CONTRACTOR PREQUALIFICATION APPLICATION
CHECKLIST

Date: ____________________________________________________________

Name of Company: ________________________________________________

Address: _________________________________________________________

City: ______________________ State: ____________ Zip: _________________

Contact Person: __________________________ E-mail Address: ___________

Phone Number: __________________________ PQC Certificate Number: __________

Certificate Requested (Class A, B, C, or D is for Contracts Exceeding $250,000.00 Class S is for contract Exceeding $600,000.00)

☐ A - Any and All Contracts
   (If you check the “A” box, it will automatically include the classifications B, C, D, and S. You must show experience in all categories to qualify)

☐ B - Building Construction

☐ C - Paving and Bridge Construction

☐ D - Utility Construction

☐ S - General/Specialty Construction

Please include all of the following:

☐ Application verified before a Notary Public.

☐ For any Contractor not currently prequalified, please attach the prior month’s balance sheet and an audited balance sheet dated no more than 18 months from the date of application submission to City of Tulsa Engineering Services Plan Room.

   or

☐ For any Contractor currently holding a certificate in another class of work, please attach the prior month’s balance sheet and a fiscal year-end financial statement that is no more than 18 months from the date of application submission to City of Tulsa City Engineering Services Plan Room.

☐ Statement from a surety authorized to do business in the State of Oklahoma, that you are qualified, and that the surety will furnish bonds as required

☐ Authorization to the City of Tulsa for your bank to release your credit history. Please address letter to City of Tulsa on your company letterhead and send a 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 Non-Resident Applicant.

☐ Signature of applicant (on Page 6 of form.)

☐ List of current jobs.

☐ Equipment list included.

☐ OSHA 300A

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

The City of Tulsa – Engineering Services Plan Room Admin
2317 South Jackson Avenue Suite N103, Tulsa, OK 74107
Office 918.596.9406
ContractAdmin@cityoftuls.org

Date: ________________________

Name of Company: ________________________________________________

Address: _________________________________________________________

City: ______________________ State: ____________ Zip: _________________

Contact Person: __________________________ E-mail Address: ___________

Phone Number: __________________________ PQC Certificate Number: __________

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APPLICATION FOR CONTRACTOR PREQUALIFICATION CERTIFICATE

NOTE: Prequalification is not required to do work for the City of Tulsa for Public Improvement Contracts that are less than $250,000.00

APPLICANT’S STATEMENT OF EXPERIENCE AND EQUIPMENT

| Applicant (Show Complete Legal Name): | ☐ An Individual |
| | ☐ A Partnership |
| | ☐ A Corporation |
| | ☐ Limited Liability Company |
| Address: | |
| City: | State: | Zip: |
| Telephone Number: | Current Prequalification Certificate No. (If applicable): | Applicant’s Fiscal Year: |
| Contact Person: | Title: | E-mail Address: | Telephone Number: |
| Preparer: | Title: | E-mail Address: | Telephone Number: |

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

| Please check the appropriate classification box(es): |
| Class or classes of work for which you are applying: (For contracts exceeding $250,000.00 unless otherwise specified) | Amount of Filing Fees (if applying for more than one class only $225.00 due) |
| ☐ A - Any and all contracts (Must show experience in all categories to qualify) | $225.00 |
| ☐ B - Building Construction | $225.00 |
| ☐ C - Paving and Bridge Construction | $225.00 |
| ☐ D - Utility Construction | $225.00 |
| ☐ S - General/Specialty Construction | $225.00 |

Note: Classification “E” is no longer applicable.

| Years of experience your organization has had as a General Contractor | General Contractor: |
| | |
| Years of experience your organization has had as a Contractor or Sub-contractor | Contractor: |
| | Sub-Contractor: |

Describe type of work that you are equipped to perform as a contractor.
Describe type of work you usually subcontract, if any.

