

## IMPORTANT GENERAL INSTRUCTIONS

1. Each prospective bidder is required to file a prequalification questionnaire consisting of an Experience Record, Financial Statement, and Equipment Schedule, on a form approved by this Department. An audited financial statement is required with each new prequalification. Audited or reviewed financial statements will be accepted with prequalification renewals.
2. A questionnaire may be filed with this Department at any time. The terminal of fiscal date established by the prospective bidder is effective for twelve months from the date shown. A prospective bidder is authorized a four-month grace period to prepare and file a new questionnaire.
3. Each prequalified prospective bidder will be furnished a copy of the questionnaire form during his anniversary month. This will serve as a notification of an approaching expiration date.
4. The prequalification questionnaire filed shall be a typewritten original or prepared in ink. Prequalification questionnaires completed in ink must be clearly legible.
5. All information and schedules herein shall be completed. A detailed Equipment List must be included in order to receive credit for the Book Value of the equipment.
6. If space is not sufficient, attach separate schedules and reference to appropriate asset/liability items.
7. To avoid delay, be sure that all signatures are affixed and notarized where indicated. (Corporate seal may be affixed to the Affidavit for Corporation.) No questionnaire will be accepted with any required signature omitted.
8. Accountant's Certificate must be signed by the individual preparing the prequalification questionnaire form as well as showing the Certified or Registered Public Accounting firm. The Accountant may use his own form of opinion to fit the individual case and attach to the questionnaire at Page 10 in lieu of the printed form. Any opinion given must clearly refer to the Financial Statement entered in the questionnaire.
9. The Questionnaire Form shall be returned to the Arkansas State Highway and Transportation Department, Attention: Programs and Contracts Division, P. O. Box 2261, Little Rock, Arkansas 72203.

If you are licensed in Arkansas, in lieu of the above procedure, you may submit a copy of the Arkansas Contractors License Application. (The copy must contain all required signatures.) When using the Arkansas Contractors License Renewal Application, please include Pages 1 and 2 of the application and a complete financial statement with notes and signed audited opinion or a reviewed financial statement with signed opinion. With the application, include a list of persons authorized to sign contract and proposal documents and a detailed list of any equipment owned by the organization.

10. Questions regarding the preparation or filing of the prequalification questionnaire form may be directed to the above address or by telephoning (501) 569-2261.
11. The Contractors Licensing Board is not a part of this Department and its licensing requirements are in no way related to the Department's prequalification requirements.

The attention of prospective bidders is directed to Arkansas Code §17-22-101 et seq., Act 150 of the 1965 Acts of Arkansas, being an "*Act Regulating the Practice of Contracting in the State of Arkansas*", and acts amendatory thereto. When the work offered is financed in whole with State funds and is estimated to cost \$20,000 or more, the prospective bidder must show evidence of license with the Contractors Licensing Board for the State of Arkansas before being furnished with a proposal form.

Contractors are not required to be licensed before bidding with the Arkansas State Highway and Transportation Department on Federal-Aid highway work but a low bidder must be licensed before a contract will be executed by the Commission.

Application forms for license may be obtained from the Contractors Licensing Board for the State of Arkansas, 4100 Richards Road, North Little Rock, AR 72117-2652. Telephone (501) 372-4661.



**ARKANSAS STATE HIGHWAY COMMISSION**

**PREQUALIFICATION QUESTIONNAIRE**

\_\_\_\_\_  
\_\_\_\_\_

**EXPERIENCE RECORD  
FINANCIAL STATEMENT  
EQUIPMENT SCHEDULE**

**MAIL TO:  
ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT  
ATTENTION: PROGRAMS AND CONTRACTS DIVISION  
POST OFFICE BOX 2261  
LITTLE ROCK, ARKANSAS 72203**

**SUBMITTED BY:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_  
Street or P. O. Box

\_\_\_\_\_  
City State Zip Code

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
Area Code - Number Area Code - Number

**EMPLOYER'S IDENTIFICATION NO.** \_\_\_\_\_



EXPERIENCE RECORD

1. How many years has your organization been in business as a general contractor under your present business name? \_\_\_\_\_
  
2. How many years experience in \_\_\_\_\_ construction work has your organization had: (a) As a general contractor \_\_\_\_\_, (b) as a subcontractor \_\_\_\_\_.
  
