

MDOT USE ONLY	
<input type="checkbox"/> W-9 Received	<input type="checkbox"/> DBE
<input type="checkbox"/> Continuous	_____
<input type="checkbox"/> Late Expired	_____
Date Received	_____
Contractor Code	_____

# CONFIDENTIAL

## CONSTRUCTION PREQUALIFICATION RENEWAL APPLICATION

(This information is required by P.A. 170 of 1933 to certify eligibility for bidding on projects)

Fill out this form **only** if all of the following criteria are met:

- CPA audited, reviewed or compiled statements included.
  - *If submitting Bank Statement Verification and Accounts Receivable Forms, use [Form 1313](#).*
- No major changes in key personnel.
  - *If key personnel added, please include resumes and [Key Personnel Additions](#).*
- No change in work classifications requested.

If all of the above are **not** met, use [Form 1313](#).

**As of Fiscal Year End (MM/DD/YY):**

\_\_\_\_\_

**Instructions: Each item must be answered.** If a particular item does not apply, indicate "N/A." Please type or print legibly in dark ink when preparing the application. If additional space is needed, attach a separate sheet(s), maintaining application in page number order throughout.

Legal Company Name (Bidder): \_\_\_\_\_

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

Shipping Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code + 4: \_\_\_\_\_

Company Telephone Number: \_\_\_\_\_ Company Fax Number: \_\_\_\_\_

Company's Website Address: \_\_\_\_\_

Contact (must be company employee): \_\_\_\_\_

Contact E-mail Address: \_\_\_\_\_

**(This e-mail address *must* be for a company employee and will be used for Awards AND Prequalification communication.)**

**Submit the fully-completed application through the Construction Prequalification Section of MDOT's e-Proposal site available at [MILogin for Third Party](#). Click [here](#) for video instructions.**

## **\*\*PREQUALIFICATION RENEWAL CHECKLIST\*\***

*Review before submitting prequalification renewal application.*

The 1313EZ form may not be used for more than two renewal cycles.

The 1313EZ is a renewal application and may not be used for first-time prequalification.

Review "[Administrative Rules Governing the Prequalification of Construction Contractors](#)" as amended on December 4, 2009, prior to submission of application.

**Prequalification Renewal Application (Form 1313EZ):** Complete front cover through page 10.

**Pages 8 – 10:** \*\*Typed names and signatures must match exactly.

**CPA Audited Financial Statements:** For prequalification over \$2,000,000.

**CPA Reviewed/Compiled Statements:** For prequalification up to \$2,000,000.

### **Additional Information**

If your renewal application is received on or prior to your expiration date, your financial rating will stay in effect until the renewal application has been processed.

[Equipment Appraisal](#) (Optional): Select a company from the List of Acceptable Appraisal Firms. An appraisal is valid for two years (**second year requires CPA certification of changes**). The equipment must be appraised as of your fiscal year end.

**Accommodation Access:** If you require information in an alternate format such as large print, braille or audio tape, or require another type of accommodation, contact TDD/TTY through the Michigan Relay Center 800-649-3777.

For questions, please contact [MDOTPrequal@Michigan.gov](mailto:MDOTPrequal@Michigan.gov).

**Web site:** [Contractors Service Center](#)





**If submitting a printout of your equipment list, insert after this page.**

LEGAL COMPANY NAME (BIDDER)

This information must be filled out completely for your Application to be processed.

**NOTE:** All information as listed on this schedule must be given separately for each major item of equipment. This statement is to be a detailed analysis of the net book value of **OWNED** construction and transportation equipment. Do not include leased equipment. It is a basis for determining the value of equipment in accordance with rules governing the rating of prospective bidders (see R247.41). List equipment separately by type (i.e., list all graders, then all loaders, then all dump trucks, etc.).

