

**Kansas Department of Transportation (KDOT)  
Contractor's Qualification Statement and Experience  
Questionnaire Comments and Questions**

CONTRACTORS MUST FILE WITH THE KANSAS SECRETARY OF STATE'S OFFICE TO REGISTER TO DO BUSINESS IN KANSAS PRIOR TO SIGNING A CONTRACT. THEIR WEBSITE IS <https://www.kansas.gov/bess/flow/contact.lsp> OR CONTACT THEM AT TELEPHONE NUMBER 785-296-4564.

ALL CONTRACTORS **ARE REQUIRED TO FURNISH A W-9** (REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION) WITH YOUR CONTRACTOR'S QUALIFICATION STATEMENT & EXPERIENCE QUESTIONNAIRE.

**How to fill out the Pre-Qualified Questionnaire form:**

**To have your data saved within the document:**

1. Fill out the form Online using the KDOT [Forms Warehouse](#) to be emailed.  
Requires Adobe Acrobat Reader.  
Note: Revisions can be saved in the Forms Warehouse to be used at a later date.
2. The document can also be opened using the full version of Adobe Acrobat and saved to your computer. Once filled in please email.  
Note: This allows you to keep a saved copy on your local PC.  
Please check every year to make sure you have the most current revised form.

**To fill out the form and print and email: DOT Form 208**

1. The document can be opened using Adobe Acrobat Reader and filled out online or print the form **(on one side only)**, complete manually, and scan and email.  
Note: The data will not be saved with the document.

**Email completed form to:**

[KDOT.Operations@ks.gov](mailto:KDOT.Operations@ks.gov)

It is preferred that all prequalification forms be submitted digitally by email. If unable to submit digitally please mail forms to the address below:

Kansas Department of Transportation  
Dwight D. Eisenhower State Office Building  
Attn: Director of Project Delivery  
700 SW Harrison Street, 8<sup>th</sup> Floor  
Topeka, KS 66603-3754

## General Questions: Revised – 06/2022

When is the Contractor's Qualification Statement and Experience Questionnaire (Statement) due at KDOT?

For prequalification renewal, statements are due in the Director of Project Delivery's office 10 business days prior to the contractor's annual prequalification month.

For new contractors, it is due in the Director of Project Delivery's office 10 business days before the intended bid letting date.

What is the prequalification date?

The prequalification month is the month of the letter notifying the contractor of the amount of qualification and work classes approved.

How long is the prequalification effective?

It is effective one year from the month of the letter.

If the subsidiary or subsidiaries of a parent company seek to prequalify, how should the name(s) be shown?

On the cover of the Contractor's Qualification Statement and Experience Questionnaire, the subsidiary or subsidiaries seeking to prequalify should be named. The assets, liabilities, and equity of each of the entities, which seeks to prequalify, must be identifiable within the financial statements.

If a financial statement or another attachment is included, should it be placed behind the other forms? Place the attachments directly behind their appropriated section, e.g. detailed equipment list goes in Section B. Also email the equipment list in either a Word or Excel format to: [KDOT.Operations@ks.gov](mailto:KDOT.Operations@ks.gov).

How should the statement be submitted?

It is preferred that the statement be scanned and emailed to the following email address:] [KDOT.Operations@ks.gov](mailto:KDOT.Operations@ks.gov)

Is there a listing of projects under advertisement?

Projects under advertisement are listed on our website under "Doing Business With Us" and "Information for Highway Contractors."

If there are questions, who should be contacted:

Division of Project Delivery, Kansas Department of Transportation, Topeka,  
Kansas Phone 785-296-6618 or e-mail to [KDOT.Operations@ks.gov](mailto:KDOT.Operations@ks.gov)

### **Contractor's Qualification Statement and Experience Questionnaire Questions:**

#### **Section A, Page 1 & 2**

Does the contractor need to list experience in this section even though it is listed later in the Statement?

Yes, this is total experience whereas Section E, Page 3, breaks it into groups.

Does the contractor need to list a specific work class under Class Y? **If specific work is left blank – Y class will be disqualified.**

Yes. This class is geared toward small contractors who may not be qualified for larger projects but may be qualified for small specific projects (e.g. Concrete Pavement Patching, Cold Milling, Pressure/Compaction Grouting, Joint Repair, Asphalt Crack Repair, Storm/Sanitary sewer, Concrete Grinding/Grooving, Demolition, Concrete Diamond Grinding/Sawing/Sealing, Intersection Curb/Gutter, and Sidewalk Construction).

#### **Section B, Page 1**

This page is for the contractor's information only. It does not need to be submitted with the Statement.

#### **Section B, Pages 2-5**

What date goes on Section B, Page 3?

This is the Balance Sheet date. It is also shown as the Date of Statement on the cover page of the Contractor's Qualification Statement and Experience Questionnaire.

Does this section need to be submitted if a Balance Sheet and associated footnotes are presented in another format?

No, it may be discarded; however, a detailed equipment listing is necessary **with the work class letters listed by each piece of equipment they support.**

Can the detailed equipment listing be an attachment?

Yes. Be sure to include a completed description of the equipment, not just the brand name. **Also email the equipment list in either a Word or Excel format to:** [KDOT.Operations@ks.gov](mailto:KDOT.Operations@ks.gov).

Can equipment be leased?

Yes, include the list of equipment under Section B, Item 11 and list the work class "Letter" that each EQ supports (List available equipment not owned on separate schedule). As noted in the Instructions for Filing, the contractor may submit a letter from the leasing company listing the types of equipment to be leased. This is to be submitted on the letterhead of the leasing company.

Must all names in the Contractor's Qualification Statement match?

Yes, this includes the name on the cover, audited Balance Sheet or financial statements, independent auditor's report, and Sections B and D.

Are the footnotes to the audited financial statements to be submitted?

Yes, the footnotes are an integral part of the financial statements.

Should the submitted appraisal be prepared and signed by a member of the Appraisal Institute or American Society of Appraisers?

Yes, the appraisal will not be accepted unless it is prepared and signed by a member of these organizations.

### **Section B. Page 6**

Does the contractor need to submit this page if using Alternatives No. 1 or 2?

No, it may be discarded.

### **Section C**

Does the contractor need to submit this page if using Alternative No. 1?

No, it may be discarded.

If this information is listed on the auditor report, does the contractor need to submit this page?

No, it may be discarded.

### **Section D. Page 1**

Does the list of officers at the top of the page need to be completed?

Yes, this information is used frequently.

Reminder: The name of the company on the affidavit needs to match the financial statement and the cover of the Statement.

Reminder: Don't forget to have the company's representative's signature notarized.

### **Section E. Page 2**

Reminder: Be sure the total percent ownership equals 100 percent.

### **Section E. Page 3**

Reminder: On Classification of Work section, list the letter of the work class (A) and percentage of self-performed work. (30%).

### **Section E. Page 4**

Reminder: Be sure to have the company's representative's signature notarized.

### **Section E. Page 1 and Page 2 (For-out-of-state contractors)**

Must a process agent located in Kansas be indicated on this form?

Yes – refer to inside of front cover of statement

Reminder: Be sure to have the company's representative's signature notarized.

Note: In-state contractors may discard this section.