3. Have you ever failed to complete any work awarded to you? \_\_\_\_\_ If so, where and why \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a construction contract? \_\_\_\_\_ If so, state name of individual, other organization, and reason therefor \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Has any officer or partner of your organization ever failed to complete a construction contract handled in his own name? \_\_\_\_\_ If so, state name of individual, name of owner, and reason therefor \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. In what other lines of business are you financially interested?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
7. Name and address of all affiliated and/or subsidiary companies:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# FINANCIAL STATEMENT

SUBMITTED BY \_\_\_\_\_

- Individual
- Partnership
- Corporation

PRINCIPAL OFFICE \_\_\_\_\_

CONDITION AT CLOSE OF BUSINESS \_\_\_\_\_ 19\_\_\_\_ Accounting Year End:

ASSETS	DOLLARS ONLY		
1. Cash: (a) On hand \$ _____ (b) In bank \$ _____ (c) Elsewhere \$ _____			
2. Notes Receivable: (a) Amounts due within one year _____ (b) Past due _____			
3. Accounts receivable from completed contracts exclusive of claims not approved for payment _____			
4. Sums earned on uncompleted contracts as shown by Engineer's or Architect's estimate: (a) Amount receivable after deducting amounts retained _____ (b) Amounts retained to date, due upon completion of contracts _____			
5. Accounts receivable from sources other than construction contracts _____			
6. Deposits for bids or other guarantees: (a) Recoverable within 90 days _____ (b) Recoverable after 90 days _____			
7. Other Current Assets _____			
8. Stocks and Bonds: Current (a) Listed — Present Market Value _____ (b) Unlisted — Present Value _____			
9. Materials in stock not included in Item 4: (a) For uncompleted contracts _____ (b) Other materials _____			
<b>TOTAL CURRENT ASSETS</b> _____			
10. Real Estate: (a) Used for business purposes _____ (b) Not used for business purposes _____			
11. Equipment, at book value _____			
12. Furniture and Fixtures, at book value _____			
13. Other Assets (Non-Current) _____			
<b>TOTAL ASSETS</b> _____			
<b>LIABILITIES AND EQUITY</b>			
14. Notes Payable: (Due within 1 year EXCLUSIVE of Real Estate and Equipment Encumbrances) _____			
15. Due Subcontractors (retained percentage and current estimates) _____			
16. Accounts Payable: (a) Not past due _____ (b) Past due _____			
17. Real Estate Encumbrances due within one year _____			
18. Equipment Encumbrances due within one year _____			
19. Other Liabilities due within one year _____			
<b>TOTAL CURRENT LIABILITIES</b> _____			
20. Notes Payable (Amounts due after 1 year EXCLUSIVE of Real Estate and Equipment Encumbrances) _____			
21. Real Estate Encumbrances due after one year _____			
22. Equipment Encumbrances due after one year _____			
23. Other Liabilities due after one year _____			
<b>TOTAL LIABILITIES</b> _____			
24. PROPRIETOR'S OR PARTNER'S EQUITY _____			
25. SHAREHOLDERS' EQUITY: Capital Stock paid up — Preferred: \$ _____ — Common: \$ _____ Capital Surplus: \$ _____ Retained Earnings: \$ _____ Less Treasury Stock at cost: \$ _____			
<b>SHAREHOLDERS' EQUITY</b> _____			
<b>TOTAL LIABILITIES AND EQUITY</b> _____			
26. CONTINGENT LIABILITIES — Listed and Described on Separate Schedule _____			

SHOW MONEY VALUE IN DOLLARS

**DETAILS RELATIVE TO ASSETS**

<b>1</b>	(a) On hand_____	\$ _____	\$ _____	<b>TOTAL</b>
	Cash (b) Deposited in banks named below_____	\$ _____		
	(c) Elsewhere (state where)_____	\$ _____		
	<b>NAME OF BANK</b>	<b>LOCATION</b>	<b>DEPOSIT IN NAME OF</b>	<b>AMOUNT</b>

<b>2*</b>	Notes receivable (a) Due within one year_____	\$ _____	\$ _____	<b>TOTAL</b>	
	(b) Past due_____	\$ _____			
	<b>RECEIVABLE FROM: NAME AND ADDRESS</b>	<b>FOR WHAT</b>	<b>DATE OF MATURITY</b>	<b>HOW SECURED</b>	<b>AMOUNT</b>

