

The Department's Form R-123, "Contractor's Statement of Experience, Equipment and Financial Condition" dated May 2005 is available on the Contract Lettings' website.

PREQUALIFICATION STATEMENTS MUST BE RECEIVED BY THE CONTRACT LETTINGS SECTION OF THE NEBRASKA DEPARTMENT OF ROADS PRIOR TO 5:00 P.M. AT LEAST TEN (10) DAYS BEFORE THE LETTING IN WHICH THE APPLICANT INTENDS TO SUBMIT BIDS. (See letting schedule posted on the Nebraska Department of Roads' Contract Lettings Section Website.)

If you have any questions, please contact us at:

Nebraska Department of Roads
Contract Lettings Section
P.O. Box 94759
Lincoln, NE 68509-4759

Phone: (402) 479-4525
FAX: (402) 479-3803
Email: NDOR_Contract_Lettings@dor.state.ne.us

**State of Nebraska
Department of Roads**

**Pertinent Sections of the States Relating to
Letting of Contracts and Prequalifications of Bidders**

Section 39-1348. Before letting contracts for the construction, reconstruction, improvement, maintenance, or repair of roads, bridges, and their appurtenances, the department shall advertise for sealed bids for not less than twenty days by publication of a notice thereof once a week three consecutive weeks in the official county newspaper designated by the county board in the county where the work is to be done, and in such additional newspaper or newspapers as may appear necessary to the department in order to give notice of the receiving of bids. Such advertisement shall state the place where the plans and specifications for the work may be inspected and shall designate the time when the bids shall be filed and opened; provided, that if through no fault of the department, publication of such notice fails to appear in any newspaper or newspapers in the manner hereinbefore provided, the department shall be deemed to have fulfilled the requirements of this section.

Section 39-1349. Construction contracts; letting; procedure; interest on retained payments; predetermined minimum wages. (1) Except as provided in subsection (3) of this section, all contracts for the construction, reconstruction, improvement, maintenance, or repair of state highway system roads and bridges and their appurtenances shall be let by the department to the lowest responsible bidder who has been qualified by the department. The department may reject any or all bids and cause the work to be done as may be directed by the department. If the contractor has furnished the department all required records and reports, the department shall pay to the contractor interest at a rate three percentage points above the average annual Federal Reserve composite prime lending rate for the previous calendar year rounded to the nearest one-tenth of one percent on the amount retained and on the final payment due the contractor beginning sixty days after the work under the contract has been completed as evidenced by the completion date established in the department's letter of tentative acceptance or, when tentative acceptance has not been issued, beginning sixty days after completion of the work and running until the date when payment is tendered to the contractor.

(2) When the department is required by acts of Congress and rules and regulations made by an agent of the United States in pursuance of such acts to predetermine minimum wages to be paid laborers and mechanics employed on highway construction, the Director-State Engineer shall cause minimum rates of wages for such laborers and mechanics to be predetermined and set forth in contracts for such construction. The minimum rates shall be the scale of wages which the Director-State Engineer finds are paid and maintained by at least fifty percent of the contractors in performing highway work contracted with the department unless the Director-State Engineer further finds that such scale of wages so determined would unnecessarily increase the cost of such highway work to the state, in which event he or she shall reduce such determination to such scale of wages as he or she finds is required to avoid such unnecessary increase in the cost of such highway work.

(3) The department, in its sole discretion may permit a city or county to let state or federally funded contracts for the construction, reconstruction, improvement, maintenance, or repair of state highways, bridges, and their appurtenances located within the jurisdictional boundaries of such city or county, to the lowest responsible bidder prequalified to bid by the department when the work to be let is primarily local in nature and the department determines that it is in the public interest that the contract be let by the city or the county.

Section 39-1350. The department shall have the authority to act for any political or governmental subdivision or public corporation of this state for the purpose of taking bids or letting contracts for the construction, reconstruction, improvement, maintenance, or repair of roads, bridges, and their appurtenances. The department, while so acting, may take such bids and let such contracts at the offices of the Department of Roads, Lincoln, Nebraska; provided, that the department has the written consent of the political or governmental subdivision or public corporation where the work is to be done.

Section 39-1351. Any person desiring to submit to the department a bid for the performance of any contract for the construction, reconstruction, improvement, maintenance, or repair of roads, bridges, and their appurtenances, which the department proposes to let, shall apply to the department for prequalification not later than ten days before the letting of the contract. The department shall determine the extent of any applicants qualifications by a full and appropriate evaluation of his experience, equipment, financial resources, and performance record. In determining the qualification of persons to bid on any particular contract, the department shall consider the equipment and resources available for the particular contract contemplated; provided, that the above requirements shall not apply to contracts for repair and maintenance when the estimate of the engineer for such repair and maintenance is less than twenty-five hundred dollars, or of an emergency nature.

Section 39-1352. Any person, proposing to bid on a contract for the construction, reconstruction, improvement, maintenance, or repair of roads, bridges, and their appurtenances to be let by the department, shall submit to the department, at such times as it may require a statement showing his qualifications. Such statement shall be under oath and on a standard form to be prepared and supplied by the department. The financial showing required in the statement shall be certified by a certified public accountant or by a public accountant holding a currently valid permit from the Nebraska State Board of Public Accountancy. The statement shall be confidential and only for the use of the department.

Section 39-1353. Proposal forms for submitting bids, on any contract for the construction, reconstruction, improvement, maintenance, or repair of roads, bridges, and their appurtenances to be let by the department, shall be issued at the offices of the Department of Roads, Lincoln, Nebraska, not later than five p.m. of the day before the letting of the contract. Such proposal forms shall be issued only to those persons previously qualified by the department and bids shall be accepted only from such qualified persons.

Section 39-1354. The department, in its discretion, may provide reproductions of the plans prepared by the department for any contract to be let for the construction, reconstruction, improvement, maintenance, or repair of roads, bridges, and their appurtenances, to any person desiring such reproductions. Such person shall pay to the department a reasonable sum, to be fixed by the department in an amount estimated to cover the actual cost of preparing such a reproduction.

