



Assistance with requested information and documents for BRIDGE certification

All businesses requesting certification with the City of Tulsa Human Rights Department are required to register their commodities with City of Tulsa Purchasing at www.cityoftulsapurchasing.org or request the Supplier Tracker Registration for be sent to you from Purchasing or Human Rights.

The primary owner(s) information (name, mailing address, phone/fax numbers email and commodities) will be displayed on the online directory.

Section A

Company Identification information should represent 100% of ownership. Enter additional ownership that would total 100% on the provided **Additional Information Form 1 of 3**.

If firm is a Sole Proprietor; submit fictitious/assumed name certificate and all other applicable documents in section B & C.

If firm is a Partnership, Limited Liability Company (LLC) or Limited Liability Partnership (LLP), include a copy of the following: 1) Certificate of Limited Liability and 2) Operating Agreement and all other applicable documents in section B & C.

If firm is a (S or C) corporation, attach copies of the following documents

Articles / Certificate of Incorporation: this document is issued by the Secretary of State and a file date is stamped on it indicating the date the corporation was filed. This document will also list the name of the cooperator and the number of shares the business is authorized to sell.

Certificate of Incorporation: This is a certificate **from the Secretary of State**. The information on this document should concur with the stamped file date of the articles.

Complete copy of **corporation bylaws** and **articles of organization**: **bylaws** are sometimes referred to as the articles of organization though sometimes these are two separate documents.

Please **provide the document that states the number of directors and officers that are or are to be appointed to the business** and what they are charged with doing as well as the terms of company's stock distribution.

Front and Back Copies of all issued Stock

- If stock is issued copy of each certificate must be provided for each share holder including the name of the holder, the amount issued and the relevant signatures

- If stock has been transferred provide copy of the actual transfer and of the new issuance

- Voided stock certificates must also be provided to insure that there are no missing stock numbers

If no stock has been issued, no one owns the company. Stock specimens will not be accepted

Resolutions affecting ownership: this includes all resolutions pertaining to stock issued or transferred and changes (additions/resignations) of directors, officers, and management, who is authorized to secure bank loan information, etc. This document should state "be it resolved" or similar.

Minutes of first corporate meeting and last corporate organizational Meetings

Initial meeting minutes usually indicates the shareholders i.e., to whom, amount, and date stock was issued and the basis of the purchase; which officers were elected, etc. Major purchases and acquired loans against the company should also be included.

Complete Copy of Stock Transfer Ledgers and Stock Register: indicates total # of shares available for issuance, total # issued, date, amount, and to whom. This document should also show balance of unissued shares.

Proof of Stock Purchase:

If front and back copies of cancelled checks and/or money orders used to purchase the stock is unavailable, minutes should be exact as to how stock was acquired. Bank records may be used and/or requested for cash purchases. If stock was issued for services or assets, minutes should be exact in describing this transaction and copies or assets and service logs may be used and/or requested.

Copy of Bank Signature Cards: This document can be obtained by request from the bank where you established your business account.

Copy of Corporate Resolution: This document can be obtained by request from the bank where you make loans against your corporation or the corporation may have outlined the rules of making debt against the company in another resolution. If the resolution is not specifically identified please indicate exactly where the information can be located for the business' borrowing practices.

And all other applicable documents in section B & C.

Section B Business Capabilities

Enter the average of the ***business*** past three (3) ***years revenues***.

Submit ***past three years Business income tax returns*** (include all schedules).

Provide bonding Company/Agent name, address, phone number and bonding capacity limit.

Check the ***type of business*** you are, check all that is applicable.

Briefly describe the nature of the business: If your company provides more than one service/product, briefly describe product/service most provided to product/service least provided.

Provide commodities codes that best describe your firm's products and/or services. Use www.cityoftulsapurchasing.org

Submitted ***payroll registers*** must include Employees and Owners Salaries and Period of Payroll, i.e., weekly, monthly, etc.

Section C Business Evaluation

Enter ***Month*** and ***Year*** business was ***established***

What ***City*** and ***State*** did the business begin in?

If the majority owner was not the originator of the company, enter who the original owner(s) were, their official title, their percentage of ownership, month and year when ownership transferred, terms of the transfer and briefly explain why the firm's ownership was transferred (financial/managerial/retirement, etc.). Provide stock transfer registers, corporate minutes, and other documents that will validate the transfer.

