

OFFICIAL USE ONLY (do not Complete)				
Date Received	Omitted Documents Requested	Omitted Documents Received	Board Review Date	Contractor Notice

CONTRACTOR PREQUALIFICATION PACKAGE FOR CONSTRUCTION OF PUBLIC IMPROVEMENTS FOR THE CITY OF OKLAHOMA CITY

Final Check List

- Class/Subclass of Work form
- Prequalification Statement of Experience & Equipment
- Bond Assurance letter w/Power of Attorney
- Financial Statement reviewed within the last 6 months or a Financial Statement w/ Contractor's Certificate
- Statement and Release of Financial Information
- Supplement to Section 3.C.2. of Resolution
- Application Fee

INSTRUCTIONS FOR SUBMITTING THE CONTRACTOR PREQUALIFICATION PACKAGE TO THE PREQUALIFICATION REVIEW BOARD FOR THE CITY OF OKLAHOMA CITY AND TRUSTS OF WHICH IT IS A BENEFICIARY

1. It is the intent of The City of Oklahoma City to update and maintain its list of prequalified contractors for construction of public improvements. As the result, the following application and procedures have been developed to better serve the City, the public and the contractors.
2. Contractors that are presently prequalified with The City of Oklahoma City will continue to be prequalified until the completion of their present prequalification period. These contractors shall submit the new prequalification application one month prior to the anniversary of the date of Prequalification.
3. Read pages iii and iv of the prequalification package to determine the class(es) of work that best describes your qualifications.
4. Fill out the Prequalification Statement of Experience and Equipment for The City of Oklahoma City. Make sure that the application is complete. An incomplete application may be returned to the contractor and which would result in a delay in review and approval of prequalification.
5. The current annual fee for the Prequalification application is as follows:

\$180.00	persons applying for class A, B or C with a business address and yard within a forty (40) mile radius of the City Engineer's office, 420 W. Main Street, Oklahoma City, Oklahoma.
\$235.00	persons applying for class A, B or C with a business address or yard within the State of Oklahoma but a business address or yard outside the forty (40) mile radius from the City Engineer's office, 420 W. Main Street, Oklahoma City, Oklahoma.
\$740.00	person applying for class A, B or C with a business address or yard outside the State of Oklahoma.

6. The documents required for the review of the Prequalification Application include the following:

- a. Class/Subclasses of Work form.
- b. The completed Prequalification Statement of Experience and Equipment with all the required supporting documents.
 1. A letter of assurance from your bonding company. The bonding company must indicate the total amount of bonds that they are willing to execute on your behalf and provide a copy of their Power of Attorney.
 2. Full set of Financial Statements, reviewed or audited by a Certified Public Accountant (CPA) within the last 6 months or accompanied by the Contractor's certificate if the review is more than six (6) months but less than one (1) year old.
 3. Sign and notarize the Statement and Release of Financial Information
 4. Complete the "Supplement to Section 3.C.2." of the Resolution pertaining to Prequalification. The yard location option is limited to companies located within a 40 mile radius of the City Engineer's office, 420 W. Main Street, Oklahoma City, OK.
- c. A business check or cashier's check or money order for the application processing fee payable to: CITY TREASURER. City ordinance provides for a fee of \$20.00 to be charged on returned checks.

Omission of any of the listed documents will cause a delay in the processing of your application and additional documentation of information may be required in some instances. The Final Checklist on the cover sheet is for your use.

7. Additionally all applicable licenses must be obtained at the time of Prequalification approval. There is an associated City license with each area of Prequalification and in some instances additional State licenses are required. Licenses renew concurrently with the Prequalification period.

Contact Steve Gravlin at (405) 297-2494 should have any questions regarding Prequalification requirements or need assistance filling out the application.

* NOTE The applicant may attach any existing documentation in lieu of filing out certain parts of the application (i.e. list of equipment; financial statement) as long as it meets or exceeds the detail and requirements of the City of Oklahoma City application

Class/Subclass of Work

Class A: Prequalified Contractors- unlimited by project costs

Class B: Prequalified Contractors-projects of \$500,000 or less

- 1. Bridge Contractor
- 2. Building Contractor
 - (a) All building construction work.
 - (b) Select subclasses of building construction work.
 - 1. Heating, ventilation and air conditioning
 - 2. Plumbing
 - 3. Electrical
 - 4. Roofing
 - 5. Demolition
- 3. Paving Contractor
- 4. Environmental Contractor
 - (a) All environmental construction work.
 - (b) Select subclasses of environmental construction work.
 - 1. Asbestos
 - 2. Hazardous material remediation
 - 3. Underground storage tank
 - 4. Lead abatement
- 5. Sanitary Sewer Contractor
 - (a) All sanitary sewer construction work.
 - (b) Select subclasses of sanitary sewer construction work.
 - 1. Lift Stations
 - 2. Manhole rehabilitation
- 6. Storm Water Construction
- 7. Water Contractor
 - (a) All water construction work.
 - (b) Select subclasses of water construction work.
 - 1. Water tank construction

Class C: Traffic Signal Contractors- unlimited by project costs

**APPLICATION FOR CONTRACTORS PREQUALIFICATION CERTIFICATE
CITY OF OKLAHOMA CITY, OKLAHOMA
PREQUALIFICATION STATEMENT OF EXPERIENCE AND EQUIPMENT**

- Individual
- Partnership
- Corporation
- L.L.C.
- L.L.P.

