



## **Business Outreach & Program Services**

**How To Become A Pre-Qualified Bidder**



# Pre Qualified Contractors

- Currently there are over 1,550 active bidders qualified to bid as Prime Contractors
- Approximately 500 Contractors have Qualified as Full Prequalified Contractors
- 1000 as Bidder's Questionnaire Contractors
- Every Year 200 or 300 new contractors enter Questionnaires for Qualification

# Where Do I Find Information On How To Become A Pre- Qualified Bidder?

Construction Division - Microsoft Internet Explorer

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Address [http://www.txdot.gov/about\\_us/administration/divisions/cst.htm](http://www.txdot.gov/about_us/administration/divisions/cst.htm) Go Links

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## Texas Department of Transportation

*Providing safe, effective and efficient movement of people and goods.*

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### Construction Division

The Construction Division performs inspection and testing and provides oversight for contract administration including payment, construction regulatory compliance and inspection and testing for all department construction contracts.

The division is responsible for contractor pre-qualification, bid proposal issuance and construction and maintenance contracts letting and provides consultation to districts on project management, administration and inspection and testing from pre-letting to final project acceptance. The division is also responsible for coordinating with the Federal Highway Administration to assure the overall effectiveness of the construction oversight program.

It also provides materials quality and testing for construction and maintenance materials as well as a focus in and coordination of pavement design and management and maintains and oversees the department's pavement management information system.

[Thomas R. Bohuslav, P.E.](#) serves as director. [Contact us](#) with questions or comments regarding the Construction Division.

Done Internet



# What Forms Should I Complete?

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## Prequalification

Form Number	Title	Format	
		PDF	Other
	Accounting Procedures in Determination of Contractor's Financial Resources – Bulletin No. 2		
2065	Confidential Questionnaire		
2066	Bidder's Questionnaire		
2196	Digital Certificate Request Form		
2197	Digital Certificate Change Form		
2198	Digital Certificate Revocation Form		

# Bidder's Questionnaire

Form 2066  
(GSD-EPC)

**BIDDER'S QUESTIONNAIRE**  
A New Questionnaire Must Be Filed Each Year  
A Separate Questionnaire Must Be Completed By Each Business Entity



- Required by TxDOT for maintenance and smaller in scope construction projects.
- First step in the process. Is the simplest type of qualification.
- No financial statement is required if aggregate work at any given time is expected to stay below \$300,000.
- Bid capacity is based on past performance, expertise & financial capability
- Must be on file 10 days prior to the bid opening date.
- Range is from \$300,000.00 to \$3,000,000.00 and is for one year.

# Pre-Qualification Questionnaire



## CONFIDENTIAL QUESTIONNAIRE

Date of Balance Sheet \_\_\_\_\_

\_\_\_\_\_  
Name under which you wish to qualify

Mark only one:

Individual  
 Limited Partnership  
 General Partnership  
 Corporation  
 Limited Liability Company

\_\_\_\_\_  
Post Office Box      \_\_\_\_\_ City      \_\_\_\_\_ State      \_\_\_\_\_ Zip Code

\_\_\_\_\_  
Street Address (required)      \_\_\_\_\_ City      \_\_\_\_\_ State      \_\_\_\_\_ Zip Code

\_\_\_\_\_  
Telephone      \_\_\_\_\_ Fax      \_\_\_\_\_ Email Address  
Area Code      Number      Area Code      Number

Display fax # on TxDOT website       Display e-mail address on TxDOT website

- Used to bid on all types of projects.
- Allows contractors to bid up to the capacity of their financial resources.
- Requires copies of organizational documents & resume of Principals of company .
- Bulletin No. 2 explains to CPA requirements of Audit
- Requires a full audited financial statements by an Independent CPA

# What Are The Differences With Completing The Two?

## Bidders Questionnaire

- Bid only on projects designated as “waived.”
- May be submitted with or without financial statements
- Bidding capacity is tiered according to instructions
- Minimum requirement to perform maintenance and emergency projects
- Substantially shorter in length than Confidential Questionnaire

## Confidential Questionnaire

- Can bid on all classes of work
- Required to accompany full audited financial statements from an Independent CPA
- Bidding capacity set at 20 times net working capital
- Requires more detail on finances, equipment and experience
- Typically required for construction work as a prime contractor

# Who Should I Contact With For More Information?

Construction Division,  
Prequalification, Examination Staff  
512-416-2540