

Routine Maintenance Services

Existing GDOT Construction Prequalified Contractor & Registered Subcontractor's Application Instructions

In order for your application to be to quickly reviewed and processed, you must conform to the following requirements:

1. Section 1 – Company Information

Select that this application is for Existing GDOT Construction Bidding Prequalified Contractor and Registered Subcontractor's ONLY.

Applications must contain:

- a) The official company name, a current physical address, email address, phone number(s), SOG Vendor ID Number, Certificate of Qualification number, and authorized contact name for agreement and official correspondence purposes.
- b) Type of Business, Business Classification, and Type of Service(s) Offered. Select all applicable classifications, and/or categories.
- c) Select Business Classification. Use the definitions provided in the [RFQC for Routine Maintenance Services](#) as a guide
- d) Enter your company's DUNS number
- e) Enter contact information of the **Authorized Person** who will be responsible for signing the Maintenance Master Services Agreement (MMSA). Also, enter information of an **authorized individual who can attest** to the signature of the Authorized Person. The "**Contact Person for Contract Issues**" person will be the main point of contact for any contractual issues that may arise, and/or invoicing/payment correspondence.
- f) Select all applicable District(s) you are interested in providing service.

2. Section 2 - Required Documentation Needed

- a) Check the corresponding box for the Required Documentation Needed. Click on the corresponding links to complete the forms in each section of this application. Often additional supporting information is required. Complete the forms and save all additionally requested documents as one (1) PDF. Title the document, "*COMPANYNAME_CurrentlyQualified_Application.pdf*".
- b) The Current State of Georgia Business Registration OR Business License from Georgia County, Proof of Insurability, and Certificate of Qualification will need to be scanned and attached as a document included in your application package.
- c) Documents requiring a signature:
 1. *Certification Form*
 2. *Licensing/Accreditation Form*
 3. *Conflict of Interest Disclosure Form*
 4. *Reference Form*

For those forms that require a signature, please PRINT those pages, sign and scan as a PDF, if submitting electronically. If submitting a paper application via regular mail, make certain all original signed forms are included in your submittal package.

- d) All **Required Documents** must be included in the application. Use the check box provided to verify you have completed and included the Required Documents in the application.
- e) Gather all **Required Documents**. If submitting your application electronically, via email, combine all documents (PDF files) and save all as one single PDF. Title all combined **Required Documents** as "*COMPANYNAME_CurrentlyQualified_Application.pdf*". Do NOT save and attach each item separately. If submitting a paper application via regular mail, make certain all **Required Documents** are included in your submittal package.

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3. Section 3 – Type of Service Offered

Check the corresponding box for the category(ies) of services you are interested in applying.

4. Section 4 - Type(s) of Service Currently Prequalified for in Construction Bidding

Please describe the services/categories you are already prequalified in Construction Bidding. Describe how the Construction Bidding prequalification is applicable to the Routine Maintenance category selected in Section 3, above. Please include/attach a copy of the Prequalification Certificate/letter received from GDOT Construction Bidding.

5. Section 5 - Submittal Information

- a) All applications and supporting documentation must be submitted in PDF format and emailed to: route_maint_prequalification@dot.ga.gov (*application and all required documents must first be completed before submitting to the web address noted here*)
- b) If submitting electronically, the application, required and supporting documentation must be completed and submitted in one (1) email. Send only ONE (1) attachment with all application materials and supporting documents as a single PDF.
- c) You may submit completed application and all supporting documents in paper format and mail to:
Georgia Department of Transportation – Office of Procurement
One Georgia Center
Attn: Routine Maintenance Qualification Manager
600 West Peachtree Street, 19th Floor
Atlanta, Georgia 30308

6. Additional Information

- a) Even if you are applying for multiple categories and/or districts, only one (1) application is required per applicant.
- b) The application, instructions and supporting documents can be accessed on the GDOT website at: <http://www.dot.ga.gov/PS/Business/Prequalification/RoutineMaint/>.
- c) All **Contractors MUST pre-register as a Sourcing Bidder with the Department of Administrative Services (DOAS) to receive and respond to bids on the Georgia Procurement Registry (GPR).**