**STATE OF NEBRASKA
DEPARTMENT OF ROADS**

**RULES AND REGULATIONS FOR THE QUALIFICATION OF
CONTRACTORS PROPOSING TO BID ON STATE HIGHWAY WORK**

(Pursuant to Section 39-7,134, R.R.S. 1943)

- PREQUALIFICATION OF BIDDERS -

1. All persons, (any individual, co-partnership, association, corporation or joint stock company) proposing to bid on a contract for the construction, reconstruction, improvement, maintenance, or repair of roads, bridges and their appurtenances to be let by the Department of Roads, shall submit a statement showing his or her experience, equipment, and financial condition; except that such statement shall not be required for contracts for repair and maintenance where the estimate of the engineer for such repair and maintenance is less than twenty-five hundred dollars, or of an emergency nature. Such statement shall be under oath and on a form to be provided by the department and shall be submitted not later than ten days before the letting of the contract or contracts. The statement shall develop fully the financial ability, adequacy of plant and equipment, organization, prior experience, and such other pertinent and material facts as may be desirable. The department may require additional information at any time. The statements of contractor's experience, equipment and financial condition will not be retained in the active file of qualified bidders after the financial condition shown is of a date fifteen months prior. Any person whose qualification rating will expire on or before the date of a letting, must submit a new statement and request to be qualified, at least ten days before the letting at which he or she desires to bid. Any person who desires a change in his or her qualification rating must submit a new statement or a request in writing at least ten days before the letting at which the change would be effective. Upon the compliance with all laws and rules and regulations relating thereto, such person will be qualified for the amount and class of work to which he or she is entitled. All information furnished the department shall be confidential.
2. The financial showing required in such statement shall be certified by a public accountant holding a currently valid permit from the Nebraska Board of Public Accountancy, or by any certified public accountant holding a currently valid permit.
3. The use of a "Letter of Credit" as an alternate means of showing financial condition will be permitted when the net amount of the "Letter of Credit" does not exceed five hundred thousand dollars (\$500,000). The "Letter of Credit" must be from a licensed or chartered financial institution. The "Letter of Credit" shall be certified by a public accountant holding a currently valid permit from the Nebraska Board of Public Accountancy, or by any certified public accountant holding a currently valid permit.

- QUALIFICATION -

1. Each person will be qualified upon such statement for an amount of work which he or she can perform properly as evidenced by his or her financial statement and supplementing documents, and his or her competency and responsibility as evidenced by the amount, condition, and availability of equipment, experience of personnel, and previous record with this and other awarding authorities.
2. Each person will be notified of the "maximum qualification" rating established in his or her case by the department. The "maximum qualification" rating established may be increased or decreased at any time if, as determined by the department, the performance record of the contractor warrants such action. A new statement may be requested at any time if, in the opinion of the department, significant changes in responsibility or financial ability of the person qualified have occurred.
3. Ratings for any one or combination of the following classes of work will be given:

- | | |
|--------------------------|----------------------------|
| (1) Grading | (8) Specialty |
| (2) Aggregates | (8a) Building Construction |
| (3) Concrete Pavement | (8b) Electrical |
| (4) Culverts | (8c) Signing |
| (5) Landscaping | (8d) Painting |
| (6) Bridges | (8e) Demolition |
| (7) Guard Rail and Fence | (9) Bituminous |
| | (10) General (All Classes) |

Any person who desires a change in the class or classes of work for which he or she is qualified to submit proposals must submit a request in writing for such change, at least ten days before the letting at which he or she desires to bid with the new classification.

- CURRENT RATING -

Each person desiring to bid on work for which prequalification of bidders is required shall submit a request for proposal forms and with such request shall submit, on forms provided by the department, a complete report of all work he or she then has under contract, including subcontracts, and the amount of work not completed on all such contracts. A current qualification based on this statement and the contractor's "maximum qualification" will be established by the department, taking into account the rate of progress which is being made in performing the uncompleted work, the requirements for the performance of the work for which the contractor desires to bid and any other pertinent information that is available to the department. This current qualification shall be the "current rating" which determines the amount of work for which any person is qualified at the particular letting and for which he or she may be awarded a contract or contracts, except that the department may use a tolerance of not more than twenty-five percent of a bidder's current rating and award him or her a contract or contracts in a total amount which does not exceed by more than twenty-five percent the current rating which is established by the department.

- PROPOSAL FORMS -

1. Proposal forms, for which prequalification of bidders is required, will be issued only to those qualified to bid on each contract. A person will not be considered as qualified for any particular letting if his or her qualification rating will expire on or before the date of the letting. Any person submitting two or more bids in a total amount exceeding his or her current qualification by more than twenty-five percent shall submit the same subject to the limitations of his or her current rating plus a tolerance of twenty-five percent. Nothing in these Rules and Regulations shall be construed as depriving the department of the right to reject any bid where, in the opinion of the department, other circumstances and developments have changed the qualification or responsibility of the bidder. If the qualification rating of the low bidder expires before the award of a contract, such contract will not be awarded until the qualification rating of the low bidder has been renewed.
2. Proposal forms, for which prequalification of bidders is required, will be labeled with the name of the bidder to whom they are issued and shall not be transferable. Any proposal which is submitted by a bidder other than the one to whom the proposal form was issued shall be void.
3. Proposal forms for which prequalification of bidders is required, may be issued by the department at its discretion for information only, but such proposal forms shall not be used for bidding and shall be stamped with the words "For information only, not to be used for bidding" and bids submitted on such forms shall be void and not considered.
4. Proposal forms will not be issued to any bidder later than 5:00 o'clock P.M. of the day preceding the letting.
5. A proposal form for any contract, for which prequalification of bidders is required, may be issued at the discretion of the department, to two or more qualified bidders jointly if the classes of work for which the prospective bidders are qualified to perform, satisfy in the aggregate, the qualification requirements for the particular contract. Two or more qualified bidders may not bid jointly to perform any contract, for which prequalification of bidders is required, to be let by the department unless a proposal form is issued by the department to those bidders jointly for that purpose.



