

## Statement of Bidder's Qualification and Experience Instructions

General: The Bureau's policy is to prequalify bidders to determine whether or not particular contractors are qualified in all respects to handle contracts of a certain size and type. In accordance with the policy either the Bureau's "**Statement of Bidder's Qualifications and Experience**" (short form) or the Bureau of Highway Construction, "**Prequalification Statement**" (long form) or both may apply. Generally, Highway's prequalification statement will apply, however if the project is small or specialized, e.g. electrical or building construction, the Bureau's short form prequalification will be an acceptable alternative. Contact the Bureau if you are not sure. Specify the appropriate prequalification requirement in the Bid Ad.

The "Statement of Bidders Qualification" is the Bureau's short form referenced in the Pre-Qualification Policy. The "Information and Standard" is the bureaus policy on pre-qualification. If the Bureau's short form is specified in the Bid Ad then include both documents.

Procedure:

1. Format an unaltered "Statement of Bidder's Qualification and Experience" and "Information and Standards" so as to assure a uniform arrangement and appearance with the Bureau's standard.
2. Staple together and insert (do not attach) a pink copy of the "**Statement of Bidder's Qualifications and Experience**" and "**Information and Standards**" inside the front cover of the Proposal only if this prequalification requirement is allowed in the Bid Ad.