

# 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. 2<sup>nd</sup> 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

<b>1. Applicant (Show Complete Legal Name)</b>		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?				
<b>PLEASE CHECK THE APPROPRIATE CLASSIFICATION BOX(ES)</b>	<b>2.</b>  <b>CLASS OR CLASSES OF WORK FOR WHICH YOU ARE APPLYING</b> (if applying for more than one class only \$225.00 due)	<b>AMT OF FILING FEES</b>	<b>YEARS OF EXPERIENCE YOUR ORGANIZATION HAS HAD AS A GENERAL CONTRACTOR</b>	
	<input type="checkbox"/> <b>A</b> Any and all contracts (Must show experience in all categories to qualify) (Contracts exceeding \$250,000.00)	\$225.00		
	<input type="checkbox"/> <b>B</b> Building Construction (Contracts exceeding \$250,000.00)	\$225.00		
	<input type="checkbox"/> <b>C</b> Paving and Bridge Construction (Contracts exceeding \$250,000.00)	\$225.00		
	<input type="checkbox"/> <b>D</b> Utility Construction (Contracts exceeding \$250,000.00)	\$225.00		
	<input type="checkbox"/> <b>S</b> General/Specialty Construction (Contracts exceeding \$600,000.00)	\$225.00		
				<b>YEARS OF EXPERIENCE YOUR ORGANIZATION HAS HAD AS A CONTRACTOR OR SUB CONTRACTOR</b>
			<b>Contractor:</b> _____  <b>Subcontractor:</b> _____	
<b>NOTE: AUDITED FINANCIAL STATEMENTS ARE REQUIRED FOR ALL NEW APPLICANTS APPLYING FOR A, B, C, D, OR S.</b>				
<b>3. DESCRIBE TYPE OF WORK THAT YOU ARE EQUIPPED TO PERFORM AS A CONTRACTOR.</b>				
<b>4. DESCRIBE TYPE OF WORK YOU USUALLY SUBLET, IF ANY</b>				

**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**

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?**


**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:

**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)**

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**September 22, 2008**

**The City of Tulsa  
One Technology Center  
175 E. 2<sup>nd</sup> 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)**