State of Nebraska
Department of Roads
Contract Lettings Section
Construction Division
P.O. Box 94759
Lincoln, NE 68509-4759

Contractor's Statement of Experience, Equipment and Financial Condition

At the close of business on the day of, 20

Fed. I.D. No.

For
Name

Business Address Corporation
Street P.O. Box

..... Partnership
City State Zip Code

Mailing Address Individual
Street P.O. Box

.....
City State Zip Code

.....
Area Code Telephone No. Fax No. E-Mail Address

Person to contact regarding this statement:

.....
Name Area Code Telephone No.

State of Nebraska Statute 21-20109 requires that a foreign corporation must have a certificate of authority to transact business in this state. This certificate must be obtained from the Nebraska Secretary of State.
State of Nebraska Statute 77-3102 requires that all nonresident contractors shall be registered with the Nebraska Tax Commissioner and that each contract to which a nonresident contractor is a party shall be registered with the Nebraska Tax Commissioner.

**INDICATE CLASS OR CLASSES OF WORK
IN WHICH YOU DESIRE TO BE QUALIFIED**

(Requesting the major classes of work which include 1, 3, 4, 6, 9 and 10 shown below, without experience in those areas, may decrease the maximum qualification rating which could otherwise be established for your firm.)

- (1) Grading
- (2) Aggregates
- (3) Concrete Pavement
- (4) Culverts
- (5) Landscaping
- (6) Bridges
- (7) Guard Rail and Fence
- * (8) Specialty
- (8a) Building Construction
- (8b) Electrical
- (8c) Signing
- (8d) Painting
- (8e) Demolition
- (9) Bituminous
- (10) General (*All Classes*)

* Includes, but may not be limited to, the following items:

Armor Coat, Chip Seal, Fog Seal, Slurry Seal, Microsurfacing, Pavement Repair & Patching, Joint Repair & Patching, Joint Sealing, Crack Sealing, Dowel Bar Retrofit, Diamond Grinding, Rumble Strips, Noise Walls, Paint Striping, Bridge Painting

**CONTRACTOR'S
STATEMENT OF EXPERIENCE, EQUIPMENT
AND FINANCIAL CONDITION**

TABLE OF CONTENTS

	PAGE NO.
CLASS OF WORK DESIRED FOR QUALIFICATION	2
TABLE OF CONTENTS	3
INSTRUCTIONS TO ACCOUNTANTS FOR PREPARING FINANCIAL STATEMENTS	4, 5
CONTRACTOR'S BALANCE SHEET (<i>Pages 6-7</i>)	
Assets	6
Liabilities and Capital	7
LETTER OF CREDIT (<i>Form R-123A</i>).....	8
SUPPORTING SCHEDULES TO BALANCE SHEET (<i>Pages 9 – 13</i>)	
1. Investments	9
2. Notes Receivable	9
3. Accounts Receivable	9
4. Inventories	10
5. Prepaid Insurance, Other Prepaid Expenses and Other Assets	10
6. Cash Surrender Value of Life Insurance	10
7. Property, Plant and Equipment	10,11
8. Notes Payable	12
9. Accounts Payable.....	12
10. Accumulated Costs and Gross Income Recognized on Uncompleted Contracts and/or Deferred Credits From Billings and Advance Collections on Uncompleted Contracts	12
11. Individual or Partnership Capital	13
12. Capital Stock	13
13. Surplus	13
Accountant's Questionnaire	14, 15
Independent Auditor's Report (Financial Statement)	16
Accountant's Verification Statement (<i>Letter of Credit</i>)	17
Contractor's Questionnaire	18, 19
Corporation Information Sheet	20
Appointee and Signature Authorization	21
Affidavit for Individual	22
Affidavit for Partnership	22
Affidavit for Corporation	22

INSTRUCTIONS TO ACCOUNTANTS FOR PREPARING FINANCIAL STATEMENTS

The accountant preparing contractor's financial statements will adhere to the generally accepted auditing standards as adopted by the American Institute of Certified Public Accountants. Reviews or compilations are not acceptable.

1. Applications for Prequalification will be accepted only on forms furnished by the Department. One copy is to be submitted to the Nebraska Department of Roads. Reproduced copies of good quality of the **Form R-123**, "Contractor's Statement of Experience, Equipment and Financial Condition" will be accepted by the Department provided the **COPIES INCLUDE ORIGINAL SIGNATURES**.
2. The statement shall show the condition of business as determined under generally accepted accounting principles.
3. The date of the report need not necessarily be the contractor's fiscal year; however, the reporting period should be consistent from year to year, except for those contractors reporting on a period basis. The reporting year of a contractor may be a period basis, i.e., 13 periods of 4 weeks each, etc.
4. The name of the person or organization being prequalified must be the proper legal name of the entity and must be shown **IDENTICALLY** on the Cover of this Statement, in the Letter of Credit, in the Independent Auditor's Report, in the Accountant's Verification Statement and in the Affidavit of the Entity.

The business name used shall be such that full disclosure is assured, i.e., an individual doing business as a trade name shall include the individual's name, DBA, and the trade name. **A CORPORATION FILING A CONSOLIDATED STATEMENT SHALL FULLY DISCLOSE THE IDENTITIES OF SUCH ENTITIES CONSOLIDATED.**

5. The Financial Statement Data shall be certified by a Public Accountant holding a currently valid permit from the Nebraska State Board of Public Accountancy, or by any Certified Public Accountant holding a currently valid permit. Whenever the term Certified Public Accountant appears on said form, it shall be construed to include a Public Accountant holding a valid permit from the Nebraska State Board of Public Accountancy. If additional schedules, notes and addenda are attached to Form R-123 by the CPA, their opinion will then necessarily extend to these documents. **ANY DEVIATIONS FROM THE STANDARD REPORT FOUND ON PAGE 16 MUST BE FULLY EXPLAINED BY THE CPA.**
6. The Financial Statements **SHALL NOT** be prepared and certified by an accountant who has directly or indirectly a financial interest in, or is connected with the business of the contractor submitting the statement.