Have any of the above been discounted or sold?\_\_\_\_\_ If so, state amount, to whom, and reason\_\_\_\_\_

<b>3*</b>	Accounts receivable from completed contracts exclusive of claims not approved for payment_____	\$ _____		
	<b>NAME AND ADDRESS OF OWNER</b>	<b>NATURE OF CONTRACT</b>	<b>AMOUNT OF CONTRACT</b>	<b>AMOUNT RECEIVABLE</b>

Have any of the above been assigned, sold or pledged?\_\_\_\_\_ If so, state amount, to whom, and reason\_\_\_\_\_

<b>4*</b>	Sums earned on uncompleted contracts, as shown by Engineer's or Architect's estimate:					\$ _____	<b>TOTAL</b>	
	(a) Amounts receivable after deducting retainage_____							\$ _____
	(b) Retainage to date due upon completion of contract_____							\$ _____
	<b>DESIGNATION OF CONTRACT AND NAME AND ADDRESS OF OWNER</b>	<b>AMOUNT OF CONTRACT</b>	<b>AMOUNT EARNED</b>	<b>AMOUNT RECEIVED</b>	<b>RETAINAGE</b>	<b>AMOUNT EXCLUSIVE OF RETAINAGE</b>		
				<b>WHEN DUE</b>	<b>AMOUNT</b>			

Have any of the above been sold, assigned or pledged?\_\_\_\_\_ If so, state amount, to whom, and reason\_\_\_\_\_

\*List separately each item amounting to 10 percent or more of the total and combine the remainder.

DETAILS RELATIVE TO ASSETS — Continued

<b>5*</b>	Accounts receivable not from construction contracts	(a) Officers & Employees \$ _____		\$ _____
		(b) Other _____		\$ _____
				<b>TOTAL</b>

RECEIVABLE FROM: NAME AND ADDRESS	FOR WHAT	WHEN DUE	AMOUNT

What amount, if any, is past due \_\_\_\_\_ \$ \_\_\_\_\_

<b>6</b>	Deposits for bids or otherwise as guarantees _____	\$ _____
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DEPOSITED WITH: NAME AND ADDRESS	FOR WHAT	WHEN RECOVERABLE	AMOUNT

<b>7</b>	Other Current Assets (Include Current Investments) _____	\$ _____
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DESCRIPTION	AMOUNT

<b>8</b>	Stocks and Bonds: (a) Listed — present market value _____	\$ _____		\$ _____
	(b) Unlisted — present value _____	\$ _____		<b>TOTAL</b>

	DESCRIPTION	ISSUING COMPANY	PER SHARE		QUAN- TITY	AMOUNT
			COST	MARKET VALUE		
1						
2						
3						
4						
5						
6						
7						

WHO IN POSSESSION	IF ANY ARE PLEDGED OR IN ESCROW, STATE FOR WHOM, AND REASON	Amount Pledged or in Escrow
1		
2		
3		
4		
5		
6		
7		

\*List separately each item amounting to 10 percent or more of the total and combine the remainder.

DETAILS RELATIVE TO ASSETS — Continued

Materials in stock and not included in Item 4, Assets:

**9** (a) For use on uncompleted contracts \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

(b) Other materials \_\_\_\_\_ \$ \_\_\_\_\_ **TOTAL**

DESCRIPTION OF MATERIAL	QUANTITY	PRESENT VALUE	
		FOR UNCOMPLETED CONTRACTS	OTHER MATERIALS

**10** Real Estate (a) Used for business purposes \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Book Value (b) Not used for business purposes \_\_\_\_\_ \$ \_\_\_\_\_ **TOTAL**

DESCRIPTION OF PROPERTY	IMPROVEMENTS		TOTAL BOOK VALUE
	NATURE OF IMPROVEMENTS	BOOK VALUE	
1			
2			
3			
4			
5			

LOCATION	HELD IN WHOSE NAME	ASSESSED VALUE	AMOUNT OF ENCUMBRANCES
1			
2			
3			
4			
5			

**11\*** Equipment at book value \_\_\_\_\_ \$ \_\_\_\_\_

NOTE: List only equipment to which you can show sole ownership, the depreciation of which must be computed in accordance with A.G.C. Schedule.