EMAIL SUBMITTALS

- a) There will be only one (1) attachment in the email submitted, titled "COMPANYNAME_CurrentlyQualified_Application.pdf"
- b) The size of the PDF email attachment cannot exceed 10 MB.
- c) In the Subject Line of the email, please include:
 - a. Company Name
 - b. Category(ies) of application (*For example, "AMEX Company, Fencing".*)

For Assistance and Information, please email route_maint_prequalification@dot.ga.gov



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Application Date		
Official Name of Company	Vendor ID (from Team GA Marketplace)	
Authorized Person's Name	Certificate of Qualification/Registration # (From GDOT Construction Bidding)	
Physical Address:	Name of Individual, for Sole Proprietorship ONLY	
City: State: Zip Code:	DBA Name, If applicable	
Email Address:	Main Telephone Number:	Cell Phone Number:

Business Classification (Check if applicable. See [RFQC for Routine Maintenance Service](#) for definitions)

<input type="checkbox"/> Small Business	<input type="checkbox"/> GA Resident Business	<input type="checkbox"/> GA Resident Small Business
<input type="checkbox"/> Scrutinized Company	<input type="checkbox"/> Minority-Owned Business	<input type="checkbox"/> Veteran-Owned Business
<input type="checkbox"/> Disadvantage Business Enterprise (DBE)	<input type="checkbox"/> Woman-Owned Business	<input type="checkbox"/> N/A

DUNS Number _____

Type of Business

<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Joint Venture	<input type="checkbox"/> Corporation	<input type="checkbox"/> Other - Describe -
<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Corporation (LLC)		

In which state is your company domiciled? (For Reciprocal Preference Law O.C.G.A. §50-5-60(B)) _____

Authorized Person For Contract Signature	Name:	
	Title:	
	Phone: _	
	E-mail Address	
Authorized person to ATTEST to signature	Name:	
	Title:	
	E-mail Address	
Contact Person for Contract Issues	Name:	
	Phone:	
	E-mail Address	

Please select all **District(s)** where you WISH TO PROVIDE Routine Maintenance services:

- D1**
 D2
 D3
 D4
 D5
 D6
 D7

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SECTION 2 - Required Documentation Needed

Include with your application, the following completed **Required Documents**:

- A [Certification Form](#)
- B [Licensing / Accreditation Form](#)
- C [Georgia Tax Compliance Form](#)
- D [Conflict of Interest Disclosure Form](#)
- E [Certificate\(s\) of Qualification from GDOT Construction Bidding](#)
- F [Current State of Georgia Business Registration OR Business License from Georgia County](#)
- G [Proof of Insurability](#)

SECTION 3 – Type(s) of Services Offered

Please select all **CATEGORIES of Service(s)** - you are interested in providing services. Click on link to take you to that portion of the application. You may disregard any category of service you are NOT interested in applying. See **WORK CODE** Table below for assistance.

<input type="checkbox"/> Fencing	<input type="checkbox"/> Guardrail Maintenance	<input type="checkbox"/> Bridge Maintenance and Repairs
<input type="checkbox"/> Landscaping	<input type="checkbox"/> Vegetation Removal	<input type="checkbox"/> Pavement Preservation
<input type="checkbox"/> PCC Rehab	<input type="checkbox"/> Short Line Pavement	<input type="checkbox"/> Sound Barrier
<input type="checkbox"/> Rumble Strip Maintenance	<input type="checkbox"/> Tree Cutting	<input type="checkbox"/> Drainage Rehabilitation, Repair & Replacement

PLEASE NOTE, the following categories are **NOT** available using the Construction Bidding application process:

- 1) Herbicide Application Services
- 2) Highway Mowing and Maintenance Service (Mowing Services), and
- 3) Sweeping and Storm Drain Cleaning
- 4) Sign Repair and Replacement

If interested in applying for qualification for these categories, please follow the "[New Applicant](#)" process.

