

## Contractor Prequalification Instructions

IN ORDER TO COMPLETE YOUR APPLICATION, IT IS VERY IMPORTANT THAT THE FOLLOWING ATTACHMENTS BE PROVIDED WHEN YOU SUBMIT YOUR PREQUALIFICATION APPLICATION.

- Affirmative Action Plan (If total number of employees is 50 OR MORE).
- Current Financial Statement (Balance Sheet) This must include Total Current Assets, Total Current Liabilities, Net Fixed Assets, and a cover letter from the accounting firm denoting the parameters of the statement (i.e. Audited, Compiled, Reviewed, or otherwise noted.)
- Articles of Incorporation or Copy of Board Minutes (if corporation)
- If applicable, submit copy of M/WBE Certification.

### Checklist

- **Financials provided including a balance sheet and cover letter from Accounting firm.**
- **Two Reference sheets completed for each category that you are applying. (Make additional copies if necessary). At least two different references per category is required.**
- **Complete and specific detail of work detail on reference sheet ensuring that the work detail meets or exceeds the requirements of the category as described in the category description. (If not enough space on the form, please attach additional sheets of paper to the reference page).**
- **Affirmative Action Plan (if total number of employees is 50 or more).**
- **Articles of Incorporation or Copy of Board Minutes (if corporation).**

**Louisville Water Company will review your application. There is no guarantee on the turn around time for the review process. Once the review process is complete, your company will be sent a letter stating our decision on your application. Firms must be prequalified in the required prequalification categories indicated for the bid prior to bid opening.**

**Incomplete Applications or failure to respond to request for additional information shall result in application being returned to your firm for completion.**

Please Submit Completed Application AND Attachments to:

<b>If Firm Name Starts with Letter A-M</b>	<b>If Firm Name Starts with Letter N-Z</b>
<b>Carol Lyons, C.P.M., A.P.P. Buyer</b> Procurement Services Louisville Water Company 550 South Third Street Louisville, KY 40202 502-569-3600 ext. 2239 clyons@lwcky.com	<b>Greta Howard, MSM Buyer</b> Procurement Services Louisville Water Company 550 South Third Street Louisville, KY 40202 502-569-3600 ext. 2256 ghoward@lwcky.com