The Contractor's Statement of Experience, Equipment and Financial Condition must be complete in all aspects to be considered as being an acceptable statement. This means all schedules must be completed as required, Detailed Equipment Schedules furnished including all data requested, all signatures are original and not copies or facsimiles, all questions answered and explanations furnished if required, etc. Unacceptable statements will be returned or additional information requested. The last day to accept resubmission of such data by the Contract Lettings Section is by 5:00 p.m., ten (10) days before the letting in which the Contractor desires to bid.

SPECIFIC INSTRUCTIONS - CONTRACTOR'S BALANCE SHEET AND SCHEDULES

(Pages 6 through 13)

(Where there are no instructions for a particular schedule, it is presumed that the schedule itself is self-explanatory.)

CONTRACTOR'S BALANCE SHEET

(Pages 6 and 7)

This statement shall be completed in all aspects. The use of cents is not necessary. Any further rounding of figures must be explained. The classification of Assets and Liabilities between current and non-current should be based on accounting principles generally recognized as criteria for classifications.

SUPPORTING SCHEDULES

(Pages 9 through 13)

All totals required by the supporting schedules should be shown on the appropriate schedule, even if supplementary additional sheets are used in lieu of the schedule blanks provided in the form.

Where schedules are not complete in themselves, attach supplementary memoranda explaining fully.

INVESTMENTS *(Schedule 1)* - Where there is no quoted market price of securities of affiliated organizations and investments in partnerships, joint ventures, etc., the investment should be shown at cost, with an indication of the book value of the underlying net assets. Cost of investment should reflect initial cost adjusted for additional investment and subsequent profits, losses and distributions.

NOTES RECEIVABLE *(Schedule 2)* - All itemizations under *(a)* and *(b)* must be complete.

ACCOUNTS RECEIVABLE *(Schedule 3)* - All itemizations under *(a)* and *(b)* must be complete.

INVENTORIES *(Schedule 4)* - Inventories of similar classification may be grouped. Basis of valuation of inventory must be stated.

PREPAID INSURANCE, OTHER PREPAID EXPENSES, AND OTHER ASSETS *(Schedule 5)* Self-explanatory.

CASH SURRENDER VALUE OF INSURANCE *(Schedule 6)* - Self-explanatory.

PROPERTY, PLANT AND EQUIPMENT *(Schedule 7)* - Under *7(a)* where composite amounts or guideline method of depreciation are used, it would be practically impossible to show the accumulated depreciation by major asset category. Where plant and equipment have been included in group accounts for purposes of computing depreciation, it is suggested that some reasonable allocation be made of the reserve for depreciation of plant, equipment, construction, and other asset categories.

Equipment schedules should be updated for evaluation purpose and include, by classification, all equipment which is still serviceable although fully depreciated.

Under *7(b)*, land should indicate the carrying amount, that is cost less depletion. Also, under *7(b)*, items of a like nature can be grouped. Only owned land should be included in the schedule.

Under *7(c)*, if plant and equipment held under lease or rental contracts are listed in this schedule, the leases should be current as of the statement date, and should not include leases which have been recorded as purchases.

NOTES PAYABLE *(Schedule 8)* - All itemizations under *(a)* and *(b)* must be complete.

ACCOUNTS PAYABLE *(Schedule 9)* - All itemizations under *(a)* and *(b)* must be complete.

ACCUMULATED COSTS AND GROSS INCOME RECOGNIZED ON UNCOMPLETED CONTRACTS AND/OR DEFERRED CREDITS FROM BILLINGS AND ADVANCE COLLECTIONS ON UNCOMPLETED CONTRACTS *(Schedule 10)* - All explanations under *Schedule 10* must be complete.

INDIVIDUAL OR PARTNERSHIP CAPITAL *(Schedule 11)*

CAPITAL STOCK *(Schedule 12)*

SURPLUS *(Schedule 13)*

ACCOUNTANT'S QUESTIONNAIRE

(Pages 14 and 15)

All questions must be answered and explanations furnished if required.

NAME

AS OF, 20

- ASSETS -

SCHEDULE NUMBER		CURRENT	NONCURRENT	TOTAL
CASH		\$		\$

1	INVESTMENTS			
	MARKET VALUE			
	U.S. Government Obligations	\$	\$	
	Listed Securities			
	Securities of Affiliated Organizations			
	Partnerships or Joint Ventures			
	Others			
	TOTAL INVESTMENTS	→ \$	\$	\$

2	NOTES RECEIVABLE			
a	From Officers, Directors, Stockholders, or Partners	\$	\$	
b	From Affiliated Companies, Partnerships, Organizations, Joint Ventures, Etc.			
	From Other Contractors			
	From Others			
	Less Allowances for Estimated Losses	<	>	<
	TOTAL NOTES RECEIVABLE	→ \$	\$	\$

3	ACCOUNTS RECEIVABLE			
	From Completed Contracts	\$	\$	
	From Uncompleted Contracts			
a	From Officers, Directors, Stockholders, or Partners			
b	From Affiliated Companies, Partnerships, Organizations, Joint Ventures, Etc.			
	From Others			
	Less Allowances for Estimated Losses	<	>	<
	TOTAL ACCOUNTS RECEIVABLE	→ \$	\$	\$

10	Accumulated Costs and Gross Income Recognized on Uncompleted Contracts	\$	\$	\$
4	Inventories	\$	\$	\$
5	Prepaid Insurance, Other Prepaid Expenses and Other Assets	\$	\$	\$

TOTAL CURRENT ASSETS	→ \$
-----------------------------	-------------

6	Cash Surrender Value of Life Insurance	\$	\$
7	Property, Plant and Equipment Cost		
	Less Accumulated Depreciation	<	>
OTHER ASSETS	Goodwill		
	Unamortized Organization Expenses		
	Deferred Charges and Other Assets		

TOTAL NONCURRENT ASSETS	→ \$
--------------------------------	-------------

TOTAL ASSETS	→ \$
---------------------	-------------

Statements based on reviews or compilations will not be acceptable.

