

CONTRACTOR PREQUALIFICATION APPLICATION CHECKLIST

Date: _____

Name of Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Phone Number: _____ E-mail Address: _____

Certificate Requested:

A

B

C

D

S

E

(If you check the "A" box, it will automatically include the classifications B, C, D, E, and S).

- Application verified before a Notary Public.
- Audited** financial statement attached for A, B, C, D, S. **Reviewed** financial statement attached for E.
- Statement from a surety that you are qualified and surety will furnish bonds as required.
- Authorization to City for your bank to release credit history; address letter to City of Tulsa on your company letterhead; send copy to your bank. (See attached example)
- Check made payable to "The City of Tulsa" for \$225.00.
- Appointment of agent (an individual living in Tulsa County) by nonresident contractor.
- Signature of applicant (on Page 6 of form.)
- List of current jobs.
- Equipment list included.
- OSHA 300A 'S

Please mail a copy of this form with your application to:

City Clerk's Office
The City of Tulsa
One Technology Center
175 E. 2nd Street, Suite 260
Tulsa, Oklahoma 74103

Questions? Call (918) 596-7607.

APPLICATION FOR CONTRACTORS PREQUALIFICATION CERTIFICATE

CITY OF TULSA, OKLAHOMA

NOTE: YOU DO NOT HAVE TO BE PREQUALIFIED TO DO WORK FOR THE CITY OF TULSA FOR CONTRACTS THAT ARE LESS THAN \$250,000.00

BIDDERS STATEMENT OF EXPERIENCE AND EQUIPMENT

1. Applicant (Show Complete Legal Name)	Telephone No. ()	Fax No. ()	<input type="checkbox"/> An Individual <input type="checkbox"/> A Partnership <input type="checkbox"/> A Corporation <input type="checkbox"/> Limited Liability Company
Address		Contractor's Fiscal Year	
Form Filled Out By		E-mail Address	Title
Contact Person	Title		Phone Number (If Different): ()

How many years has your organization been in business under your present business name?

2. PLEASE CHECK THE APPROPRIATE CLASSIFICATION BOX(ES)	CLASS OR CLASSES OF WORK FOR WHICH YOU ARE APPLYING <small>(if applying for more than one class only \$225.00 due)</small>	AMT OF FILING FEES	YEARS OF EXPERIENCE YOUR ORGANIZATION HAS HAD AS A GENERAL CONTRACTOR
	<input type="checkbox"/> A Any and all contracts (Must show experience in all categories to qualify) (Contracts exceeding \$250,000.00)	\$225.00	
	<input type="checkbox"/> B Building Construction (Contracts exceeding \$250,000.00)	\$225.00	
	<input type="checkbox"/> C Paving and Bridge Construction (Contracts exceeding \$250,000.00)	\$225.00	
	<input type="checkbox"/> D Utility Construction (Contracts exceeding \$250,000.00)	\$225.00	
	<input type="checkbox"/> S General/Specialty Construction (Contracts exceeding \$600,000.00)	\$225.00	
	<input type="checkbox"/> E Prime Contractor Construction (Contracts exceeding \$250,000.00 or \$600,000.00 in the case of type "S" Construction) <small>City of Tulsa MUST be using a Construction Manager for Class E to apply.</small>	\$225.00	YEARS OF EXPERIENCE YOUR ORGANIZATION HAS HAD AS A CONTRACTOR OR SUB CONTRACTOR Contractor: _____ Subcontractor: _____
<input type="checkbox"/> E - 1 (Contracts NOT exceeding \$1,000,000.00) <input type="checkbox"/> E - 2 (Contracts NOT exceeding \$5,000,000.00) <input type="checkbox"/> E - 3 (Contracts NOT exceeding \$10,000,000.00) <input type="checkbox"/> E - 4 (Contracts in any amount)			

NOTE: AUDITED FINANCIAL STATEMENTS ARE REQUIRED FOR ALL NEW APPLICANTS APPLYING FOR A, B, C, D, OR S. REVIEWED FINANCIAL STATEMENTS ARE REQUIRED FOR ALL NEW APPLICANTS APPLYING FOR E.

3. DESCRIBE TYPE OF WORK THAT YOU ARE EQUIPPED TO PERFORM AS A CONTRACTOR.

4. DESCRIBE TYPE OF WORK YOU USUALLY SUBLET, IF ANY

5. Have you ever failed to complete or refused to enter into a contract awarded to you?	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO WHERE AND WHY
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6. Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a construction contract?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If so, state name of individual, other organization and reason therefore:	

7. Has any officer or partner of your organization ever failed to complete a construction contract handled under his name?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If so, state name of individual, name of Owner and reason therefore:	

8. Have you ever failed to qualify as a bidder?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If so, when, where, & why?
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9. CONSTRUCTION EXPERIENCE OF THE PRINCIPAL INDIVIDUALS OF YOUR ORGANIZATION

INDIVIDUAL'S NAME	PRESENT POSITION	YEARS IN POSITION	PAST POSITION	YEARS IN POSITION

NOTE: Prepare *Statement of Experience* for **EACH** principal individual and attach to this application.

