

INSTRUCTIONS

FOR

COMPLETION OF CONTRACTOR'S LETTER OF INTEREST

1. All sections of the Application for Qualification questionnaire must be completed. If a section is not applicable to your operation indicate NA in the space provided and include a brief explanation as to why the noted section is not applicable.
2. All questions to the College regarding the project or questionnaire must be submitted in writing to the College's Director of Administrative Management, via e-mail, at rhannean@mccneb.edu. Please reference the specific section to which the question is regarding.
3. All responses to the Request for Letters of Interest must be received in the following sequential order to be considered:
 - **Acknowledgement and Authorization** shall be signed and included as the first page of the response.
 - **Acceptance Form for MCC's Construction Safety Requirements** shall be signed and included as the second page of the response.
 - **Contractor's Application for Qualification** Sections A (Contractor Business Data) through D (Safety Requirements).
 - **Attachment(s)** Attachments (A – D) must be attached to the Contractor's Application for Qualification in alpha sequence. ("A" – Resumes of Contractor Personnel, "B" – Surety Company Verification, "C" – Major Construction Project Listing, "D" – Contractor's Quality Assurance Program).

The intention of these requirements is to streamline each submittal into a format which enhances the selection and analysis procedures, allowing MCC's staff time to be most efficiently utilized. **Please do not use binders, binding, folders, tabs, or anything other than clips with your application and attachments.**

Emphasis will be placed upon completeness and clarity of content with respect to each response.

Any response not meeting these requirements will not be considered for evaluation.