NAME

AS OF, 20.....

- LIABILITIES AND CAPITAL -

- LIABILITIES-

SCHEDULE NUMBER		CURRENT	NONCURRENT	TOTAL
8	NOTES PAYABLE			
	To Banks	\$	\$	
a	To Officers, Directors, Stockholders, or Partners			
b	To Affiliated Companies, Organizations, Partnerships, Joint Ventures, Etc.			
	Other Notes Not Included Above			
	TOTAL NOTES PAYABLE	→ \$	\$	\$

9	ACCOUNTS PAYABLE			
a	To Officers, Directors, Stockholders, or Partners <i>(Including Wages, Salaries and Bonuses)</i>	\$	\$	
b	To Affiliated Companies, Organizations, Partnerships, Joint Ventures, Etc.			
	To Subcontractors			
	To Trade Suppliers			
	Others			
	TOTAL ACCOUNTS PAYABLE	→ \$	\$	\$

ACCRUED EXPENSES				
	Wages, Salaries and Bonuses <i>(Excluding 9a)</i>	\$	\$	
	Taxes, Other Than Taxes On Income			
	Other			
	TOTAL ACCRUED EXPENSES	→ \$	\$	\$

10	Deferred Credits from Billings and Advance Collections on Uncompleted Contracts	\$	\$	\$
	Taxes on Income			
	Other Liabilities: <i>(Describe Below)</i>			

TOTAL CURRENT LIABILITIES	→ \$			
TOTAL NONCURRENT LIABILITIES	→ \$			
TOTAL LIABILITIES	→ \$			

- CAPITAL -

11	Individual or Partnership Capital		\$
12	Capital Stock	Preferred Stock	
		Common Stock	
13	Surplus	Capital or Paid-In Surplus	
		Appraisal Surplus	
		Retained Earnings	
		Less Treasury Stock at Cost	< >

Are there 'Notes to Balance Sheet'? Yes No
 If 'yes', attach copy to last page of this statement.

TOTAL CAPITAL	→ \$
TOTAL LIABILITIES AND CAPITAL	→ \$

Statements based on reviews or compilations will not be acceptable.

STATE OF NEBRASKA
DEPARTMENT OF ROADS

Letter of Credit for Pre-Qualification

(As required by Nebraska Revised Statutes 39-1351 and 39-1352, R.R.S. 1943)

.....
(Date)

Gentlemen:

For the purpose of qualification to perform contracts on road construction with the State of Nebraska under the laws of the State of Nebraska and in order to show the financial resources for that purpose, the undersigned

..... hereby declares and states that
(Name of Financial Institution)

..... carries a line of credit with this
(Name of Contractor)

Financial Institution and that this Financial Institution is, at this time, willing to loan to this contractor the total sum of \$....., and that we have loans in the total amount of \$..... outstanding to this contractor against this line of credit at this time leaving a net line of credit for this contractor in the amount of \$.....

This letter of Credit is valid for 15 months from the date signed, or until **.

* The name must agree with the name used on the Cover of this Statement, in the Accountant's Verification Statement and in the Affidavit.
** Any stipulations or restrictions to this Letter of Credit during the time period of its validity must be submitted to the Contract Lettings Section of the Nebraska Department of Roads, P.O. Box 94759, Lincoln, Nebraska 68509-4759 by the Financial Institution immediately.

The general nature of the collateral which we will require to secure loans is excess of those that are outstanding at this time is as follows:

We are signing this instrument with the understanding that it is a special form of letter of credit that is for use only by the Department of Roads in connection with the administration of Nebraska Revised Statutes 39-1351 and 39-1352 - R.R.S. 1943, in estimating the approximate amount of money which will be available for use in performing work for which the Department may award a contract or contracts to this contractor.

It is understood that an actual commitment to loan is not being made but this document expresses our carefully considered judgment of the contractor's eligibility for a loan and our willingness at this time to loan this contractor the stipulated amount.

This information is being furnished with the further understanding that this expression of our willingness at this time to loan this contractor the stated amount of money will be given the same weight by the Department in estimating the contractor's current assets as would cash or negotiable securities listed in a financial statement.

.....
(Name of Financial Institution)

Attest:

.....
(Address)

..... By
President or Managing Officer
(Only Original Signature Accepted)

Note: This form (Page 8), must be accompanied by pages 1, 2, (Questions 13 and 14 on page 15), 17, 18, 19, 20, 21 and 22 of Form R-123. The Letter of Credit for Prequalification (Form R-123A) must be completed by a licensed or chartered financial institution. The Accountant's Verification Statement (Page 17) must be completed by a public accountant holding a currently valid permit from the Nebraska Board of Public Accountancy, or by a certified public accountant holding a currently valid permit.)

SUPPORTING SCHEDULES TO BALANCE SHEET

Instructions to Accountants: All schedules must be complete and all questions answered; otherwise the statement will not be accepted. In no instance will the amount of the Letter of Credit be included in the computation of the Balance Sheet. Statements on forms other than those provided by the Department of Roads **WILL NOT** be accepted.