1. APPLICANT (Show Complete Legal Name)

ORGANIZATION FORM

STREET ADDRESS

MAILING ADDRESS

CITY

STATE

ZIP

PHONE #

CONTACT PERSON

FAX #

CONTRACTOR I.D. NO./FEDERAL TAX I.D. NO.

E-MAIL ADDRESS

APPLICATION SUBMITTED BY

TITLE

HOW MANY YEARS HAS THIS ORGANIZATION BEEN
IN BUSINESS UNDER YOUR PRESENT BUSINESS NAME? _____ YEARS

2. HAS THIS ORGANIZATION OPERATED UNDER ANY OTHER NAME? YES NO IF YES, WHAT NAME, WHERE, WHEN AND WHY?

3. DESCRIBE CATEGORIES OF WORK THAT THIS ORGANIZATION TO PERFORM AS A CONTRACTOR

4. DESCRIBE CATEGORIES OF WORK THIS ORGANIZATION USUALLY SUBCONTRACTS, IF ANY

5. HAS THIS ORGANIZATION OR ANY OFFICER OR PRINCIPAL OF THIS ORGANIZATION EVER FAILED TO COMPLETE OR REFUSED TO ENTER INTO A CONTRACT AWARDED SAID OFFICER OR ORGANIZATION? YES NO IF YES, WITH WHOM, WHERE, WHEN AND WHY?

6. HAS ANY OFFICER OR PRINCIPAL OF THIS ORGANIZATION EVER BEEN AN OFFICER OF ANOTHER ORGANIZATION THAT FAILED TO COMPLETE OR REFUSED TO ENTER A CONSTRUCTION CONTRACT? YES NO IF YES, STATE NAME OF INDIVIDUAL, OTHER ORGANIZATION AND REASON THEREFOR:

7. HAS ANY OFFICER OR PRINCIPAL OF THIS ORGANIZATION EVER FAILED TO COMPLETE A CONSTRUCTION CONTRACT IN THEIR NAME? YES NO IF YES, STATE NAME OF INDIVIDUAL, AND REASON THEREFOR:

8. HAS THIS ORGANIZATION OR ANY OFFICER OR PRINCIPAL EVER FAILED TO QUALIFY OR PREQUALIFY AS A BIDDER? YES NO IF YES, WHEN, WHERE AND WHY?

9. HAS THIS ORGANIZATION OR ANY OFFICER OR PRINCIPAL EVER HAD PREQUALIFICATION DENIED, REVOKED OR SUSPENDED?

YES NO IF YES, WHEN, WHERE AND WHY?

10. HAS THIS ORGANIZATION OR ANY OFFICER OR PRINCIPAL EVER HAD A LICENSE DENIED, REVOKED OR SUSPENDED?

YES NO IF YES, WHEN, WHERE AND WHY?

11. CONSTRUCTION EXPERIENCE OF THE OFFICERS AND PRINCIPALS OF THIS ORGANIZATION. (Include any licenses)

INDIVIDUAL'S NAME	PRESENT POSITION	YEARS EXPERIENCE	LICENSES AND LICENSE NO.'s

NOTE: Additionally prepare a Statement of Experience for each Officer and Principal and attach to this application.

12. MAJOR CONSTRUCTION PROJECTS IN PREQUALIFICATION CLASS PERFORMED DURING THE PAST 5 YEARS

DESCRIPTION OF PROJECT	LOCATION OF PROJECT Including the name of the owner, inspector & their addresses & phone numbers	CONTRACT DATE	DATE PROJECT COMPLETED	CONTRACT AMOUNT
				\$

18. LIST COMPETENT PERSONS AS DEFINED BY OSHA REGULATIONS THAT THIS ORGANIZATION INTENDS TO USE ON CITY OF OKLAHOMA CITY PROJECTS: _____

