STRIPS (PLANT MIX PAVEMENT)

A mill with steel milling head, power broom or vacuum.

237310

#### RUMBLE STRIPS (CONCRETE PAVEMENT)

A grinder with carbide-tipped grinding drum, power broom or vacuum.

237310

#### PROFILE ANALYSIS AND CORRECTION

Milling machine, plus support equipment.

237310

#### SURFACE GRINDING AND TEXTURING (PLANT MIX PAVEMENT)

Milling machine with a drum with a triple-scroll micro-mill, plus support equipment.

237310

## **SURFACE GRINDING AND TEXTURING (CONCRETE PAVEMENT)**

237310

Provide grinding equipment with diamond blades mounted on a minimum 3-foot wide head mounted on a self-propelled machine designed for grinding and texturing concrete pavement and an approved and calibrated 25-foot computerized California-type profilograph with a truss-type frame or an approved class 1 inertial profiler plus support equipment.

## **CRUSHING**

### **NAICS CODE**

### **MINOR CRUSHING**

333120

A small capacity crushing plant that crushes and screens less than 100 tons of material per hour and a screening plant and support equipment.

### **MAJOR CRUSHING**

333120

A crushing plant that will crush and screen more than 100 tons of material per hour and a screening plant and support equipment.

## **STRUCTURES**

### **NAICS CODE**

### **BOX CULVERTS**

237310

Loaders, excavators, backhoes, compaction rollers, motor graders, water trucks, etc.

### **BRIDGE WORK (LEVEL 1)**

237310

Minor classification for bridge work. This classification will be used for but not limited to the following: Approach slabs, bridge railing and expansion joint repair, columns, piers, etc. Minimum Requirements: Forms, vibrators, air compressors, small jack hammers, etc.

### **EXPANDED BRIDGE WORK (DECK REHAB)**

237310

This classification will be used for but not limited to the following: Deck repair in additions to (Level 1) repair items. Minimum Requirements: Bridge deck machine, forms, vibrators, air compressors, small jack hammers, etc.

### **MAJOR BRIDGE WORK (Includes all of the above)**

237310

This classification will be used for but not limited to the following: Prefab, precast, or cast-in-place structures greater than 60 feet long. Minimum Requirements: Pile hammer, crane (a minimum of 18 ton capacity), baskets, forms, and a bridge deck machine plus the capabilities of doing concrete.

## STRIPING

### PAINT (WATER BOURNE)

#### NAICS CODE

237310

### EPOXY BASE PAINTING

237310

(For all Striping Paint) Minimum Requirements: Mobile truck with mounted and self-contained pavement marking machines specifically designed to apply resin materials and reflective glass spheres in continuous and skip line patterns. Maneuverable to the extent that straight lines can be followed and normal curves can be made in a true arc. Provide the truck mounted unit with the accessories to allow for the marking of legends, symbols, crosswalks, and other special patterns.

### THERMOPLASTIC APPLICATION

237310

Grinding equipment designed for grooving/grinding asphalt and/or concrete pavement that are equipped with a dust collection system meeting the current Department of Environmental Quality (DEQ) requirements.

## GUARDRAIL

#### NAICS CODE

### ALL TYPES EXCEPT CABLE

237310

Loader, hand/truck mounted auger.

### CABLE

237310

Cable Tensioning Meters: A Dillon part number 36310-8010 digital tension meter (specifically designed for tensioning high tension cable guardrail) or an approved equal.

## FENCING

#### NAICS CODE

### BARBED WIRE

238990

### WOVEN WIRE FENCE

238990

### INDUSTRIAL FENCING

238990

### SNOW FENCE

238990

## SIGNING

#### NAICS CODE

### ROADWAY SIGNING

238990

(All Guardrail/Fencing/Signing): A truck, loader, hand augers or auger truck)



## SEEDING

### HAND SEEDING

#### NAICS CODE

561730

### HYDRAULIC SEEDING/MULCHING

Hydraulic equipment with built-in agitators and pump that will allow for continuous, non-fluctuating slurry stream.

561730

### SEEDING/RECLAMATION

A tractor, seed drill (Equipped with a positive means for calibration to endure seed distribution at the specified rate), mulcher, disk, blunt-notched disks or scalloped compaction rollers, fertilizer spreader.

561730

## LANDSCAPING/IRRIGATION

### SOD

#### NAICS CODE

561730

### IRRIGATION

561730

### TREES/BUSHES

Truck, loader, drills, tractors, (tree spade not required but will be considered).