ASSETS

1	INVESTMENTS			
	Itemize securities of all affiliated organizations and all investments in partnerships and joint ventures:			
	Name of Organization and City	Percent If Affiliated	Date of Annual Closing	Amount of Investment
		%		\$
		%		\$
		%		\$
		%		\$
		%		\$
	TOTAL			➔ \$

2	NOTES RECEIVABLE						
	a Itemize all Notes Receivable from officers, directors, stockholders or partners:						
	Receivable From	Position	For What	Date of Origin	Due Date	How Secured	Amount
							\$
							\$
							\$
							\$
							\$
	TOTAL						➔ \$

	b Itemize all Notes Receivable from affiliated companies, partnerships, organizations, joint ventures, etc.:						
	Receivable From	Affiliation	For What	Date of Origin	Due Date	How Secured	Amount
							\$
							\$
							\$
							\$
							\$
	TOTAL						➔ \$

3	ACCOUNTS RECEIVABLE				
	a Itemize all amounts due from officers, directors, stockholders or partners:				
	Receivable From	Position	For What	Date of Origin	Amount
					\$
					\$
					\$
					\$
	TOTAL				➔ \$

	b Itemize all amounts due from affiliated companies, partnerships, organizations, joint ventures, etc.:				
	Receivable From	Relationship	For What	Date of Origin	Amount
					\$
					\$
					\$
					\$
	TOTAL				➔ \$

4	INVENTORIES			
	Itemize Inventories by Classification	Valuation Basis	Cost	Book Value
	Repair Parts			\$
	Materials			
	Other			
	TOTAL			➔ \$

5	PREPAID INSURANCE, OTHER PREPAID EXPENSES AND OTHER ASSETS		
	Description	Amount	
		\$	
	TOTAL		➔ \$

6	CASH SURRENDER VALUE OF LIFE INSURANCE						
	Company	Policy No.	Beneficiary	On Whose Life	Date Issued	Face of Policy	Net Cash Value
						\$	\$
	TOTAL						➔ \$

7	PROPERTY, PLANT AND EQUIPMENT					
a	Summary	Schedule	Cost (b)	Amount	Method Used	Net Book Value
	Land	b	\$	\$		\$
	Plant and Equipment - Construction	c			PER 7 (c)	
	Plant Facilities and Equipment – Other than Construction	d			PER 7 (d)	
	Furniture and Fixtures	Total Only	\$			
	Other (Describe Below)					
	TOTAL			➔ \$		\$

b	Land List all items including quarries, gravel pits, etc.: (Transfer TOTAL COST to Line (b) of Summary 7a).		
	Description	Location	Cost
			\$
	TOTAL		➔ \$

LIABILITIES

8	NOTES PAYABLE
----------	----------------------

a	Itemize all Notes Payable to officers, directors, stockholders or partners:
----------	---

Payable To	Position	For What	Due Date	How Secured	Amount
					\$
TOTAL					→ \$

b	Itemize all Notes Payable to affiliated companies, partnerships, organizations, joint ventures, etc.:
----------	---

Payable To	Affiliation	For What	Due Date	How Secured	Amount
					\$
TOTAL					→ \$

9	ACCOUNTS PAYABLE
----------	-------------------------

a	Itemize all amounts payable to officers, directors, stockholders or partners: <i>(Including wages, salaries and bonuses)</i>
----------	--

Payable To	Position	For What	Due Date	Amount
				\$
TOTAL				→ \$

b	Itemize all amounts payable to affiliated companies, organizations, partnerships, joint ventures, etc.:
----------	---

Payable To	Relationship	For What	Due Date	Amount
				\$
TOTAL				→ \$

10	Accumulated costs and gross income recognized on uncompleted contracts and/or deferred credits from billings and advance collections on uncompleted contracts.
-----------	---

Explain the Nature and Basis of Accounting for items included under these captions:

ACCOUNTANT'S QUESTIONNAIRE

(All questions must be answered and explanations furnished if required.)

1	Is Property, Plant and Equipment valued at other than cost? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain the basis of valuation and indicate the amount in excess of cost for each classification.
2	Are any of the properties included under Property, Plant and Equipment held in joint Ownership? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, itemize and explain.
3	Are there any items of construction, plant and equipment and land not listed in Property, Plant and Equipment schedules which are held under lease or rental contracts, including those from related companies? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list individual items covered..
4	Income tax returns are filed on a year basis ending Indicate method of tax <small>(month)</small> <small>(day)</small> accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual . Indicate method of accounting on the financial statements submitted herein <input type="checkbox"/> Cash <input type="checkbox"/> Accrual or <input type="checkbox"/> Other . <i>(Explain "other" below.)</i>
5	Federal tax returns have been examined through (year).
6	Were any Federal or State tax deficiencies Assessed <input type="checkbox"/> or Proposed <input type="checkbox"/> which are not reflected in this report? If so, explain.
7	Are there contingent liabilities which could affect the financial condition of this entity? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain fully.

8 (Individuals and Partnerships only) Are there any transactions reflected in the individual or partners capital accounts during the current reporting period which are not the result of (1) capital contributions, (2) net earnings, (3) withdrawals, or (4) net loss? **Yes** **No** If yes, explain fully.

9 (Individuals and Partnerships only) Is any part of the individuals or partners capital accounts the result of an increase in asset values due to appraisals? **Yes** **No** If yes, a schedule must be attached segregating the increase by asset types, i.e. land, buildings, equipment, etc. The appraisal values must be substantiated by **current documentation** attached to this statement. *(Does not imply recognition by the Nebraska Department of Roads).*

10 (Corporations only) Are any transactions reflected in the surplus accounts during the current reporting period which are not the result of (1) net income, (2) capital contributions, (3) dividends paid, or (4) net loss? **Yes** **No** If yes, explain fully.

11 (Corporations only) Are there any restrictions on the distribution of retained earnings? **Yes** **No** If yes, explain fully.

12 (Corporations only) Is any part of the total Capital the result of an increase in asset value due to appraisals? **Yes** **No** If yes, a schedule must be attached segregating the increase by asset type, i.e. land, buildings, equipment, etc. The appraisal values must be substantiated by **current documentation** attached to this statement. *(Does not imply recognition by the Nebraska Department of Roads).*

13 (Corporations only) Is this corporation considered a subsidiary corporation? **Yes** **No** If yes, provide the following information.

Name and Address of Parent	Percent of Shares Owned

14 (Corporations only) Does this corporation own any subsidiaries? **Yes** **No** If yes, provide the following information.