SECTION 4 – Type(s) of Service Currently Prequalified in Construction Bidding

Please list the **Work Code(s)** and describe the services/categories you are already prequalified in GDOT CONSTRUCTION. Describe how that prequalification is applicable to the Routine Maintenance category selected in Section 3.

For additional information regarding "*Routine Maintenance Services*", please follow the link to the [RFQC for Routine Maintenance Services](#) and/or the [Routine Maintenance Services Qualification](#) website.

Once all applicable Required Documents are completed, sign all applicable documents, save the forms and any supporting documents. If filing the application electronically, save these documents as a single PDF file. Title this document as "*COMPANYNAME_CurrentlyQualified_Application.pdf*". If sending in a paper copy, please remember to include all Required Documents, along with the application, in your submittal.

Work Class Table

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Please select the NAICS/Work Code that you are currently Pre-qualified in from GDOT

✓	Work Code	Description	Applicable RM Category(ies)
<input type="checkbox"/>	149	Construction Layout	Drainage
<input type="checkbox"/>	163	Miscellaneous Erosion Control Items	Drainage
<input type="checkbox"/>	201	Clearing and Grubbing Right of Way	Vegetation; Tree Cutting
<input type="checkbox"/>	205	Roadway Excavation	Drainage
<input type="checkbox"/>	301	Soil-Cement Construction	Pavement Preservation
<input type="checkbox"/>	400	Hot Mix Asphaltic Concrete Construction	Pavement Preservation
<input type="checkbox"/>	400a	Hauling Asphaltic Concrete Mix	Pavement Preservation
<input type="checkbox"/>	400b	Hauling Liquid AC	Pavement Preservation
<input type="checkbox"/>	424	Surface Treatment	Pavement Preservation
<input type="checkbox"/>	429	Rumble Strips	Rumble Strips
<input type="checkbox"/>	431	Grind Concrete Pavement	Pavement Preservation
<input type="checkbox"/>	432	Mill Asphalt	Pavement Preservation
<input type="checkbox"/>	432a	Hauling Millings	Pavement Preservation
<input type="checkbox"/>	439	PCC Pavement	PCC Rehab
<input type="checkbox"/>	441	Miscellaneous Concrete	PCC Rehab
<input type="checkbox"/>	452	Full Depth Slab Replacement	PCC Rehab
<input type="checkbox"/>	456	Indentation Rumble Strips	Rumble Strips
<input type="checkbox"/>	461	Sealing Roadway & Bridge Joints & Cracks	Bridge; Pavement Preservation; PCC Rehab
<input type="checkbox"/>	500	Concrete Structures (Bridges & Culverts)	Drainage, Bridge
<input type="checkbox"/>	500a	Retaining Walls	Bridge Maintenance; Sound Barrier
<input type="checkbox"/>	500b	Grooved Concrete	PCC Rehab
<input type="checkbox"/>	500c	Metal Decking	Bridge
<input type="checkbox"/>	501	Steel Structures	Bridge; Sound Barrier
<input type="checkbox"/>	501a	Heat Straightening	Bridge; Sound Barrier
<input type="checkbox"/>	502	Timber Structures	Bridge
<input type="checkbox"/>	507	Prestressed Concrete Bridge Members	Bridge; Sound Barrier
<input type="checkbox"/>	511	Reinforcement Steel	Bridge
<input type="checkbox"/>	513	Prcst Rein Conc Bx Clvt Brl & End Sect	Drainage; Bridge
<input type="checkbox"/>	520	Piling	Drainage; Bridge
<input type="checkbox"/>	524	Drilled Caisson Foundations	Bridge
<input type="checkbox"/>	525	Cofferdams	Drainage; Bridge
<input type="checkbox"/>	535	Painting Structures	Bridge
<input type="checkbox"/>	550	Strm Dr Pipe, Pipe-Arch Clvt, Sd Dr Pipe	Drainage; Bridge
<input type="checkbox"/>	603a	Hauling Rip Rap to Project, All Sizes	Drainage; Bridge
<input type="checkbox"/>	615	Jacking Or Boring Pipe	Drainage
<input type="checkbox"/>	622	Precast Concrete Barrier	Bridge; Sound Barrier
<input type="checkbox"/>	624	Sound Barriers	Sound Barrier
<input type="checkbox"/>	641	Guard Rail	Guardrail
<input type="checkbox"/>	643	Fence (Chain Link, Woven Wire, Barbed Wire)	Fencing
<input type="checkbox"/>	652	Painting Traffic Stripe	Short Line Striping