561730

## ELECTRICAL WORK (HIGHWAY)

### DRILLED SHAFTS (UP TO 24")

#### NAICS CODE

237310

### TRAFFIC SIGNALS

237310

### OVERHEAD SIGNS

237310

### LUMINARIES

237310

### ITS CABLE: (ELECTRIC, TELECOM, FIBER OPTIC, COMMUNICATION)

Bucket trucks, trenchers, compaction equipment (jumping jacks, plate tampers, etc.), trench box plus support equipment.

237310

The company must have at least one member of the firm who is a licensed master electrician.

Name of licensed hold (Master Electrician)	License Number

## MISCELLANEOUS CONCRETE WORK

	<b>NAICS CODE</b>
<b>SIDEWALK</b>	237310
<b>CURB &amp; GUTTER</b>	237310
<b>WINGWALLS</b>	237310
<b>SLOPE PAVING</b>	237310
<b>MISCELLANEOUS CONCRETE WORK</b> Forms or slip form machine plus support equipment	237310

## DRILLED SHAFTS

	<b>NAICS CODE</b>
<b>DRILLED SHAFTS (PERMANENT SIGNS)</b> Minimum requirements: Must have a drill truck, capable of drilling a shaft 24 inches in diameter.	237310

## TRAFFIC CONTROL

Minimum requirement: Traffic control items must be owned by the contractor

	<b>NAICS CODE</b>
<b>DRILLED SHAFTS (TRAFFIC SIGNALS/LIGHTING/SIGN)</b> Minimum requirements: Must have a drill truck, capable of drilling a shaft 24 inches in diameter.	237310
<b>TRAFFIC CONES</b>	237310
<b>WANDS/CANDLES</b>	237310
<b>BARRICADES</b>	237310
<b>PILOT CAR</b>	237310
<b>SIGNAGE</b>	237310
<b>TEMPORARY SIGNALS</b>	237310
<b>CHEVRONS</b>	237310
<b>PORTABLE MESSAGE BOARDS</b>	237310

**MISCELLANEOUS WORK**

**ROCKFALL MITIGATION/SLOPE STABILIZATION**

Rock drill, compressor, crane plus support equipment.

**NAICS CODE**

237990

**SHORING**

A pile hammer (H-Pile)/vibratory hammer (Sheet Piling), crane (a minimum of 18 tons capacity), Rock Drills (For ground anchors) plus support equipment.

237990

**HORIZONTAL DIRECTIONAL BORING**

Bore machine plus support equipment.

238910

**GENERAL**

**ALL WORK EXCLUDING ELECTRICAL**

**Must qualify for:** Major Grading, Major Asphalt Surfacing, Chip Seals, Major Concrete Paving and Major Bridge Work

**NAICS CODE**

237310

OTHER - Indicate other types of work not mentioned in the above selections (if necessary): \_\_\_\_\_

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## EQUIPMENT WORKSHEET

The equipment must be owned by the firm, member of the firm, or firm that has an interest in the prequalified firm. Rental/leased equipment will be considered if a letter from the rental/leasing agency explaining precisely what equipment the contractor is allowed to rent/lease and what equipment has been rented in the past from them.

**This form must be filled out. We will not accept a list of equipment.**

**Indicate how many and condition of each type of equipment your company has**

Quantity		Condition Good, Fair	Quantity		Condition Good, Fair
<b>Grading/Drainage, Underground Utilities, Truck Haul &amp; Gravel Surfacing</b>					
	Haul Trucks not less than 8 cubic yards capable of hauling construction material (Dump Trucks, Bottom Dumps, Side Dumps, Pups, etc.)			Off Highway Trucks not less than 8 cubic yards capable of hauling construction material (Dump Trucks, Bottom Dumps, Side Dumps, Pups, etc.)	
	Dozers			Scrapers (16 CY or Greater)	
	Water Trucks (Wagons)			Motor graders, (Blades)	
	Compaction rollers (Sheep Foot)			Compaction rollers (Pad Foot)	
	Compaction rollers (Smooth Drum)			Compaction rollers (Pneumatic)	
	Compaction rollers (Walk Behind)			Tampers, Jumping Jacks, Plate Compactors, etc.	
	Backhoes			Excavators	
	Loaders			Trench Box	
	Horizontal Boring Equipment				
<b>Crushing</b>					
	Jaw Crushers (less than 100 tons/Hour)			Jaw Crusher (Greater than 100 tons/Hour)	
	Cone Crusher (less than 100 tons/Hour)			Cone Crusher (Greater than 100 tons/Hour)	
	Screening/Wash Plant			Conveyors	
<b>Plant Mix Paving/Microsurfacing/Chip Seals/Crack Sealing</b>					
	Distributor Truck			Conventional Paver	
	Asphalt Plant (Less than 100 ton/hour)			Asphalt Plant (Greater than 100 ton/hour)	
	Mechanical Broom (Self-propelled or pull type)			Self-Propelled Chip Spreader	
	Compaction rollers (Pneumatic) (3)			Microsurfacing/Slurry Seal (Self-propelled, continuous load paver)	
	Tar Pots			Heat Lances	
	Routers (for crack sealing)			Compressors	
	Silicone Sealant Machine			Concrete Saws	

