## **Completing and Printing / Downloading Prequalification Questionnaires**



*NOTE:* These instructions were developed using Chrome but should be similar with other browsers.

- 1. Access the TxDOT Contractor Prequalification website at <a href="https://www.txdot.gov/business/road-bridge-maintenance/contract-letting/contractor-prequalification.html">https://www.txdot.gov/business/road-bridge-maintenance/contract-letting/contractor-prequalification.html</a>.
- 2. Click on the questionnaire you wish to complete.

*Note: you only have to fill out one questionnaire. See the <u>Questionnaire guidance</u> section on the website for more information.* 



3. Complete the form on your browser.



For	m 2066	Complete This Page	e in Detail		
1.	Example Company Inc				
	Legal name under which you wish to bid				
2.	<ul> <li>Individual</li> <li>General Partnership</li> </ul>	Registered Limited Liability     Limited Partnership	/ Partnership	<ul> <li>Limited Liability Company (LLC)</li> <li>Corporation</li> </ul>	
3.	Post Office Box	City	State Zip C	ade 123 456 7890 Telephone Number (required)	

4. Once complete, click on the Print-Download button at the bottom right of the first page.



5. This should open a page on your browser that looks similar to below. At the top right, click on the print icon.

≡	Bidder's Questionnaire	1 / 13   - 100% +   🗄 🔇	Ŧ	ð
	Form 2066			
	<b>BIDDER'S QUESTIONNAIRE</b>			
	A New Questionnaire Must Be Filed Each Year A Separate Questionnaire Must Be Completed By Each Business Entity			

6. Print the filled-out questionnaire.

Form 2066	•	Print	13 sh	eets of paper
A New Questionnaire Must Be File Each Year A Separate Questionnaire Must Be Completed By Each Business Entity		Destination	ē	•
ТМ		Pages	All	•
Texas		Copies	1	
of Transportation		Color	Color	•
Example Company Inc. Legal name under which you wish to bid		More settings		~
Revised December 2023				
1	Ŧ		-b Print	Cancel

7. If you wish to save a pdf copy, select "Save as PDF" in the Destination drop-down menu. If you do not have that option, you may need to "See more..." to add that option. Then click on Save at the bottom right.

2	Form 2066	Print	13 pages
	BIDDER'S QUESTIONNAIRE A New Questionnaire Must Be Filed Each Year A Separate Questionnaire Must Be Completed By Each Business Entity	Destination	Save as PDF
L	ТМ	Pag Save as PDF See more	
	Texas Department of Transportation	Pages per sheet	1
	Example Company Inc Legal name under which you wish to bid		
	Revised December 2023		
L	1		2. Save Cancel
		<b>•</b>	

8. Using the Save As menu, save the pdf to a location on your computer such as your Desktop, Documents, or Downloads.

File name:	Bidder's Questionnaire.pdf					
Save as type:	Adobe Acrobat Document (*.pdf)	~				
∧ Hide Folders	Save	Cancel				

- 9. With your printed copy, sign and notarize the document on the appropriate page(s).
- 10. Submit your document along with any financials/attachments using **ONE** method: email, Box upload, or physical mail (USPS/FedEx/UPS, etc.) Email is the fastest and most efficient method. See the second page of the questionnaire for more details.
- 11. Once received, a reviewer will be in touch with you within 10 calendar days with further corrections or approval.