10. PRINCIPAL CONSTRUCTION CONTRACTS PERFORMED DURING THE PAST 5 YEARS

DESCRIPTION OF CONTRACT	LOCATION	DATE OF CONTRACT	DATE COMPLETE	CONTRACT AMOUNT

NOTE: Attach separate sheets if necessary.

11. If you are not a resident of Tulsa County or your organization's principal place of business is NOT in Tulsa County, Oklahoma, complete the attached form entitled "Appointment of Agent by Non-Resident Contractor".

Name of Agent:	Agent Phone Number:
Address of Agent:	Agent Fax Number:

12. In what manner do you inspect work?

20. In what other lines of business does your firm have financial interest or ownership?

21. FINANCIAL STATEMENT

ASSETS

CASH	In Bank	\$
	On Hand	\$
	Certified Checks Deposited with Bids	\$
STOCKS, BONDS, ETC.		\$
ACCOUNTS RECEIVABLE	Completed Contracts	\$
	Earned Estimates (Uncompleted Contracts)	\$
	Retained Percentages	\$
	Labor & Materials (Not Yet Billed)	\$
	Other	\$
NOTES RECEIVABLE		\$
MATERIALS: In Stock – Not Included In Above Items		\$
EQUIPMENT (Book Value)		\$
REAL ESTATE		\$
OTHER ASSETS (Please List)		
TOTAL ASSETS		\$

LIABILITIES

NOTES PAYABLE	To Banks Regular	\$
	To Banks for Certified Checks	\$
	To Material Furnishers	\$
	To Others (Exclusive of Equipment)	\$
DUE SUB-CONTRACTORS (Account of retained percentages and current estimates)		\$
ACCOUNTS PAYABLE (Include cost of labor and materials not yet billed)		\$
TAXES	Federal And State Income	\$
	Reserve For Income On Current Year's Earnings	\$
	Other (Describe)	\$
		\$
DUE ON EQUIPMENT	Within 12 Months	\$
	Not Due Within 12 Months	\$
DUE ON REAL ESTATE		\$
OTHER LONG TERM LIABILITIES (EXPLAIN)	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL LIABILITIES AND EQUITY		\$

Statement from Contractor

Any other information you feel is pertinent to the City of Tulsa for granting your company the requested certification(s).

The foregoing Bidder's Statement of Experience & Equipment and Financial Statement is TRUE and ACCURATE as of the date hereof.

Dated at _____, this _____ day of _____, 20_____.

SIGNATURE _____

TITLE _____

Subscribed & Sworn before me this _____ day of _____, 20_____

NOTARY PUBLIC _____

My Commission Expires _____

Stamp or Seal:

**NOTE: AUDITED FINANCIAL STATEMENTS ARE REQUIRED FOR ALL NEW APPLICANTS APPLYING FOR A, B, C, D, OR S.
REVIEWED FINANCIAL STATEMENTS ARE REQUIRED FOR ALL NEW APPLICANTS APPLYING FOR E.**

City of Tulsa MUST be using a Construction Manager for Class E to apply.

FOR INTERNAL USE ONLY

Construction Manager Comments:

Construction Manager Recommendation:

- E – 1 (Contracts over \$250,000, but not exceeding \$1,000,000.00)
- E – 2(Contracts over \$250,000, but not exceeding \$5,000,000.00)
- E – 3(Contracts over \$250,000, but not exceeding \$10,000,000.00)
- E – 4(Contracts over \$250,000 in any amount)
- Do NOT approve.

Specific Reason for not approving:

Construction Manager Signature:

Date of Construction Manager Signature:

APPOINTMENT OF AGENT BY **NON-RESIDENT CONTRACTOR**

_____, being a non-resident of
(APPLICANT NAME)

Tulsa County, Oklahoma, and not having a principal place of business in Tulsa County, Oklahoma, hereby appoints

_____, whose phone number and address is _____
(NAME OF AGENT) (PHONE)

_____, a resident of said
(ADDRESS: STREET, CITY, ZIP)

county, as agent for said _____
(APPLICANT)

to receive all legal process which may be issued against the said _____
(APPLICANT)

by the City of Tulsa on any claim arising out of any contract granted by the City of Tulsa under a
certificate of prequalification granted to _____
(APPLICANT)

DATED this _____ day of _____ 20_____.

Applicant

Example: (Use company letterhead)

September 22, 2008

**The City of Tulsa
One Technology Center
175 E. 2nd Street, Suite 260
Tulsa, OK 74103**

To Whom It May Concern:

RE: AUTHORIZATION TO RELEASE INFORMATION

I authorize (Name of Bank) to release to the City of Tulsa credit information for my company.

I can be reached at (Telephone Number) if further information is needed.

Sincerely,

**(Name)
(Title)**

**CC: (Name of Bank)
(Address of Bank)
(City, State, Zip)
(Telephone Number)**