



## NOTICE TO ALL PRIME CONTRACTORS AND SUBCONTRACTORS

Subcontractor registrations expire on December 31. Contractors that are not currently prequalified as a prime and only wish to work on NDDOT projects as a subcontractor must fill out a Subcontractor Registration Request annually. It can be submitted online at <https://dotnd.diversitycompliance.com> (preferred) or on the paper form SFN 52243 found on our website at <http://www.dot.nd.gov/forms/SFN52243.pdf>.

All contractors that enter into a contract exceeding \$4000 to do business in North Dakota, must have a ND contractor's license. It is the prime contractor's responsibility to assure their subcontractors have the required contractor's license in place before their work begins on a NDDOT job. More information can be found at <http://sos.nd.gov/business/contractors>.

The 2020 annual bid bonds will expire on December 31. A 2021 annual bid bond must be completed in full, submitted, and approved prior to any upcoming bid openings that your firm wishes to bid on as a prime contractor after January 1. The form can be found on our website at <http://www.dot.nd.gov/forms/sfn50231.pdf>. It must be submitted on white paper with original signatures to our office. Emailed or faxed copies will not be accepted. If a person other than an authorized company official, as shown on most recent prequalification application, signs for the company, a letter or current company resolution must to be attached giving that person signing authority.

The 2020 tax clearance statements expire on December 31. Before NDDOT can execute a construction contract with your firm or make a final payment on an existing contract in 2021, we must have a copy of your current statement on file. You can request your tax clearance statement from the ND Tax Commissioner online at <https://www.nd.gov/tax/user/businesses/overview/contractor-forms--info>.

Subcontractor registration requests and tax clearance statements can be submitted via email to [constructionervices@nd.gov](mailto:constructionervices@nd.gov).

Due to the current Covid-19 situation, many NDDOT employees are working part or full-time from home at this time, so there may be a delay processing the high volume of these forms/applications coming in. Please allow sufficient time for the approval process before they are needed.