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✓	Work Code	Description	Applicable RM Category(ies)
<input type="checkbox"/>	653	Thermoplastic Traffic Stripe	Short Line Striping
<input type="checkbox"/>	657	Preformed Plastic Marking	Short Line Striping
<input type="checkbox"/>	660	Sanitary Sewers	Drainage
<input type="checkbox"/>	668	Miscellaneous Drainage Structures	Drainage
<input type="checkbox"/>	670	Water Distribution	Drainage
<input type="checkbox"/>	702	Vine, Shrub, and Tree Planting	Landscaping



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SECTION 2.A CERTIFICATION FORM

I, _____, being duly sworn, state that I am _____ (title) of _____ (applicant) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

Check each box below indicating certification. The person checking must be the same person who signs the Certification Form. (If unable to check any box for any reason, you must attach a statement explaining the non-certification. The Department will review and make a determination as to whether or not the applicant shall be considered further or be disqualified).

- I further certify that to the best of my knowledge the information given in this application and supporting documentation is full, complete and truthful.
- I further certify that the applicant and any principal employee of the applicant has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings, nor is any team members/principals currently under indictment for any reason related to actions on public projects.
- I further certify that I understand that Firms included on the current Federal list or State of Georgia list of firms suspended or debarred are not eligible for selection and that the applicant has not, in the immediately preceding five (5) years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the applicant is not now under consideration for suspension or debarment from any such agency.
- I further certify that the applicant has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract and further, that the applicant is not now under any notice of intent to default on any such contract, nor has been removed from a contract or failed to complete a contract as assigned due to cause or default.
- I further certify that the applicant or any affiliate(s) has not been involved in any arbitration, litigation, mediation, dispute review board or other dispute resolution proceeding with a client, business partner, or government agency in the last five (5) years involving an amount in excess of \$500,000 related to performance on public projects.
- I further certify that there are not any pending regulatory inquiries that could impact our ability to provide services if we are the selected contractor.

I acknowledge, agree and authorize, and certify that the applicant acknowledges, agrees and authorizes, that GDOT may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the applicant and that the GDOT may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in this application is submitted for the express purpose of inducing the GDOT to award a contract.

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial or rescission of any contract entered into based upon this proposal thereby precluding the applicant from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Signature

Date

PRINTED NAME



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SECTION 2.B. - LICENSING / ACCREDITATION

Company Name _____

Service(s) Applying for _____

The applicant must be accredited and/or licensed for the service selected as described in the prequalification requirements section of this application.

This applicant is applying for basic qualification services as selected in Section 3 of this application for a period of five (5) years.

I understand that all services shall be performed in accordance with State of Georgia laws and regulations and as directed by the contract and authorized representative of the Georgia Department of Transportation (GDOT). I will only seek projects, which I am qualified to perform. Furthermore, if employed in this capacity, I agree to faithfully perform and abide by the contract terms and act in the best interest of GDOT. If GDOT should approve this application and determine I am eligible for service, I understand such approval and determination will not guarantee that I will be selected for service on any project during this, or any other term. I understand that approval of this application will include me in a list of Qualified Routine Maintenance Contractors, and that all Qualified Routine Maintenance Contractors are subject to additional bidding for future Invitations to Bid (ITBs). I further agree that if this application is approved, I will provide notice to GDOT of any changes to my affiliations, accreditations and/or certifications that would impact my eligibility.

