



# PAVING CLASS D APPLICATION PACKET

The City of Oklahoma City  
Public Works Department

420 W. Main Street, Suite 700. Oklahoma City, OK 73102

405-297-2581

| prequal@okc.gov

| okc.gov/pw

## **SIDEWALK & DRIVEWAY CONTRACTOR**

Any person engaging in the business of constructing or repairing any driveway located on any part of the street, parking lot or other public property, or a setback of the curb along any public street or sidewalk.

## **COMPLETED APPLICATION SHOULD INCLUDE ALL OF THE BELOW ITEMS**

Included in this packet:

- Application and prequalification Process
- Paving Class D Application Form
- Prequalification Affidavit
- Bond Assurance Letter or Occupational Bond
- General Liability Insurance

Not included in this packet:

- Photo ID
- Valid ADA Certificate or Card

## **ASSOCIATED FEES**

Sidewalk/Driveway License Fee:

- \$50 - Written Test
- \$75 - Application Fee

Sidewalk/Driveway Renewal Fee:

- \$75 - Renewal Before Expiration Date
- \$150 - Renewal After Expiration Date (Within 90 days of Expiration)



# PREQUALIFICATION PROCESS FOR CLASS D PAVING

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## STEP 1 - COMPLETE THE ONLINE REGISTRATION

Make sure to include:

- Paving Class D Application Form
- ADA Certification
- Photo I.D.



## STEP 2 - TAKE THE WRITTEN TEST

City staff will provide the contractor's information to Field Services to be added to the test roster. Proof of passed test is required to move forward in the process.

(Written tests are issued on the first Monday of every month)



## STEP 3 - UPLOAD REMAINING DOCUMENTS

Sign in to your account online and upload the required documents.

- Proof of passed written exam
- Prequalification Affidavit
- Bond Assurance Letter or Occupational Bond
- General Liability Insurance



## STEP 4 - APPLY FOR FIELD TEST

Sign in to your ACA account and apply for a ROWS- permit for the driveway/sidewalk test work. You will need to identify in the application that this is for a field test. Once completed, field services will complete two inspections (Frame and Final) and update the license workflow.

**\*\*FIELD TEST MUST BE COMPLETED WITHIN 6 MONTHS OF THE PASSED WRITTEN EXAM\*\***



## STEP 5 - NOTIFY PREQUAL STAFF OF PASSED FIELD TEST

Email prequal@okc.gov with the ROWS- permit number that was used for the field test. Staff will update your account and issue the PQ- license.



# PAVING CLASS D APPLICATION FORM

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Full Name:		Business Name:	
Address			
Mailing Address (if different from above)			
Primary Phone #	Alternate Phone #		Email Address
Contact Person:		Title:	
Contractor I.D. Number/Federal Tax I.D. Number:			
How many years has this organization been in business under this name?			

**Please provide details for any answers below that are marked yes. (please provide on a separate sheet)**

Is the company able to bond projects? If so, please provide bond assurance letter with bonding capacity.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company operated under any other name? Please list previous name.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company had or have any litigations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Had any judgments, claims, attributions, proceedings, or suits against it?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company ever failed to complete a project or contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company every been penalized with liquidated damages?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company ever filed bankruptcy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company ever violated any OSHA laws and regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company ever been investigated for violating state, federal or local laws?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have your read and understand the standard specifications for construction for public improvement?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant Name (Printed)

Applicant Signature

Date



# OCCUPATION BOND FOR SIDEWALK CONTRACTORS

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Public Works Department

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## KNOW ALL MEN BY THESE PRESENTS:

That we, \_\_\_\_\_ as principals, \_\_\_\_\_ and as sureties, held firmly bound unto The City of Oklahoma City, a Municipal Corporation of the State of Oklahoma, in the sum of Two Thousand Dollars (\$2,000.00), lawful money of the United States of America, for the payment of which well and truly to be made, we bind ourselves, our successors, heirs, executors, administrators and assigns jointly and severally, firmly by these presents.

