



NOTICE TO CONTRACTORS

All prime contractors who wish to bid on North Dakota Department of Transportation (NDDOT) construction projects must prequalify with this office at least 10 working days prior to the bid opening in which you would like to bid. Prequalification is required annually and runs from July 1 each year through June 30 of the following year.

Online prequalification can be completed on our website at <https://dotnd.diversitycompliance.com/?TN=dotnd>. **Effective January 2020, paper statements are no longer accepted.**

1. Enter your company name as you want it to appear on bid reports, contracts, etc. It should also be the same as on your ND contractor's license.
2. Enter both mailing and physical addresses, if they are different.
3. Enter phone and fax numbers as you want them to appear on the Qualified Contractors list on our website.
4. Before submitting your prequalification, please verify that all uploaded forms and documents are complete and legible. Do not attach documents/information that is not required or requested. All documents should be updated from prior year.
5. Acceptance/bid capacity rating letters will be prepared and posted on your online prequalification page after it has been approved. You will receive an email notice when the letter is posted. Once the prequalification is approved, your company will be added to the current Qualified Contractors list on our website. Assigned bidder ID numbers are included in letter.
6. If you use bonding company limits, it is your responsibility to attached it to your prequalification.

They will be processed in the order they are received. Current prequalifications will be extended until the renewals are approved as long as the renewal has been submitted prior to bidding on work after July 1. We anticipate most of the renewals will be completed and approved by September 1.

SUBCONTRACTOR REGISTRATION

Contractors who wish to work on NDDOT projects as a subcontractor only can register online at <https://dotnd.diversitycompliance.com/?TN=dotnd> or submit a Subcontractor Registration Request form to this office. The form can be found on our website at <http://www.dot.nd.gov/forms/SFN52243.pdf> and it can be submitted by fax or email. Prequalified contractors do not have to register to work on NDDOT projects as a subcontractor. Subcontractor registrations are due annually and expire each year on December 31.

If you have any questions, please feel free to contact this office.

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