



CONTRACTOR PREQUALIFICATION APPLICATION CHECKLIST

Date: _____

Name of Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ E-mail Address: _____

Phone Number: _____ PQC Certificate Number: _____
(if applicable)

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 City Clerk's Office.

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 Clerk's Office.

- 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 – Contract Administration
175 E 2nd Street, 13th Floor, Tulsa, OK 74103
Office 918.596.9406

ContractAdmin@CityofTulsa.org



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):		<input type="checkbox"/> An Individual <input type="checkbox"/> A Partnership <input type="checkbox"/> A Corporation <input type="checkbox"/> 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): <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; border: none;"> Class or classes of work for which you are applying: <small>(For contracts exceeding \$250,000.00 unless otherwise specified)</small> </th> <th style="text-align: right; border: none;"> Amount of Filing Fees <small>(if applying for more than one class only \$225.00 due)</small> </th> </tr> </thead> <tbody> <tr> <td style="border: none;"><input type="checkbox"/> A - Any and all contracts (Must show experience in all categories to qualify)</td> <td style="text-align: right; border: none;">\$225.00</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> B - Building Construction</td> <td style="text-align: right; border: none;">\$225.00</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> C - Paving and Bridge Construction</td> <td style="text-align: right; border: none;">\$225.00</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> D - Utility Construction</td> <td style="text-align: right; border: none;">\$225.00</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> S - General/Specialty Construction</td> <td style="text-align: right; border: none;">\$225.00</td> </tr> </tbody> </table> <p style="border: none;">Note: Classification "E" is no longer applicable.</p>				Class or classes of work for which you are applying: <small>(For contracts exceeding \$250,000.00 unless otherwise specified)</small>	Amount of Filing Fees <small>(if applying for more than one class only \$225.00 due)</small>	<input type="checkbox"/> A - Any and all contracts (Must show experience in all categories to qualify)	\$225.00	<input type="checkbox"/> B - Building Construction	\$225.00	<input type="checkbox"/> C - Paving and Bridge Construction	\$225.00	<input type="checkbox"/> D - Utility Construction	\$225.00	<input type="checkbox"/> S - General/Specialty Construction	\$225.00
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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

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.

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.

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:	

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

Name of Bank	Name of Bank Official	Address of Bank/Bank Official	Amount of Credit

Names of Sureties: Attach statement from a surety that you are qualified, and surety will furnish bonds as required.

“Full” Name of Surety Company	Name of Brokerage Company	Name of Agent or Contact	Agent’s Phone Number

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		
Name of Broker Company	Name of Agent	Agent Phone Number

What construction equipment do you own? (Do not include small tools such as shovels, picks, etc.)

Description	Age in Years	Present Location

NOTE: Attach separate sheets if necessary.

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

Name of Firm or Company	Address

NOTE: Attach separate sheets if necessary.

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

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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 City Clerk’s Office 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 City Clerk’s Office 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
(NAME OF AGENT)

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 _____

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 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)**