

To Whom It May Concern:

CHANGES TO PREQUALIFICATION OF CONTRACTORS

Date: February 16, 2015

The Washington State Department of Transportation has made changes to chapter 468-16 of the Washington Administrative Code pertaining to prequalification of WSDOT contractors. Most of changes to chapter 468-16 WAC were made to modernize processes and streamline department functions and workload. The biggest changes are:

- Removing equipment lists as a requirement for prequalification and annual renewal of prequalification.
- Bringing the process of special prequalification for contracts under \$100,000 from the region to headquarters.
- Requiring e-mail addresses of companies seeking prequalification, renewal or individuals listed as project references.
- Adding language that details the prequalification requirements for joint ventures.
- Updating prequalification work classes.
- Changing the parent firm pledge of net worth to a parent firm guarantee of net worth.
- Discontinuing the option of a personal pledge of net worth to increase maximum bidding capacity.
- Changing the period of prequalification from one year and one quarter to one year and one half from the date of the financial statement.

Example:

	<u>Date of Financial Statement</u>	<u>New Expiration Date</u>
1st Quarter	July 1 to September 30	March 31 Following Year
2nd Quarter	October 1 to December 31	June 30 Following Year
3rd Quarter	January 1 to March 31	September 30 Following Year
4th Quarter	April 1 to June 30	December 31 Following Year

Currently prequalified contractors should note their new expiration date from the chart above. For example, if the date of your Financial Statement is December 31, 2013 then your new expiration date is now June 30, 2015. The agency will not be preparing replacement prequalification letters.

We are asking that you submit your application electronically via email as soon as your year ending financial statement is available rather than wait for your expiration date to balance workload for the agency.

The expiration Date for the Small Works Roster has not changed.

Prequalification forms can be found at the following link: <http://www.wsdot.wa.gov/biz/contaa/>

WAC 468-16 can be viewed at the following link: <http://app.leg.wa.gov/WAC/default.aspx?cite=468-16&full=true>