Quantity		Condition Good, Fair	Quantity		Condition Good, Fair
<b>Full-Depth Reclamation</b>					
	Soil Stabilizer/Road Recycler			Full Depth Reclaimer (FDR)	
<b>Hot-In-Place Recycling (HIR)</b>					
	Preheating Units			Milling Heater Units	
	Tunnel Heater Units			Milling Heater w/Oiler Unit	
	Asphalt Elevator			Conventional Asphalt Paver	
<b>Cold-In-Place Recycling (CIR) (Single Unit Train)</b>					
	Cold Planer (Milling Machine) (With a down cut and forward speed unit)			Recycling Unit (Crushing, Screening & Pug Mill)	
	Recycling Agent Unit			Wind Row Elevator	
	Asphalt Paver				
<b>Milling/Texturing/Grinding</b>					
	Mill (Rumble Strips) (Asphalt Pavement) (with steel milling head)			An approved and calibrated 25-foot computerized California-type profilograph with a truss-type frame or an approved class 1 inertial profiler plus support equipment	
	Asphalt Milling Machine			Grinder (PCCP)(Surface Texturing)(with carbide-tipped grinding drum)	
<b>Concrete/Structures</b>					
	Concrete Laydown Machine (Large Interstate type)			Concrete Laydown Machine (12' wide or less)	
	Portable Concrete Batch Plant (Self Mixing)(Greater than 10 CY)			Concrete Batch Plant	
	Curb & Gutter/Sidewalk slip form machines			Concrete Forms (Sidewalks, Curb & Gutter, Bridge, etc.)	
	Bridge Deck Machine			Concrete Screed	
	Cranes (Greater than 18 ton lifting capacity)			Cranes (Less than 18 ton lifting capacity)	
	Pile Hammer/leads			Concrete Pumps	
	Concrete Vibrators			Jack Hammers (Greater than 30 lbs.)	
	Chipping Hammers (30 lbs.)			Sandblasting Equipment	
<b>Rumble Strips</b>					
	A mill with a steal milling head			A grinder with a carbide-tipped	
	Power Broom			Vacuum Truck	

Quantity		Condition Good, Fair	Quantity		Condition Good, Fair
<b>Surface Grinding and Texturing</b>					
	(Plant Mix Pavement) Milling machine equipped with a triple-scroll micro-mill			(Concrete Pavement) Provide grinding equipment with diamond blades mounted on a minimum 3-foot wide head, mounted on a self-propelled machine and an approved and calibrated 25-foot computerized California-type profilograph with a truss-type frame or an approved class 1 inertial profiler.	
<b>Striping</b>					
	Truck Mounted Striper			Attenuator Truck	
<b>Thermoplastic</b>					
	Small Grinders			Air Compressors	
<b>Signage/Fencing/Guardrail</b>					
	Cable Tensioning Meters: Dillon part number (36310-8010) or equivalent			Augers/Drills or Punch machines (Truck or tractor mounted)	
	Drills (Augers) (Drilled shafts up to 24" dia.)			Drill (Caissons over 24" dia.)	
<b>Electrical Work (Highway Only)</b>					
	Bucket Truck			Trenchers	
	Boring Equipment			Compactors (Jumping Jacks, Plate Compactors, etc.)	
	Truck Mounted Drill (Up to 24")			Crane	
	Trench Box				
<b>Seeding/Landscaping</b>					
	Trencher			Drill (Seed)	
	Farm Tractors			Straw Crimper	
	Disks			Hydroseeder	
	Mulcher			Auger machines (Truck or tractor mounted) (For fencing, signing, etc.)	
<b>Slope Stabilization</b>					
	Rock Drills			Crane	
	Compressors				
<b>Traffic Control</b>					
	Traffic Cones			Signage	
	Wands			Temporary Signals	
	Barricades			Chevrons	
	Pilot Car			Portable Message Board	

List all other equipment not listed above that you want WYDOT to consider when prequalifying your company.

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Upon request the contractor will provide proof of equipment for anything marked on the list listed above.

SAMPLE

## EQUAL EMPLOYMENT OPPORTUNITY AFFIDAVIT

CONTRACTOR: \_\_\_\_\_

PROJECT: Contractor Prequalification

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, SUCH AS 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 THAT 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 SUB CONTRACTORS 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)

**WYOMING DEPARTMENT OF TRANSPORTATION**  
**DISADVANTAGED BUSINESS ENTERPRISE STATUS**

Is your firm owned, managed and controlled by disadvantaged individual? 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, Kiribati, Juvalu, Nauru, Federated States of Micronesia, or Hong Kong.