Names and Addresses	Are Subsidiaries Consolidated in this Financial Statement		Percent of Shares Owned
	Yes	No	
			%
			%
			%
			%

**INDEPENDENT AUDITOR'S REPORT
FINANCIAL STATEMENT ONLY**

STATE OF _____ DATE _____
COUNTY OF _____

I _____, do affirm that I am a Certified Public Accountant holding unrevoked Certificate No. _____ in the State of _____, and License or Permit No. _____ in the State of _____, or a Public Accountant holding unrevoked Certificate No. _____ in the State of Nebraska, and License or Permit No. _____ in the State of Nebraska, and I have signed this opinion as a member of the firm of _____

The balance sheet referred to below has been prepared solely for filing with the State of Nebraska, Department of Roads and is not intended for any other purpose.

I/We have audited the accompanying balance sheet of * _____ as of _____, 20____, as set forth on pages 6 and 7 herein including accompanying notes thereto. This financial statement is the responsibility of the Company's management. My/Our responsibility is to express an opinion on this financial statement based on my/our audit.

I/We conducted our audit in accordance with accounting principles generally accepted in the United State of America. Those standards require that I/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. I/We believe that my/our audit of the balance sheet provides a reasonable basis for my/our opinion.

(ADD EXPLANATORY PARAGRAPH IF NECESSARY)

In my/our opinion, (except for the effects of _____ as discussed in the preceding paragraph), the balance sheet referred to above presents fairly, in all material respects, the financial position of * _____ as of _____, 20____, in conformity with accounting principles generally accepted in the United States of America.

The additional information presented on Pages 9 through 15 herein has been taken primarily from accounting and other records of the entity and has been subjected to the tests and other auditing procedures applied in my/our examination of the balance sheet of * _____ as of _____, 20____. In my/our opinion, such information is fairly presented in all material respects in relation to the balance sheet taken as a whole although it is not necessary for a fair presentation of financial position.

I/We have read and complied with all the instructions found on pages 4 and 5 in the preparation of the financial part of this statement, and the balance sheet referred to in this report is **not** presented as a review or compilation.

* The name must agree with the name used on the Cover of this Statement and in the Affidavit.

Accounting Firm

If a substitute Independent Auditor's Report is submitted in lieu of this report, it must make reference to Pages 6 and 7, and 9 thru 15 of Form R-123.

Address

*Signature of Certified Public Accountant/Public Accountant
(Must be signed by individual – only original signature accepted)*

Area Code Telephone No.

**ACCOUNTANT'S VERIFICATION STATEMENT
LETTER OF CREDIT ONLY**

STATE OF _____

DATE _____

COUNTY OF _____

I _____, do affirm that I am a Certified Public Accountant holding unrevoked Certificate No. _____ in the State of _____, and License or or Permit No. _____ in the State of _____, or a Public Accountant holding unrevoked Certificate No. _____ in the State of Nebraska, and License or Permit No. _____ in the State of Nebraska, and I have signed this certification as a member of the firm of _____

This is to state that I/we have verified the authenticity of the attached State of Nebraska, Department of Roads' Letter of Credit for Pre-qualification dated _____, 20____, with

_____,
(Name of Financial Institution), *(City)*

_____, for a net line of credit of \$ _____, issued to * _____
(State)

(Name of Contractor)

_____, and that the subsidiary information in
(City) *(State)*

Questions 13 and 14 on page 15 is accurately presented.

*** The name must agree with the name used on the Cover of this Statement, in the Letter of Credit and in the Affidavit.**

Accounting Firm

Address

*Signature of Certified Public Accountant/Public Accountant
(Must be signed by individual - only original signature accepted)*

Area Code *Telephone No.*

CONTRACTOR'S QUESTIONNAIRE

All questions must be completed and a full disclosure made. The Nebraska Department of Roads may require Form R-123 statements from other entities listed herein as of the same date as of this entity.

1	How many years experience have you had:	In highway construction? Years	As a Principal Contractor? Years	As a Subcontractor? Years
2	How many years has this entity operated under its present business name?			
3	Has this entity operated under any other business names? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify.			
4	In what types of construction have you been mainly engaged? (specify)			
5	Are you interested in more than one line of business? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, describe.			
6	Do you intend to sublet any portion of work awarded to you? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain.			
7	Is this entity authorized to transact business in other states? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify.			
8	Have you performed work as a prime or subcontractor for any state highway department? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which and to whom do you refer.			
9	What is the largest contract you have ever completed? (<i>Explain</i>)			
10	Are there any claims on file or suits pending against you or any of your work? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, state amount and character.			
11	Has this entity or any of the officers, members, owners or partners, etc., in this entity ever been or are now officers, members, owners or partners, etc., in an entity that has failed in business or failed to complete work awarded? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain.			
12	Does this entity or any of its officers, members, owners or partners, etc., have a financial interest and/or serve as an officer or director in any other entity filing Form R-123, "Contractor's Statement of Experience, Equipment and Financial Condition" with the Nebraska Department of Roads? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list the organization, personnel involved and the nature of the affiliation.			

13 Is this entity related through principal owners and/or stockholders, officers, directors, partners, employees or others with any other businesses or ventures in the highway construction industry which do not file for prequalification with the Nebraska Department of Roads? **Yes** **No** If yes, describe in detail these relationships.

14 Has this entity or any of its officers, members, owners or partners, etc., ever been or are now an officer, member, owner or partner, etc., in an entity that has been denied prequalification or removed from an approved bidder's list by this or any other state or the Federal Government? **Yes** **No** If yes, provide complete details including when, where and why.

15 Has anyone been obliged to pay a loss on account of having become surety for you? **Yes** **No** If yes, explain.

16 Provide a list of all principals, officers, partners, companies or organizations owning any part of this entity.

17 Is this entity certified as a Disadvantaged and/or Women's Business Enterprise with the Nebraska Department of Roads? **Yes** **No** If yes, check appropriate category below. If no, you may write to the Nebraska Department of Roads DBE/WBE Section for further information on certification.