Use the provided additional form 2 of 3 to explain previous owners' interest in the firm.

List firm's owners and their perspective titles, length of time on the board, any affiliates that can vote on firms policies and if any of the board positions are vacant, submit minutes to validate vacancies.

Submit the personal financial statement for all owners with 20% or greater interest in the certifying firm.

Submit your ***business balance sheet or a list of assets and liabilities***.

IRS Form W-9 Instructions are on page/side two of form Purpose of form: A person who is required to file information return with the IRS, must include correct taxpayer identification number (TIN)

IRS Form 4506-T Instructions are on page/side two of form; Purpose of for: HRD uses Form 4506-T to request tax return information. You can also designate a third party to receive the information. Human Rights Department (HRD) will forward form 4506-T to the IRS and request forms to be returned to the HRD.

You will need to use two forms 4506-T to complete the application request. Please complete only the IRS forms provided to you in the City's website and/or in the certification packet.

Income Tax information will be withheld from public disclosure to the extent permitted by law.

Submit an Economic Disadvantage Narrative, consider when submitting if you and/or your company have experienced the following specific, chronic and significant instances of economic disadvantage.

1. Have you or your company ever been denied a performance or any other type of bond needed to acquire or perform work based on criteria that were less favorable in amount and terms than required of other similar companies who are not economically disadvantaged?
Yes _____ No _____
2. Was the level of bonding that you received less favorable in amount and terms than that of other similar companies who are not socially and economically disadvantaged? Yes _____ No _____
3. Have you or your company ever been denied the required credit or financing needed to acquire necessary equipment, etc. or to finance the ongoing operations of your company based on criteria terms; e.g., interest rate, collateral, etc., that were less favorable in amount and terms than required of other similar companies who are not economically disadvantaged? Yes _____ No _____
4. Have you or your company ever been denied a license required by you to conduct business based on criteria that were less favorable than required of other similar companies who are not economically disadvantaged? Yes _____ No _____
5. Have you or your company ever had a necessary license revoked based on criteria that were less favorable than required of other similar companies who are not economically disadvantaged? Yes _____ No _____
6. Has your company ever been denied a real or tangible property lease based on criteria that were less favorable than required of other similar companies who are not economically disadvantaged? Yes _____ No _____
7. Were the terms of your leases less favorable than those received by similar companies who are not economically disadvantaged?
Yes _____ No _____
8. Have you or your company ever been denied access to a client or to bidding on a contract opportunity based on criteria that were less favorable than required of other similar companies who are not economically disadvantaged? Yes _____ No _____
9. Has your firm ever been rejected for a business opportunity on terms that were different than those provided to other similar firms that were not economically disadvantaged? Yes _____ No _____
10. Have you ever been denied employment or advancement opportunities for reasons that were less favorable than required of equivalently qualified individuals that negatively impacted your economic situation? Yes _____ No _____
11. Have you ever been discharged, fired or down-sized on terms that were different than those provided to other equivalently qualified individuals? Yes _____ No _____

For each question 1-11 where you answered "yes," please complete a statement in your own words. Please be as specific as possible in your narrative and provide supporting documentation.

If firm is required to be licensed to do business in the state of Oklahoma, attach a copy of current license(s).

Contact the City of Tulsa's One Stop Permit and Licensing Center for licenses needed to do business with the City
<http://www.cityoftulsa.org/OurCity/Business/PermitsLicensing/> or call 918.596.9601.

Contact the Oklahoma Department of Commerce for licenses to do business in the state of Oklahoma

http://www.okcommerce.gov/index.php?option=com_wrapper&Itemid=41&wrap=Licensing or call toll free 800.879.6552.

All operations must be assigned to someone. The same individual may be responsible for several tasks. Line items left blank will delay the processing of your request for certification with the City of Tulsa. Use the provided additional form 3 of 3 to enter others responsible for the operations of the firm.

Proof of citizenship or residency status must be provided

Provide updated Resumes for all responsible for operations. Resumes' must include work history/experience, references and specific responsibilities related to the company seeking BRIDGE certification.

After submission and review of the completed BRIDGE certification application a scheduled on site visit may be conducted.

The information above is to assist you with completing the BRIDGE Certification Application. If you have additional questions, please contact Terri Gateward, Business Development Coordinator at address 175 E 2nd ST, Suite 865 – 102C Tulsa, OK 74103 • Office 918.596.7817 • Fax 918.699.3041 www.cityoftulsa.org.

