

****CONTRACTOR ANNOUNCEMENT****

Is Your Prequalification About to Expire?

If you have already submitted your renewal application or request for extension, you may disregard this announcement.

Reminder regarding contractor expiration dates - many contractors' prequalification will expire on **4/30/21**. Per the [Administrative Rules Governing the Prequalification of Construction Contractors, \[R 247.32 \(5\)\]](#):

“A bidder may submit a written request for an extension of time to submit an application for renewal of prequalification. The request shall document the reason for the request. The request must be received on or before the bidder's expiration date. If approved, the extension shall not be for more than 60 days.”

When submitting a request for extension or a renewal application, be sure to submit via the MDOT e-Proposal web site, available at [MILogin for Third Party](#).

When submitting prequalification via e-Proposal:

- Follow the naming conventions outlined on the Construction Prequalification page of the MDOT e-Proposal site. Combine your application, licenses or certifications, work experiences pages, resumés, equipment pages, and financials into **one document**. (The maximum individual file size for uploading is 40 MB; most applications including equipment pages and financials are under 40 MB.) If you are required to submit CPA financials separately, be sure to name the file “CPA Financials_Complete Company Name_Today's Date.”
- [Applications](#) **must** be submitted in page number order.
 - Insert licenses or certifications before the first page of the application.
 - Insert additional work experience pages after page 5 in the 1313 or after page 3 in the 1313EZ.
 - Insert resumés after page 9 in the 1313 or after page 3 in the 1313EZ.
 - Insert equipment pages after page 19 in the 1313 or after page 5 in the 1313EZ.
 - CPA financials or MDOT verification forms are to be inserted after the last page of the application.

Any deviation from the above will result in your application being returned for resubmission and will delay processing of your application.

Mailed or faxed documents are not accepted. Follow instructions for submitting all documents via MDOT e-Proposal.