Socially and economically disadvantaged individual means a person who is a citizen or lawful permanent resident of the United States, and who is:

- a** BLACK AMERICAN (*a person having origins in any of the black racial groups of Africa*);
- b** HISPANIC AMERICAN (*Includes a person of Mexican, Puerto Rican, Cuban, Central or South American, or any Spanish culture or origin, regardless of race*);
- c** NATIVE AMERICAN (*Includes a person who is American Indian, Eskimo, Aleut or Native Hawaiian*);
- d** ASIAN-PACIFIC AMERICAN (*Includes a person whose origin is from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, or the Northern Marianas*);
- e** ASIAN-INDIAN AMERICAN (*Includes a person whose origin is from India, Pakistan or Bangladesh*);
- f** Members of groups, or other individuals, found to be economically and socially disadvantaged under Section 8(a) of the Small Business Act, as amended [15 USC 637(a)].
- g** WOMAN

AFFIDAVIT FOR INDIVIDUAL

STATE OF _____
COUNTY OF _____ ss.

* _____
_____ being duly sworn, deposes and says that the foregoing financial statement taken from his/her books, is a true and accurate statement of his/her financial condition as of the date thereof, and has been audited and prepared by an independent Public Accountant holding a currently valid permit from the Nebraska Board of Public Accountancy, or by an independent Certified Public Accountant holding a currently valid permit whose report will be found on page 16 of this submittal, and/or if a Letter of Credit (Form R-123A) is used as an alternate means of showing financial condition, it is a true and accurate document prepared by a licensed or chartered financial institution and verified by a Public Accountant holding a currently valid permit from the Nebraska Board of Public Accountancy, or by an Independent Certified Public Accountant holding a currently valid permit whose verification statement will be found on page 17 of this submittal, that the answers to the foregoing interrogatories are true; that the statement of experience and all statements herein contained are true and correct, that this statement is for the express purpose of prequalifying the submitter to bid on contracts. The signatory further agrees to abide by the rules and regulations of the Nebraska Department of Roads relative to the submission of bids and execution of contracts.

* Business Trade Name shall include individual's name/DBA. (The name must agree with the name used on the Cover of this Statement, in the Independent Auditor's Report, in the Accountant's Verification Statement and in the Letter of Credit.)

Any false, deceptive or fraudulent statements made herein by the applicant will be cause for disqualification as a future bidder on projects let by the Nebraska Department of Roads.

Sworn to before me this _____ day of _____, 20 _____
(Individual must sign here)

Notary Public
My commission expires _____

AFFIDAVIT FOR PARTNERSHIP

STATE OF _____
COUNTY OF _____ ss.

_____ being duly sworn, deposes and says that they are members of the firm of * _____; that they are familiar with the books of said firm showing its financial condition; that the foregoing financial statement taken from the books of said firm, is a true and accurate statement of the financial condition of said firm as of the date thereof, and has been audited and prepared by an independent Public Accountant holding a currently valid permit from the Nebraska Board of Public Accountancy, or by an independent Certified Public Accountant holding a currently valid permit whose report will be found on page 16 of this submittal, and/or if a Letter of Credit (Form R-123A) is used as an alternate means of showing financial condition, it is a true and accurate document prepared by a licensed or chartered financial institution and verified by a Public Accounting holding a currently valid permit from the Nebraska Board of Public Accountancy, or by an independent Certified Public Accountant holding a currently valid permit whose verification statement will be found on page 17 of this submittal, that the answers to the foregoing interrogatories are true, that the statement of experience and all statements herein contained are true and correct; that this statement is for the express purpose of prequalifying the submitter to bid on contracts. The signatories further agree to abide by the rules and regulations of the Nebraska Department of Roads relative to the submission of bids and execution of contracts.

* Firm name (The name must agree with the name used on the Cover of this Statement, in the Independent Auditor's Report, in the Accountant's Verification Statement and in the Letter of Credit.)

Any false, deceptive or fraudulent statements made herein by the applicant will be cause for disqualification as a future bidder on projects let by the Nebraska Department of Roads.

Sworn to before me this _____ day of _____, 20 _____

Notary Public
My commission expires _____
(All partners must sign here)

AFFIDAVIT FOR CORPORATION

STATE OF _____
COUNTY OF _____ ss.

_____ being duly sworn, deposes and says that he/she is _____ of the *

_____ that he/she is familiar with the books of the said corporation showing its financial condition; that the foregoing financial statement taken from the books of said corporation, is a true and accurate statement of the financial condition of said corporation as of the date thereof, and has been audited and prepared by an independent Public Accountant holding a currently valid permit from the Nebraska Board of Public Accountancy, or by an independent Certified Public Accountant holding a currently valid permit whose report will be found on page 16 of this submittal, and/or if a Letter of Credit (Form R-123A) is used as an alternate means of showing financial condition, it is a true and accurate document prepared by a licensed or chartered financial institution and verified by a Public Accountant holding a currently valid permit from the Nebraska Board of Public Accountancy, or by an independent Certified Public Accountant holding a currently valid permit whose verification statement will be found on page 17 of this submittal, that the answers to the foregoing interrogatories are true; that the statement of experience and all statements herein contained are true and correct; that this statement is for the express purpose of prequalifying the submitter to bid on contracts. The signatory further agrees to abide by the rules and regulations of the Nebraska Department of Roads relative to the submission of bids and execution of contracts.

* Full Corporate name (The name must agree with the name used on the Cover of this Statement, in the Independent Auditor's Report, in the Accountant's Verification Statement and in the Letter of Credit.)

Any false, deceptive or fraudulent statements made herein by the applicant will be cause for disqualification as a future bidder on projects let by the Nebraska Department of Roads.

Sworn to before me this _____ day of _____, 20 _____
(Individual must sign here)

Notary Public
My commission expires _____
(Affix Corporate Seal)