I understand and agree that GDOT may release me from eligibility as deemed appropriate by GDOT at its sole discretion, and may change prequalification and/or selection processes at any time upon notice to eligible Routine Maintenance Contractor.

Authorized Signature

Date

Authorized Name (Type or Print)

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SECTION 2.C. - Georgia Tax Compliance Form



TAX COMPLIANCE

INSTRUCTIONS TO SUPPLIERS

Please complete the following information:

- Supplier's Name:
- Physical Location Address:
- Federal Identification Number (FEI):
- Have you ever been registered in the State of Georgia?
- If so, please provide the following information, if applicable:
 - State Taxpayer Identification Number (STI):
 - Sales and Use Tax Number:
 - Withholding Tax Number:
- What type of service will you perform?
- Will you sell any tangible personal property or goods? **NO**
- Supplier's Affiliate's Name:
 - FEI:
 - STI:
 - Sales and Use Tax Number:
 - Withholding Tax Number:

If there is more than one affiliate, please attach a separate sheet listing the information above.

- Person responsible for handling supplier's tax issues (such as the CFO, the company tax officer, etc.):
 - Name:
 - Telephone Number:
 - E-mail Address:

NOTICE TO SUPPLIER:

In the event the supplier is considered for contract award, the information provided in the form will be submitted by the State Entity to the Georgia Department of Revenue ("DOR") for a determination as to whether the supplier is a "prohibited source" (as defined by O.C.G.A. §50-5-82) or whether there are any other outstanding tax issues. MISSING, INCOMPLETE, OR ERRONEOUS DATA MAY DELAY OR PROHIBIT VERIFICATION OF YOUR ELIGIBILITY FOR CONTRACT AWARD.

NO PROHIBITED SOURCE MAY RECEIVE CONTRACT AWARD; THEREFORE, YOU ARE STRONGLY ENCOURAGED TO CHECK YOUR TAX STATUS NOW AND RESOLVE ANY OUTSTANDING TAX LIABILITIES AND/OR MISSING TAX RETURNS.

STATE ENTITY: Please submit this form via email to DOR at tsd-state-contractors@dor.ga.gov for processing in accordance with the *Georgia Procurement Manual*.

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Conflict of Interest Disclosure Form O.C.G.A Title 32 Solicitation

Purpose

This Conflict of Interest Disclosure form is provided to assist Supplier's in screening for potential organizational conflicts of interest. The Conflict of Interest Disclosure form must be submitted along with your proposal.

Definition of "Supplier"

As used herein, the word "Supplier" includes both the prime contractor and all proposed subcontractors.

Approach to Reviewing Potential Conflicts

The Georgia Department of Transportation recognizes that Supplier's must maintain business relations with other public and private sector entities in order to continue as viable businesses. GDOT will take this reality into account as it evaluates the appropriateness of proposed measures to mitigate potential conflicts. It is not GDOT's intent to disqualify Suppliers based merely on the existence of a business relationship with another entity, but rather only when such relationship causes a conflict that potentially impairs the Supplier's ability to provide objective advice to GDOT. GDOT would seek to disqualify Suppliers only in those cases where a potential conflict cannot be adequately mitigated. Nevertheless, GDOT must follow statutory guidance on Conflicts of Interest.