Have you ever failed to complete or refused to enter into a contract awarded to you?  
If so, where and why?  
☐  YES  ☐  NO

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?  
If so, state name of individual, other organization and reason:  
☐  YES  ☐  NO

Has any officer or partner of your organization ever failed to complete a construction contract handled under his name?  
If so, state name of individual, name of Owner and reason therefore:  
☐  YES  ☐  NO

Have you ever failed to qualify as a bidder?  
If so, when, where, & why?  
☐  YES  ☐  NO

Construction experience of the principal individuals of your organization

<table>
<thead>
<tr>
<th>Individual’s Name</th>
<th>Present Position</th>
<th>Years in Position</th>
<th>Past Position</th>
<th>Years in Position</th>
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NOTE: Prepare Statement of Experience for each principal individual and attach to this application.
### Principal construction contracts performed during the past 5 years

<table>
<thead>
<tr>
<th>Description of Contract</th>
<th>Location</th>
<th>Date of Contract</th>
<th>Date Complete</th>
<th>Contract Amount</th>
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**NOTE:** Attach separate sheets if necessary.

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”.

<table>
<thead>
<tr>
<th>Name of Agent:</th>
<th>Agent Phone Number:</th>
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<tr>
<th>Address of Agent:</th>
<th>Agent Fax Number:</th>
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**In what manner do you inspect work?**

**What is your Experience Modifier Rate? (Safety)**

**Attach three (3) most recent past year OSHA 300A Summary of Occupational Injuries Reports.**

(Example: Current year is 2019 – attach 2016, 2017, and 2018 reports.)

### Names of banks and bank officials competent to furnish information as to credit

<table>
<thead>
<tr>
<th>Name of Bank</th>
<th>Name of Bank Official</th>
<th>Address of Bank/Bank Official</th>
<th>Amount of Credit</th>
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### Names of Sureties: Attach statement from a surety that you are qualified, and surety will furnish bonds as required.

<table>
<thead>
<tr>
<th>“Full” Name of Surety Company</th>
<th>Name of Brokerage Company</th>
<th>Name of Agent or Contact</th>
<th>Agent’s Phone Number</th>
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| Total Current Value of Work Under Contract | $ |
| Current Bonded Contract Value | $ |
| Current Bonded Backlog (Bonded Work Not Yet Completed) | $ |

**Approximate Bonding Capacity:** $
### Names of Insurance Brokers

<table>
<thead>
<tr>
<th>Name of Broker Company</th>
<th>Name of Agent</th>
<th>Agent Phone Number</th>
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### What construction equipment do you own? (Do not include small tools such as shovels, picks, etc.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Age in Years</th>
<th>Present Location</th>
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**NOTE:** Attach separate sheets if necessary.

### Suppliers from whom you have purchased materials during the last 3 years

<table>
<thead>
<tr>
<th>Name of Firm or Company</th>
<th>Address</th>
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**NOTE:** Attach separate sheets if necessary.

### In what other lines of business does your organization have financial interest or ownership?

**Please include one of the following:**

For any Contractor not currently prequalified, please attach an **audited balance sheet** attached dated **no more than 18 months** from the date of application submission to City of Tulsa Engineering Services Plan Room and **the prior month’s balance sheet** or

For any Contractor currently holding a certificate in another class of work, please attach a **fiscal year-end financial statement** that is **no more than 18 months** from the date of application submission to City of Tulsa Engineering Services Plan Room and **the prior month’s balance sheet**
Statement from Applicant

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

The foregoing Applicant’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 and Sworn before me this __________ day of ______________, 20_____.

Stamp or Seal: __________________________________________________

Notary Public Signature: __________________________________________

My Commission Expires: __________________________________________
APPOINTMENT OF AGENT
BY
NON-RESIDENT CONTRACTOR

____________________________________________________________, being a non-resident (APPLICANT NAME) of Tulsa County, Oklahoma, and not having a principal place of business in Tulsa County, Oklahoma, hereby appoints ___________________________________, whose phone number and address are _________________, __________________________________. (PHONE) (ADDRESS: STREET, CITY, ZIP) a resident of said county, as agent for said ______________________ to receive all (APPLICANT) 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 Signature ________________________________

Title 11, Sec. 1102. H.4., T.R.O.
September 22, 2008

The City of Tulsa
Engineering Services Plan Room
2317 South Jackson Avenue
Tulsa, OK 74073

To Whom It May Concern:

RE: AUTHORIZATION TO RELEASE INFORMATION

I authorize (Name of Bank) to release to the City of Tulsa credit information or 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)