**NOW**, the conditions of this obligation are such that whereas, the above bounden principal obligor has made an application for the license to carry on the business or trade of "Sidewalk Contractor" within the City of Oklahoma City, for the period of the license paying year within said City, beginning \_\_\_\_\_, 20\_\_\_\_, and ending \_\_\_\_\_, 20\_\_\_\_, under and pursuant to the requirements of the Codes of said City regulating and licensing the trade or occupation of "Sidewalk Contractor", above mentioned, and in which application the applicant guarantees, upon the granting of said license, that he will comply faithfully with the provisions of said Code in all respects and will also comply fully with all other Codes of said City affecting such business or occupation, which may now exist or which may be passed by the lawful authorities of said City during the continuation of said license, and such Codes and all other Codes of said City affecting said occupation are hereby referred to and incorporated in all requirements thereunder are hereby made a part of the obligations of the bond and are to be performed by the principal hereof as though fully transcribed herein and that the principal obligor will pay all damages resulting to any person of his wrongfully taking, purchasing, or receiving in pledge or on deposit any stole property, or the property of any minor.

**NOW**, if the said \_\_\_\_\_ principal obligor, shall fully and faithfully perform all the duties appertaining to such occupation fully in accordance with the Codes herein mentioned while doing or following said occupation or business within the corporate limits of The City of Oklahoma City, and if said principal obliger shall, during the term of said license, faithfully comply with all the rules and regulations of the lawful officers of said City and with all the Codes of said City above referred to and shall pay all fines and penalties imposed for a violation of any said Codes and shall pay all damages resulting to any person by reason of his wrongfully taking, purchasing, or receiving in pledge or deposit any stolen property, or the property of any minor, then this obligation to be void and of no effect, otherwise to remain in full force and virtue.

**WITNESS OUR HANDS** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

## ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Surety

( Corporate Seal )

( Surety Seal )

**STATE OF OKLAHOMA** )  
 ) ss.  
**COUNTY OF OKLAHOMA** )

1. That the undersigned individual is the applicant company's authorized agent who has the lawful authority to execute the within and foregoing application for, and on behalf of, the applicant.
2. That the authorized agent and applicant acknowledges and affirms its applicant company's duty to become knowledgeable of applicable federal, state and the City of Oklahoma City laws, regulations and requirements.
3. That the authorized agent and the applicant will make itself and applicant's employees contractors and subcontractors knowledgeable of applicable federal, state and the City of Oklahoma City laws, regulations and requirements.
4. That the authorized agent and applicant have complied with and will maintain compliance with applicable federal, state and the City of Oklahoma City laws and federal, state and local statutes, codes, ordinances, regulations and requirements, including but not limited to:
  - a. Occupational Safety and Health Administration (OSHA)
  - b. Oklahoma Department of Environmental Quality (ODEQ)
  - c. Corps of Engineers (COE)
  - d. Americans with Disabilities Act (ADA)
  - e. Building, plumbing, electrical, storm water, structural codes,
  - f. Occupational and licensing requirements,
  - g. Status Verification System (25 O.S. 1312 et seq., as amended). The applicant should note, and discuss with its legal counsel, the applicability of Oklahoma Statutes Title 25, section 1313, if any.)
  - h. Such other of applicable federal, state and Oklahoma City laws, statutes, codes, ordinances, regulations and requirements as may be applicable to President, owner, manager, authorized agent or its activities.
5. That the authorized agent and the applicant have complied with and will maintain, at a minimum, compliance with the OSHA 10-hour Construction Certification for all of the applicant's employees.
6. That the authorized agent and the applicant will comply with any amendments and additions to applicable federal, state and Oklahoma City laws, regulations and requirements upon and after its respective effective date.
7. That the applicant will indemnify and hold harmless the City and its public trusts for applicant and applicant's contractor's and subcontractor's failure to comply with applicable federal, state and Oklahoma City laws, regulations and requirements.

DATED this \_\_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_.  
Signed by Applicant's Authorized Agent: \_\_\_\_\_

Title: \_\_\_\_\_ Print Name: \_\_\_\_\_  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Commission Expires: \_\_\_\_\_ Commission Number: \_\_\_\_\_



# BOND ASSURANCE LETTER

The City of Oklahoma City  
Public Works Department

420 W. Main Street, Suite 700. Oklahoma City, OK 73102

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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 is 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 handled 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 the contractor/applicant and the stated surety should cease.

Please understand that any arrangement for surety credit is a matter between the 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