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 [ ]

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

☐ Application verified before a Notary Public.

☐ Most recent Audited financial statement and prior month’s balance sheet 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 4 of application)

☐ 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) 596-7513.
**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

<table>
<thead>
<tr>
<th>1. Applicant (Show Complete Legal Name)</th>
<th>Telephone No.</th>
<th>Fax No.</th>
<th>[\square, \text{An Individual} ]</th>
<th>[\square, \text{A Partnership} ]</th>
<th>[\square, \text{A Corporation} ]</th>
<th>[\square, \text{Limited Liability Company} ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
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<td>Form Filled Out By</td>
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<td>Contact Person</td>
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<tr>
<td>How many years has your organization been in business under your present business name?</td>
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</table>

### PLEASE CHECK THE APPROPRIATE CLASSIFICATION BOX(ES)

<table>
<thead>
<tr>
<th>Class or Classes of Work for Which You Are Applying</th>
<th>AMT of Filing Fees</th>
<th>Years of Experience Your Organization Has Had As</th>
</tr>
</thead>
<tbody>
<tr>
<td>[\square, \text{A Any and all contracts} ] (Must show experience in all categories to qualify) (Contracts exceeding $250,000.00)</td>
<td>$225.00</td>
<td></td>
</tr>
<tr>
<td>[\square, \text{B Building Construction} ] (Contracts exceeding $250,000.00)</td>
<td>$225.00</td>
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<tr>
<td>[\square, \text{C Paving and Bridge Construction} ] (Contracts exceeding $250,000.00)</td>
<td>$225.00</td>
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<tr>
<td>[\square, \text{D Utility Construction} ] (Contracts exceeding $250,000.00)</td>
<td>$225.00</td>
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<tr>
<td>[\square, \text{S General/Specialty Construction} ] (Contracts exceeding $600,000.00)</td>
<td>$225.00</td>
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</table>

### YEARS OF EXPERIENCE YOUR ORGANIZATION HAS HAD AS A CONTRACTOR OR SUBCONTRACTOR

- Contractor: ____
- Subcontractor: ____

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

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? □ YES □ NO

IF SO WHERE AND WHY

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? □ YES □ 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? □ YES □ NO

If so, state name of individual, name of Owner and reason therefore:

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

9. 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>
</tr>
</thead>
</table>

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

10. 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.

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?
13. What is your Experience Modifier Rate? (Safety)

14. Attach three (3) most recent past year OSHA 300A Summary of Occupational Injuries Reports. (Example: Current year is 2015 – attach 2012, 2013, and 2014 reports.)

15. NAMES OF BANKS & BANK OFFICIALS COMPETENT TO FURNISH INFORMATION AS TO CREDIT.

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

16. 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: $

17. NAMES OF INSURANCE BROKERS:

Name of Broker Company | Name of Agent | Agent Phone Number
---|---|---

18. WHAT CONSTRUCTION EQUIPMENT DO YOU OWN? (DO NOT INCLUDE SMALL TOOLS SUCH AS SHOVELS, PICKS, ETC.)

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AGE – YEARS</th>
<th>PRESENT LOCATION</th>
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19. 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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<td>20. In what other lines of business does your firm have financial interest or ownership?</td>
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**Statement from Contractor**

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

|                                                             |
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|                                                             |
|                                                             |
|                                                             |
|                                                             |
|                                                             |

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:
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 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


Title 11, Sec. 1102. H.4., T.R.O.
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)