



Information to Gather for Our Prequalification

Mandatory Documents to Upload

- Company brochure, line card, or capabilities card
- W-9 – Completed & Signed
 - Download from the IRS via this link: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Insurance Certificate listing proof of insurance that meets our minimum requirements
 - Our minimum requirements are listed on our website, please [visit here](#)

Optional Documents to Upload

- Notarized letter of bondability
 - MANDATORY if you're awarded a contract over \$100,000
- Diversity certificates
 - Must be from an authorized third-party certifying body

General Information Required

The information below summarizes some of the information requested within the prequalification form. Most of this is pretty general information, but we thought it might help to list it out so the prequalification process seems less daunting.

- Company contacts
- Company type
- Dun & Bradstreet Number – [Lookup your number here](#)
- Federal Tax ID Number
- DIR Public Works Registration Number – [Lookup your number here](#)
- Company license numbers and classifications (especially your Contractor's license information)
- Diversity certifications
- Work trades, scopes, and service segments
- Insurance and bonding agent contact information
- EMR for the past three years and the current year's EMR
- 3 Client References
- 3 Trade References

Got questions? Email us at projectassistants@athenaengineering.com

Thanks for your interest in working with us!