Subcontinent Asian American - 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 and wish to apply for certification as a Disadvantaged Business Enterprise, please contact:

DBE Certification Officer  
Wyoming Department of Transportation  
Civil Rights Office  
5300 Bishop Boulevard, Cheyenne, WY 82009-3340  
(307)777-4457

## CERTIFICATION OF SUSPENSION OR DEBARMENT

(Contractor's Company Name) \_\_\_\_\_ or any person or persons associated therewith in the capacity of owner, partner, director, or officer authorized to sign. Contractor certifies by signing this proposal that the response(s) to the following questions are true.

1. Is any interested party currently under suspension, debarment, disqualifications, voluntary exclusion, or determination of ineligibility by any state or federal agency?    Yes                      No
2. Has any interested party been suspended debarred, disqualified, voluntarily excluded or determined ineligible by any state or federal agency within the past three years?    Yes                      No
3. Has any interested party have a debarment pending?    Yes                      No
4. Has any interested party been indicted, convicted, or had a civil judgement rendered against (it) by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years?  
Yes                      No

### Certification of Suspension or Debarment

Applies to whom? (List all individuals that are listed in the debarment letter)

- (1). \_\_\_\_\_
- (2). \_\_\_\_\_
- (3). \_\_\_\_\_
- (4). \_\_\_\_\_

Initiating Agency? \_\_\_\_\_

Date of Action? \_\_\_\_\_

The person or persons signing this proposal do hereby certify, under penalty of perjury, that this Certification of Suspension or Debarment is a true and accurate statement.

\_\_\_\_\_  
(Signed by)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

## DECLARATION

The undersigned hereby declares:

Information furnished regarding the experience, organization, equipment, and administration of the Contractor is declared to be true as of the date given. The Contractor further declares that the Contractor is not in default on any current contract with any contracting agency and is not in a debarment proceeding or debarred by any governmental agency. The Contractor if debarred during the duration of this prequalification period will notify the Wyoming Department of Transportation of that debarment action not later than ten days following notification of said debarment and that the financial statement provided a true statement of the financial condition of the individual, co-partnership or corporation herein first named, as of the date herein first given; that this statement is for the express purpose of inducing the party to whom it is submitted to award the submitter a contract; and that any depository, vendor, or other agency herein named is hereby authorized to supply such party with any information necessary to verify this statement.

\_\_\_\_\_  
(Contractor Must Sign Here)

\_\_\_\_\_  
(Title of Person Signing)

\_\_\_\_\_  
(Date)

### AFFIDAVIT FOR INDIVIDUAL/CO-PARTNERSHIP/LLC OR CORPORATION

STATE OF \_\_\_\_\_ SS:

COUNTY OF \_\_\_\_\_ SS:

(NAME OF PERSON SIGNING) \_\_\_\_\_ being duly sworn deposes and says that the foregoing financial information, taken from his or her books, is true and accurate statement of his or her financial condition as of the date thereof.

\_\_\_\_\_  
(Individual/Member of Firm or Corporate Officer Signature)

Sworn to before me this \_\_\_\_\_, 20\_\_\_\_  
(Month Day) (Year)

Notary Public Signature & Seal	My Commission Expires

## REQUIRED PREQUALIFIED QUESTIONNAIRE DOCUMENTS WHICH ARE TO BE DOWNLOADED UNDER PREQUALIFICATION DOCUMENTATION

### Prequalification Form (PQ-2)

After the document is filled out, it must be uploaded. The supplied form in iCX will be the only form accepted.

### WORKERS COMPENSATION

**In state contractors:** Provide a copy of your Worker's Compensation account from Wyoming. Prequalification will not be approved unless your firm has proof of current coverage.

**Out of state contractors:** If your company is from out of state, and has never worked in Wyoming, a copy of your CERTIFICATE OF LIABILITY INSURANCE may take place of the Wyoming Worker's Compensation.

**Do not** have a copy sent to WYDOT. WYDOT **will not** accept them. These reports must be part of your prequalification packet.

### ALL CONTRACTORS

1. Certification of Fact of Good Standing from the Secretary of State's office in which you are registered in.
2. Current Financial Statement from your accounting firm. NOTE: Your financial statement cannot be older than 15 months from the date of the Contractor's financial statement.

When sending in a financial statement, send only the Auditor's Report and the Assets & Liabilities pages. WYDOT does not need the entire report. If you are sending a financial report for a subsidiary company, WYDOT will need to have the supplemental financial report for the submitting company and not the parent company.