CONSTRUCTION AND TRANSPORTATION EQUIPMENT      NET BOOK VALUE      \$ \_\_\_\_\_

DESCRIPTION TYPE AND CAPACITY	SERIAL OR IDENTIFICATION NO.	DATE PURCHASED	DEPR. METHOD	EST. LIFE	PURCHASE PRICE	PRIOR YEARS' DEPRECIATION	CURRENT YEARS' DEPRECIATION	NET BOOK VALUE
<b>TOTALS →</b>								



**IF AN INDIVIDUAL PROPRIETORSHIP, ANSWER THIS:**

NAME OF INDIVIDUAL				
ASSUMED NAME (If Applicable)				
BUSINESS ADDRESS	STREET	CITY	STATE	ZIP CODE
RESIDENT ADDRESS	STREET	CITY	STATE	ZIP CODE
REGISTERED IN	COUNTY	FEDERAL EMPLOYER NO.		

**IF A CORPORATION, ANSWER THIS:**

LEGAL CORPORATE NAME				
REGISTERED OFFICE ADDRESS	STREET	CITY	STATE	ZIP CODE
FEDERAL EMPLOYER NO.	INCORPORATION DATE	STATE OF INCORPORATION		
<b>NAME</b>	<b>RESIDENT ADDRESS</b>			
RESIDENT AGENT				
PRESIDENT				
VICE-PRESIDENT				
SECRETARY				
TREASURER				

**IF A PARTNERSHIP OR LIMITED LIABILITY COMPANY, ANSWER THIS:**

LEGAL PARTNERSHIP OR LLC NAME				
REGISTERED OFFICE ADDRESS	STREET	CITY	STATE	ZIP CODE
FEDERAL EMPLOYER NO.	DATE OF ORGANIZATION	PARTNERSHIP IS <input type="checkbox"/> General <input type="checkbox"/> Limited		
<b>NAME OF PARTNERS/MEMBERS</b>	<b>RESIDENT ADDRESS</b>			





# CERTIFICATE OF SECRETARY

(Corporations only)

The undersigned, being the duly elected secretary of a \_\_\_\_\_, corporation, hereby certifies that the following resolution was duly adopted by the Board of Directors of said corporation at a meeting on \_\_\_\_\_ and that this resolution is in full force and effect:  
(DATE)

“RESOLVED, That the following listed persons are hereby authorized to execute, on behalf of \_\_\_\_\_ any and all contracts with the State of Michigan or other governmental entity.”

**The names typed or printed below must exactly match the names on page 8.  
Titles and signatures are not required on this page.**


SIGNATURE OF SECRETARY	DATE
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## AUTHORIZATION FOR VERIFICATION AND AFFIDAVIT

I, being duly sworn, understand that Act 170 of the Public Acts of 1933 permits, and the “Administrative Rules Governing the Prequalification of Construction Contractors” require the disclosure of financial and other information in the Confidential Prequalification Application and Financial Statement, Form 1313EZ. I am also aware that the submission of false and deceptive information is a misdemeanor under Act 170, and submission of fraudulent statements may result in the prospective bidder not being prequalified, swear that to the best of my knowledge, the financial statements and other information set forth in this form are true and accurate statements as of the fiscal year end \_\_\_\_\_, and that the Certified Public Accountant who prepared the financial statement accompanying this form, as well as any depository, vendor or other agency named in these documents, is authorized to supply the Michigan Department of Transportation with any information to verify the statements contained in this form.

**I also understand that by signing below I have/will use the E-Verify System to verify that new employees are legally present and authorized to work in the United States.**

**By signing below, I hereby confirm this company, any officers, owners, partners or employees are not currently suspended or debarred by the Federal Government.**

NAME (Print or type)	TITLE
LEGAL COMPANY NAME (BIDDER)	
SIGNATURE OF OWNER, OFFICER, OR PARTNER	DATE

Subscribe and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

NOTARY PUBLIC SIGNATURE	COUNTY / STATE	COMMISSION EXPIRES
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NOTARY'S PRINTED NAME \_\_\_\_\_