QUANTITY	DESCRIPTION AND CAPACITY OF ITEMS	AGE OF ITEMS	PURCHASE PRICE	DEPRECIATION CHARGED OFF	BOOK VALUE

NOTE: In order to receive credit for the book value of your equipment, a detailed listing must be provided. This may be furnished on a separate sheet if you desire, but all information requested must be completed.

Are there any liens against the above? \_\_\_\_\_ If so, state total amount \_\_\_\_\_ \$ \_\_\_\_\_

\*If two or more items are lumped above, give the sum of their ages.

DETAILS RELATIVE TO ASSETS — Continued

<b>12</b>	Furniture and fixtures at book value _____	\$ _____
<b>13</b>	Others assets (Non-Current). (Include Long Term Investments) _____	\$ _____
	<b>DESCRIPTION</b>	<b>TOTAL</b>
		<b>AMOUNT</b>

Total Assets .....	\$ _____
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DETAILS RELATIVE TO LIABILITIES

<b>14</b>	Notes payable (Exclusive of Real Estate and Equipment Encumbrances)	<b>14</b>	<b>20</b>
<b>20</b>	TOTALS .....	\$ _____	\$ _____
		<b>CURRENT</b>	<b>LONG TERM</b>
	<b>TO WHOM: NAME AND DETAILED ADDRESS</b>	<b>WHAT SECURITY</b>	<b>TERM PAYMENT OR DUE DATE</b>
		<b>DUE WITHIN ONE YEAR</b>	<b>DUE AFTER ONE YEAR</b>

<b>15</b>	Due Subcontractors (a) Account of retained percentage _____	\$ _____	\$ _____
	(b) Current estimates _____	\$ _____	<b>TOTAL</b>

<b>16</b>	Accounts payable (a) Not past due _____	\$ _____	\$ _____
	(b) Past due _____	\$ _____	<b>TOTAL</b>

	<b>FOR WHAT</b>	<b>DATE PAYABLE</b>	<b>AMOUNT</b>
<b>TO WHOM: NAME AND ADDRESS</b>			

DETAILS RELATIVE TO LIABILITIES—Continued

<b>17</b>		
<b>21</b>	Real Estate Encumbrances (17) Current \$ _____	(21) Long Term \$ _____

<b>18</b>		<b>18</b>	<b>22</b>
<b>22</b>	Equipment Encumbrances	TOTALS ..... \$ _____	\$ _____

TO WHOM: NAME AND ADDRESS	WHAT SECURITY	TERM PAYMENT OR DUE DATE	CURRENT	LONG TERM

<b>19</b>	Other Liabilities due within one year (Current) _____	\$ _____
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DESCRIPTION	FOR WHAT	WHEN DUE	TOTAL AMOUNT

<b>23</b>	Other Liabilities due after one year (Long Term) _____	\$ _____
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DESCRIPTION	FOR WHAT	WHEN DUE	TOTAL AMOUNT

<b>24</b>	PROPRIETOR'S OR PARTNER'S EQUITY _____	\$ _____
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<b>25</b>	SHAREHOLDERS' EQUITY _____	\$ _____
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Total Liabilities .....	\$ _____
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<b>26</b>	CONTINGENT LIABILITIES	\$ _____
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- |   |  |
|---|--|
| 1. Liability on notes receivable, discounted or sold _____            |  |
| 2. Liability on accounts receivable, pledged, assigned or sold _____  |  |
| 3. Liability as bondsman _____  |  |
| 4. Liability as guarantor on contracts or on accounts of others _____ |  |
| 5. Other contingent liabilities _____                                 |  |

# Accountant's Certificate

Certified Public Accountant,  
I am a Registered Public Accountant, holding unrevoked Certificate No. \_\_\_\_\_ ,  
in the State of \_\_\_\_\_ , of the firm of \_\_\_\_\_

\_\_\_\_\_  
Certified Public Accountants. We have audited the balance sheet of \_\_\_\_\_  
Registered Public Accountants. \_\_\_\_\_

This balance sheet is the responsibility of management. Our responsibility is to express an opinion on the balance sheet based on our audit.

