

For pre-qualification in Clay County, you must submit at a minimum one copy of the following, in the following order:

1. A copy of any and all state licenses you hold.
2. If you wish to do work over \$300,000.00, a letter from your surety company showing the name of the company who will be bonding you and the amount, single and aggregate, they will bond you for (see above School Board Policy for bonding amounts and ratings).
3. A company profile (you may use the AIA Document 305A or any format you wish for this). At a minimum, you should list your company name, address, phone numbers, fax, email, how long you have been in business, what service you provide and who the officers of the company are.
4. The Sworn Statement of Public Entity Crimes (above) signed and notarized.
5. A list of projects completed by your company in the past five years. If the list is extremely long, you may pull out similar work and submit that.
6. A statement regarding any litigation or claims against your company in the past five years. If there has been none, you must state that.
7. Insurance certificate showing your liability, automobile and worker's comp coverage (see School Board Policy above for limits).
8. A statement saying that everything submitted is true and correct and this must be signed and notarized.

This pre-qualification is good for one year from approval by the School Board.

To renew your pre-qualification, you must update and resubmit all of the above.