Examples of Possible Conflicts of Interest (but not all inclusive):

1. The Supplier, or its principals, own real property in a location where there may be a positive or adverse impact on the value of such property based on the recommendations, designs, appraisals, or other deliverables required by this Contract.
2. The Supplier is providing services to another governmental or private entity and the Supplier knows or has reason to believe, that entity's interests are, or may be, adverse to the state's interests with respect to the specific project covered by this contract. Comment: the mere existence of a business relationship with another entity would not ordinarily need to be disclosed. Rather, this focuses on the nature of services commissioned by the other entity. For example, it would not be appropriate to propose on a GDOT project if a local government has also retained the Supplier for the purpose of persuading GDOT to stop or alter the project plans.
3. The Contract is for right-of-way services (e.g. geotechnical exploration) and the Supplier has an existing business relationship with a governmental or private entity that owns property to be acquired pursuant to the Contract.
4. The Supplier is providing real estate or design services to a private entity, including but not limited to developers, whom the Supplier knows or has good reason to believe, own or are planning to purchase property affected by the project covered by this Contract, when the value or potential uses of such property may be affected by the Supplier's performance of work pursuant to this Contract. "Property affected by the project" includes property that is in, adjacent to, or in reasonable proximity to current or potential right-of-way for the project. The value or potential uses of the private entity's property may be affected by the Supplier's work pursuant to the Contract when such work involves providing recommendations for right-of-way acquisition, access control, and the design or location of frontage roads and interchanges. Comment: this provision does not presume Suppliers know or have a duty to inquire as to all of the business objectives of their clients. Rather, it seeks the disclosure of information regarding cases where the Supplier has reason to believe that its performance of work under this Contract may materially affect the value or viability of a project it is performing for the other entity.
5. The Supplier has a business arrangement with a current GDOT employee or immediate family member of such employee, including promised future employment of such person, or a subcontracting arrangement with such person, when such arrangement is contingent on the Supplier being awarded this Contract. This item does not apply to preexisting employment of current or former GDOT employees, or their immediate family members.



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Comment: this provision is not intended to supersede any GDOT policies applicable to its own employees accepting outside employment. This provision is intended to focus on identifying situations where promises of employment have been made contingent on the outcome of this particular procurement. It is intended to avoid a situation where a Supplier may have unfair access to "inside" information.

6. The Supplier has, in previous work for the state, helped create the "ground rules" for this solicitation by performing work such as: writing this solicitation, or preparing evaluation criteria or evaluation guides for this solicitation.
7. The Supplier, or any of its principals, because of any current or planned business arrangement, investment interest, or ownership interest in any other business, may be unable to provide objective advice to the state.

Disclosure of Potential Conflict Of Interest

Please describe below any circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have the following conflict of interest to report (Describe nature of potential conflict):

<u>CERTIFICATION</u>	
I hereby certify that the information set forth above is true and complete to the best of my knowledge. By signing this form, the Supplier agrees that any such material transaction or relationship has been disclosed to the Department.	
Contractor's Full Legal Name: (PLEASE TYPE OR PRINT)	
Authorized Signature:	
Printed Name and Title of Person Signing:	
Date:	
Company Address:	
Email Address:	

****This table must be completed in its entirety by the supplier.***



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- SECTION 2.E – Certificate(s) Of Qualification From GDOT Construction Bidding**
- SECTION 2.F. – Current State of Georgia Business License OR Business Registration**
- SECTION 2.G. – Proof of Insurability**
- SECTION 2.E. -- GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

Please scan and attach (as a PDF file if submitting electronically) your Certificate(s) of Qualification from GDOT Construction Bidding, your CURRENT State of Georgia Business Registration OR Business License from Georgia County and Proof of Insurability.

- A. Certificate(s) of Qualification/Registration from GDOT Construction Bidding**
- B. Current State of Georgia Business Registration OR Business License from Georgia County**
 - a. If DBA, copy of county registration as DBA**
- C. W-9**
- D. Proof of Insurability**
- E. [GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT](#)**



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SECTION 4 – Submittal Information

Completed Application

Once your application is complete, please email form, all required and applicable requested supporting documentation to Georgia DOT at route_maint_prequalification@dot.ga.gov

OR

Mail completed form and all applicable supporting documents to:

Georgia Department of Transportation – Office of Procurement

One Georgia Center

Attn: Routine Maintenance Qualification Manager

600 West Peachtree Street, 19th Floor

Atlanta, Georgia 30308