Our audit was made in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the balance sheet is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the balance sheet. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall balance sheet presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the balance sheet referred to above presents fairly the financial position of the said individual/copartnership/corporation as of \_\_\_\_\_ , 19 \_\_\_\_\_ , in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

Our audit was made for the purpose of forming an opinion on the balance sheet referred to above. The additional information included on pages 5-9 of this report is presented for purposes of additional analysis and is not a required part of the balance sheet. The information in such schedules has been subjected to the auditing procedures applied in the audit of the balance sheet; and, in our opinion, such information is fairly stated in all material respects in relation to the balance sheet taken as a whole.

\_\_\_\_\_  
Signature Certified Public Accountant  
Registered Public Accountant

\_\_\_\_\_  
Accounting Firm

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

\_\_\_\_\_  
City, State, Zip

Please Indicate Accounting Method Used:

- Percentage of Completion
- Completed Contract

AFFIDAVIT FOR INDIVIDUAL

STATE OF \_\_\_\_\_ )  
Parish \_\_\_\_\_ ) ss.  
County of \_\_\_\_\_ )

\_\_\_\_\_, being duly sworn, deposes and says: That the foregoing statement of experience and all statements therein contained are true and correct and that the foregoing financial statement taken from his books is a true and accurate statement of his financial condition as of the date and that the answers to the foregoing interrogatories are true. He further states: That the foregoing statements of experience and financial condition are submitted to the Arkansas State Highway Commission for the express purpose of being prequalified and eligible to perform work for the Arkansas State Highway Commission in accordance with the Specifications and Supplements thereto; and that any depository, vendor or other agency herein named is hereby authorized to supply the Arkansas State Highway Commission with any information necessary to verify these statements.

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Applicant must sign here

My Commission Expires: \_\_\_\_\_

**IF A CORPORATION, answer this:**

Capital paid in cash, \$ \_\_\_\_\_

When incorporated \_\_\_\_\_

In what state \_\_\_\_\_

President's Name \_\_\_\_\_

Vice President's Name \_\_\_\_\_

\_\_\_\_\_

Secretary's Name \_\_\_\_\_

Treasurer's Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If a foreign corporation, give date admitted to do business in Arkansas \_\_\_\_\_

**IF A COPARTNERSHIP, answer this:**

Date of organization \_\_\_\_\_

State whether partnership is general or limited \_\_\_\_\_

\_\_\_\_\_

Name and addresses of partners \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AFFIDAVIT FOR COPARTNERSHIP

STATE OF \_\_\_\_\_ )  
Parish \_\_\_\_\_ ) ss.  
County of \_\_\_\_\_ )

\_\_\_\_\_, being duly sworn, each deposes

and says: That he is a member of the firm of \_\_\_\_\_  
that the foregoing statement of experience and all statements therein contained are true and correct and that he is familiar with the books of said firm showing its financial condition; that the foregoing financial statement, taken from the books of the said firm, is a true and accurate statement of the financial condition of the said firm as of the date thereof and that the answers to the foregoing interrogatories are true. He further states: That the foregoing statements of experience and financial condition are submitted to the Arkansas State Highway Commission for the express purpose of being prequalified and eligible to perform work for the Arkansas State Highway Commission in accordance with the Specifications and Supplements thereto; and that any depository, vendor or other agency herein named is hereby authorized to supply the Arkansas State Highway Commission with any information necessary to verify these statements.

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
All Members of Firm Must Sign

AFFIDAVIT FOR CORPORATION

STATE OF \_\_\_\_\_ )  
Parish \_\_\_\_\_ ) ss.  
County of \_\_\_\_\_ )

\_\_\_\_\_, being duly sworn, deposes and says: That he is

\_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_, the corporation described in, and which executed, the foregoing statement of experience and all statements therein contained are true and correct and that he is familiar with the books of the said corporation showing its financial condition; that the foregoing financial statement, taken from the books of the said corporation, is a true and accurate statement of the financial condition of said corporation as of the date thereof and that the answers to the foregoing interrogatories are true. He further states: That the foregoing statements of experience and financial conditions are submitted to the Arkansas State Highway Commission for the express purpose of being prequalified and eligible to perform work for the Arkansas State Highway Commission in accordance with the Specifications and Supplements thereto; and that any depository, vendor or other agency herein named is hereby authorized to supply the Arkansas State Highway Commission with any information necessary to verify these statements.

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Officer of Corporation Must Sign Here