It is recommended that businesses expand their business capabilities by entering their business information in the Central Contractor Registration (CCR) at www.ccr.gov. This process could act as an extended resume for all firms. It will also add value to your businesses by making it available to be searched for by federal agencies and their contractors.

For completion of SBA firm profile you will need to locate your North American Industry Classification System (NAICS) visit <http://www.census.gov/epcd/www/naics.html>. You will also need for this registration, information pertaining to past performance history.

City Information

Prequalification. It is the intent of the City of Tulsa to make available information regarding Public Improvement Projects to all interested parties. Construction Projects for the Public Works and Development Department, City of Tulsa are advertised publicly through the Tulsa Daily Commerce and Legal Newspaper, each Friday for 6 Business days. Other sources of receiving project information can be found through the Plan Rooms listed below.

The City of Tulsa requires **General / Prime Contractors to be Prequalified** according to Title 11 Chapter 11 of the City of Tulsa Ordinances. **If not clearly stated in the Notice to Bidders, prequalifications are not required.** Prequalified Contractors must carry at least one of the following prequalifications:

A – Bid anything B – Construction of buildings C – Paving and bridge construction
D – Utility Construction E – Prime Contractor Construction S – General / Specialty Classification

All General/Prime Contractors and Sub-Contractors must be bonded. Please download information regarding the prequalification process <http://www.cityoftulsa.org/OurCity/Business/documents/PrequalificationApplication.pdf> or call the City Clerk's office at 918.596.7607

Sealed bids are received every Friday by 8:30 a.m. at the City Clerk's Office, City Hall, 200 Civic Center, Room 109; bids are then opened publicly on Friday mornings at 9 a.m., in the Frances Campbell room of City Hall.

Copies of the Bid Documents and Drawings can be picked up at 2317 S. Jackson, Room N103, Tulsa, OK. A refundable deposit of \$50.00, check or money order, is required. For further details or questions regarding bidding jobs through the City of Tulsa contact: **City of Tulsa** Contract Administration Priscilla Brown 918 596-9249 phone 918 596-1299 fax

Architect – Engineer and Related Services Questionnaire

TUL 9280 <http://www.cityoftulsa.org/OurCity/Business/documents/Tul9280.pdf> or call 918.596.9565

PURPOSE

The policy of the City of Tulsa, in procuring architectural, engineering, and related professional services, is to encourage firms lawfully engaged in the practice of those professions to submit annually a statement of qualifications and performance data. TUL 9280, "Architect – Engineer and Related Services Questionnaire" is provided for that purpose. Interested A - E firms (including new, small, and/or minority firms) should complete and file TUL 9280 with each City Department for which the A - E is qualified to perform services. The Department head for each proposed project shall evaluate these qualification resumes, together with any other performance data on file or requested by the Department, in relation to the proposed project. The TUL 9280 may be used as a basis for selecting firms for discussions, or for screening firms preliminary to inviting submission of additional information.

Tulsa International Airport Tulsa Airport Authority operates Tulsa International Airport and Richard L. Jones, Jr. Airport. As such, the authority's board of trustees maintains an interest list for concession opportunities including retail, food and beverage, advertising, etc.

When a contract expires, or the need for a new concession is established, all companies/individuals on the interest list will be mailed a notice about the upcoming opportunity. Opportunities will also be posted at http://www.tulsaairports.com/taa/doing_business.html. To be added to the interest list, please submit your contact information and area of interest to: Tulsa International Airport, Attention: Contracts, 7777 E. Apache Tulsa, OK 74115 or by calling TAA offices at 918.838.5000.

Tulsa Development Authority Through the efforts of the Tulsa Development Authority's Real Estate Division and its Rehabilitation and Emergency Repair Assistance programs, new life has been infused into many of Tulsa's aging communities. The results of these efforts are new urban technology and business centers to help uplift our economy, affordable suburban residential development to help our families realize part of the American dream, and low-interest home improvement loans and emergency grants to help those in times of need. <http://www.tulsadevelopmentauthority.org/index.html> or call 918.576.5565.

All BRIDGE Certification information is located online at <http://www.cityoftulsa.org/Community/HumanRights/BRIDGEProgram.asp>