

## Guide to Complete Forms

1	SCC	Current Good Standing Certificate or Certificate of Fact from SCC
2	SCC	Certificate of Fictitious Name if firm is registered with SCC as "Doing Business As"(DBA)
3	SCC	Documentation of a business license and/or firm's name is registered in the county/city in the city they reside in
4	C47	Completed C47 regardless if requesting protection or not
5	C32	<b>Page 1:Item#1</b> - firm's correct legal name as registered with the SCC
6	C32	<b>Page 1: Item#1</b> -firm's email address and contact person to be listed on VDOT website
7	C32	<b>Page 1:Item# 8</b> -Owner(s)Driver's License number & State of where Driver's License was issued or Parent(s) Company Tax ID # and State of Incorporation
8	C32	<b>Page 1:Item# 8 &amp; Pg. 2</b> -submit with owner's full legal name spelled out (first, middle, last names) or if no middle name indicate "NMN"
9	C32	<b>Page 2:</b> Authorized officer's original signature
10	C32	<b>Page 2:</b> Include Driver License # & the State the License was issued or Government issued ID.
11	C32	<b>Page 2:</b> clear copy of <u>current active</u> Driver's License or Government Issued ID of authorized person. Non-U.S. citizens must submit proof to work in U.S.
12	C32	<b>Page 3:</b> "A" or "B" filled in
13	C32	<b>Page 4:</b> a completed page 4 for each Owner & Authorized person (one page completed per person)
14	C32	<b>Page 5:</b> Need to only check 10 work classes
15	C32	<b>Page 6:</b> column 3 to specify in detail work performed to support page 5, work classes
16	C32	<b>Page 6:</b> column 5,6, & 7 completed - Any "YES" answer needs to be explained
17	C32	<b>Page 7 &amp; 8:</b> to only provide list of highway equipment &/or tools (no vehicles necessary) used to support work classes selected on page 5 and previous experience
18	C32	<b>Page 7 &amp; 8:</b> Serial or VIN number for all equipment listed. If no VIN # indicate none
19	C32	<b>Page 8:</b> originally signed letter from rental/leasing company confirming access to renting/leasing specific equipment to support work classes requesting and previous experience
20	C32	<b>Page 8:</b> if filled in then submit copies of rental/leasing agreements for equipment listed.
21	C32 & C32A	<b>Page 9:</b> Completed Annual Balance Sheet with NO OMISSIONS (supplimental attachments or CPA report not required)
22	C32 & C32A	<b>Affidavit:</b> Full legal name of firm as registered with the SCC
23	C32 & C32A	<b>Pg. 9 &amp; Affidavit:</b> Notary cannot be a vested interest person.
24	C32 & C32A	<b>Page 10:</b> signed by authorized person on page 2 of C32
25	C32 & C32A	<b>Page 10:</b> indicate if DBE or Non-DBE &/or SWAM
26	C32A	<b>Page 1A:</b> "Please check here if there is a change in the firm's contact info" check box needs to be checked.
27	C32A	<b>C32A:</b> check list boxes appropriately indicating "yes" or "no"
28	C38	<b>C38-TOTAL:</b> score total correctly. 300 minus (sum of Part 1 & Part 2)
29	C38	<b>Part 2, # 1:</b> List <b>EMF</b> rates from insurance letter indicating past six consecutive years of business or if business established less than 6 years then from year established & calculate points correctly
30	C38	<b>Part 2, #1:</b> If do not have 6 years of EMR ratings, indicate why on C38 above Part 2, #1
31	C38	<b>Part 2, # 2</b> If firm has more than 10 employees then submit OSHA 300 & 300A logs for past 4 <u>complete</u> years & indicate standard ratings for US Industry for the past 3 <u>available</u> years & calculate points for Part 2, #2 correctly
32	C38	<b>Part 2 # 2:</b> If have 10 or less employees indicate above Part 2 # 2.
33	C38	<b>Part 2, #2:</b> Indicate U.S. Industry rating for past 3 <u>available</u> years and indicate NAICS Code
34	EMF	Current signed <b>EMF</b> letter on Insurance letter head, see example of letter posted online.
35	EMF	<b>EMF</b> letter indicating past six consecutive years of business or if business established less than 6 years then from year established.
36	OSHA 300 & 300A LOGS	Complete OSHA 300 & 300A logs
37	C42	Completed <b>C42</b> this includes description of work, company name, signature, date, Check A. or B. -needs to be completed even if no current projects . The information may not be older than 60 days at time of submittal.
38	C42A	Completed <b>C42A</b> this includes description of work, company name, signature, date, Check A. or B. -needs to be completed even if no current projects. The information may not be older than 60 days at time of submittal.