19. LIST OF OSHA VIOLATIONS AND FINES IN PAST THREE YEARS: _____

20. LIST ANY LITIGATION WITH THE OWNERS OF PROJECTS IN THE PAST FIVE YEARS

OWNER'S NAME	ADDRESS/PHONE NUMBER	CONTRACT AMOUNT

NATURE OF LITIGATION

21. DOES THIS ORGANIZATION HAVE A QUALITY ASSURANCE /QUALITY CONTROL PROGRAM?

22. DOES THIS ORGANIZATION HAVE A HEALTH AND SAFETY PROGRAM?

23. NAMES OF BANKS AND BANK OFFICIALS MANAGING YOUR ACCOUNT WHO CAN AND WILL FURNISH CREDIT INFORMATION

NAME OF BANK	NAME, ADDRESS & PHONE NUMBER OF BANK OFFICIAL	AMOUNT OF CREDIT
		\$

26. LIST OF EQUIPMENT LEASING COMPANIES USED

NAME OF FIRM OR COMPANY	ADDRESS/TELEPHONE NUMBER

27. ARE ANY OFFICERS OR PRINCIPLES FINANCIALLY INVOLVED IN OTHER BUSINESSES? YES NO IF YES, EXPLAIN.

28. DOES THIS ORGANIZATION QUALIFY AS A MINORITY BUSINESS ENTERPRISE? YES NO IF YES, WHAT TYPE?

29. DOES THIS ORGANIZATION QUALIFY AS A SECTION 8A SMALL BUSINESS? YES NO IF YES, WHAT TYPE?

30. HAS THE APPLICANT REGISTERED IN THE STATUS VERIFICATION AS SET FORTH IN THE "OKLAHOMA TAXPAYER AND CITIZEN PROTECTION ACT OF 2007"? YES NO

31. HAS THE APPLICANT PARTICIPATED IN THE STATUS VERIFICATION? YES NO

STATEMENT AND RELEASE OF FINANCIAL INFORMATION

I _____ being an agent of _____, do hereby attest that the foregoing Prequalification Statement of Experience & Equipment and Financial Statement is true and accurate and authorize The City of Oklahoma City to investigate all references and obtain credit and financial information regarding the Applicant as of the date hereof.

Dated at _____, this _ day of _____, 20_____.

SIGNATURE

TITLE

Subscribed and sworn to before me this _____ day of _____, 20_____.

NOTARY PUBLIC

My Commission Expires _____

Supplement to Section 3.C.2.

Indicate and complete the item that applies. It is the intent of this organization to:

1. YARD LOCATION: _____
- BUSINESS ADDRESS: _____
- PHONE NUMBERS: _____

EMERGENCY CONTACTS AND PHONE NUMBERS

2. 15% cash retainage of the total contract amount to be deposited in advance of the Contract award and retained for the duration of the maintenance period
3. DEFECT BOND. (Copy of sample Bond Attached)

NAME OF SURETY

NAME OF SURETY'S AGENT

ADDRESS OF SURETY'S AGENT

TELEPHONE OF SURETY'S AGENT

Signature of Applicant

Approved City Engineer

Subscribed and sworn to before me this _____ day of _____, 20____.

NOTARY PUBLIC

Contractor's Certificate

Date Submitted _____.

I hereby certify that the attached Financial Statement fairly presents the financial condition of _____ as of _____.

SIGNATURE

TITLE

Subscribed and sworn to before me this _____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires _____

Date

Prequalification Review Board
The City of Oklahoma City
420 W. Main Street, 7th Floor
Oklahoma City, OK 73102

RE:

To Whom It May Concern:

This letter is provided for information purposes and the City of Oklahoma City and Trusts should reference the required final bonds on specific bonded projects for additional information

_____ (Contractor's Name) is currently applying for pre-qualification status to the City of Oklahoma City and Trusts. This is to advise the Pre-qualification Review Board That based upon the fiscal year end financial information dated _____.

_____ (Surety Name) is willing to entertain bonds for this company up to the amounts of \$_____ (Single Job) / \$_____ (Aggregate), subject to the usual underwriting criteria. In the past we have handles bonding requirements for this company in the amounts of \$_____ (Single Job) / \$_____ (Aggregate).

The undersigned agrees to notify the Pre-qualification Review Board, within a reasonable period of time, once the relationship between contractor/applicant and the stated surety should cease.

Please understand that any arrangement for surety credit is a matter between contractor/applicant and ourselves and we assume no liability to any third parties.

Name of Company or Agency

Name of the Contractor

Signature and Title

Signature and Title

Address

Phone Number

Facsimile Number

PLEASE READ THIS LETTER CAREFULLY BEFORE SIGNING

Date

Prequalification Review Board
The City of Oklahoma City
420 W. Main Street, 7th Floor
Oklahoma City, OK 73102

RE:

To Whom It May Concern:

In accordance with the pre-qualification letter previously forwarded to the City of Oklahoma and Trusts,
_____(Surety) is no longer the surety representative for
_____(Contractor's Name)

Name of Company or Agency

Signature and Title

Address

Phone Number

Facsimile Number