

Required Documents/Information For Prequalification

The requirements for prequalification are different depending on whether your business is a supplier or a subcontractor. A subcontractor completes work on-site, while a supplier does not. If your business will ever complete work on-site, please select “subcontractor” when completing the prequalification form. The chart below is an overview of the different parts of the prequalification form and the key items requested. There are other related questions included on the prequal form not listed here. The documents that will need to be uploaded to the prequal form are in [blue](#)

Section of Form	Subcontractor	Supplier
Company Info	<ul style="list-style-type: none"> A completed W-9 form reflecting the legal name of your business. Must submit the most recent version of the form released by the IRS. A “Good Standing” status with Colorado Secretary of State (certificate not required). The formation date of your business. Contact information, including email addresses to send invitations to bid to. Certifications , such as SBE, DBE, or M/WBE, if applicable. See certifications resource page link below for details. 	
Trades	Trades/CSI Codes - Select the work you perform or materials you supply.	
Regions	Regions - Select the areas you will work or supply to.	
Performance	Information about two of your projects in-progress and your three largest completed projects within the past three years . The contact information provided from your completed projects will be used as a reference and the dollar amount factors into the dollar amount you are prequalified to.	N/A
Insurance/ Bonding	A bonding reference letter specifying your single-project bonding capacity dated within the past year. If you perform wood framing, a bonding reference letter dated within the past 60 days is required for prequalification. For all other trades, a bonding reference letter is not required for prequalification but is highly encouraged as it may increase the dollar amount you are prequalified for if included.	N/A
Safety/Training	Information regarding your safety record , including your workers’ comp experience modification rate (EMR) for the past three years.	N/A
Financial Overview	<ul style="list-style-type: none"> Questions regarding your legal and financial history, if applicable (i.e. bankruptcy, lawsuits, etc.). A current balance sheet, preferably audited or reviewed. This item is required if you plan to submit bids totaling more than \$50,000. If your company will only provide bids lower than \$50,000, a balance sheet and bonding letter are NOT required. 	N/A

Additional items to note about the requested financial documents:

- We do not request a profit & loss statement which discloses your profit margin.
- Financial information is not required for suppliers who never perform work onsite.
- If your business is privately held and a balance sheet will not be shared, you may provide a bonding reference letter dated within the past 60 days to supplement this absence.
- If you perform wood framing, in addition to a balance sheet, a bonding reference letter is required, dated within the last 60 days.
- Expiration of your prequalification is 15 months from the date on the balance sheet.
- We understand the sensitive nature of this financial information such that we safeguard it as we would our own. Our CFO can also sign non-disclosure agreements if requested.