Prime Contractor Prequalification and Subcontractor Registration

Presented by Herman Senor, Prequalification Analyst
Prequalification

• What is the purpose of prequalification?
• What are benefits of Prequalification?
• How is prequalification determined?
• What else do you need to know?
Prequalification

State law requires that contracts be awarded to the lowest responsive and responsible bidders.
**Responsive Bidder**

A bidder that complies with the bidding requirements.

**Responsible Bidder**

A bidder with the financial capacity, equipment and experience to complete a project.
Prequalification

- Protects the State and the Contractor
- Requirement since 1934
- Approx. 650 contractors are prequalified
- 47 work categories
- Does not apply to material suppliers, trucking companies, Consultants, or subcontractors
Prequalification

The Rules for Prequalification of Contractors, Authorization to Bid and Subcontractor Registration - 
44 IL Adm. Code Section 650

– Information required from Contractor

– Analysis of information
RULES FOR
PREQUALIFICATION OF
CONTRACTORS,
AUTHORIZATION TO BID,
AND
SUBCONTRACTOR REGISTRATION

44IL. ADM.CODE SEC. 650
ADOPTED JULY 2, 1994
AMENDED APRIL 25, 2016
Prequalification

The Rules also include:

– Deadlines for submittal, i.e. cut-off dates
– Requirements from other state agencies
– Requirements for submitting a bid
– Descriptions and equipment requirements
Prequalification

Financial Rating

– Financial statements

Work Ratings

– Experience, equipment, and performance
Prequalification

Certificate of Eligibility

– Shows Financial and Work Ratings

– Allows Requesting to bid on State lettings

– Allows Subcontracting on State projects

• Competitive advantage

– Allows bidding on Local Agency projects
# Prequalification Application

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ILLINOIS DEPARTMENT
OF TRANSPORTATION

Application for Prequalification:
Statement of Experience,
Equipment and Financial
Condition

Balance Sheet Date
Business Name of Applicant
Contractor Number
Business Address (Street or P.O. Box)
City State Zip Code
Telephone ( ) Telefax No. ( )
E-Mail Address
Illinois Office Address
Illinois Telephone No. ( ) City Zip Code
F.E.I.N. No. IDHR No. Expires

Instructions

Each item must be answered. Whenever a particular item does not apply, write “none” or “n/a” (not applicable).
Please complete electronically in Microsoft Word, use typewriter or print legibly in dark ink when preparing the
application. If additional space is needed, attach a separate sheet.

Submit the completed application to the Illinois Department of Transportation, 2300 South Dirksen Parkway, Bureau
of Construction: Room 322, Springfield, IL 62764. Phone: (217) 782-3413
WORK CATEGORIES AND DESCRIPTIONS

001 Earthwork
002 Portland Cement Concrete (PCC) Paving
003 Hot-Mix Asphalt (HMA) Plant Mix
005 HMA Paving
006 Cleaning & Sealing Cracks & Joints
007 Soil Stabilization and Modification
08A Aggregate Bases & Surfaces (Type A)
08B Aggregate Bases & Surfaces (Type B)
09A Structures (Highway)
09B Structures (Railroad)
09C Structures (Waterway)
10 Structures Repair
11 Anchors & Tiebacks
12 Drainage
13 Drainage Cleaning
14 Electrical
15A Cover & Seal Coats (Type A)
15B Cover & Seal Coats (Type B)
16 Slurry Applications
17 Concrete Construction
18 Landscaping
19 Seeding & Sodding
20 Vegetation Spraying
21 Tree Trimming & Selective Tree Removal
022 Fencing
023 Guardrail
024 Grouting
025 Painting & Cleaning
026 Signing
27A Pavement Markings (Paint)
27B Pavement Markings (Thermoplastic)
27C Pavement Markings (Epoxy)
27D Pavement Markings (Polyurea)
27E Pavement Markings (Modified Urethane)
30 Installation of Raised Pavement Markers
31 Pavement Texturing & Surface Removal
32 Cold Milling, Planing & Rotomilling
33 Erection
34 Demolition
35 Fabrication
36 Tunnel Excavation
37 Expressway Cleaning
38 Railroad (Track) Construction
39 Marine Construction
40 Hydraulic Dredging
41 Hot (In-Place) Recycling
42 Cold (In-Place) Recycling
Prequalification

Important Items

– Deadlines strictly adhered to
– Signatures & Notary seal (originals)
– Balance sheet
– Financial verification
– Will not accept outdated applications

• Current application BC 8 (Rev. 07/01/16)
http://www.idot.illinois.gov/doing-business/procurements/construction-services/index#Bulletins
Click on Prequalification for application and rules.
Subcontractor Registration

- Required to subcontract if not Prequalified
- Not required for Prequalified Contractors
- Can only register through IDOT website
Subcontractor Registration

- www.idot.illinois.gov

- "Doing Business"
  - Procurements
    - Construction Services
      - Subcontractors
        » Subcontractor Registration

or go directly to
http://www.idot.illinois.gov/doing-business/procurements/construction-services/index#Bulletins
Subcontractor Registration

- Firm Name
- Address
- Phone, Fax, E-Mail
- Tax ID number
- Form of Organization
- Ownership Information
- Contact Information
- Annual Gross Revenue
- Work Categories
Illinois Department of Transportation
Subcontractor Registration Form

Please Note: Fields marked by an asterisk are mandatory

Please Fill out the form, then click on the "Submit" button

Firm Name
Firm Address
City [ ] State [ ] Zip
Contact First Name [ ] Contact MI [ ] Contact Last Name
Tax ID Type [ ] Tax ID
Contact Phone [ ] Fax [ ] Email
Annual Gross Revenue
Date Established
Form of Organization [ ]
Owner Number 1 [ ] Owner Number 2 [ ]
Owner Number 3 [ ] Owner Number 4 [ ]
Owner Number 5 [ ] Owner Number 6 [ ]

*Work Categories (select all that apply)
- Aggregate Bases and Surfaces
- Cold Milling, Planing and Roto Milling
- Concrete Construction
- Cover and Seal Coats
- Demolition
- Drainage
- Earthwork
Subcontractor Registration

• Registration Number
  – 1-2 days
  – e-mail

• Expiration Date – 1 year from registration or renewal

• Give number to Prime Contractor
Subcontractor Registration

Renewal On Line

– Notification letter or E-mail

– Change information on-line

– Renew, do not register again!
or contact the Prequalification Section at (217) 782-3413.

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