



PREQUALIFICATION APPLICATION

CLASS D - PAVING

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

405-297-2581

| prequal@okc.gov

| okc.gov/pw

Contractors must submit their prequalification application a minimum of two months prior to the expiration date of their current prequalification. Missing or incomplete documents may delay the review process and the potential approval of your application. The agenda calendar with application due dates can be found and the classification list can be found at 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 Process
- Contractor's Contact Form
- Prequalification Affidavit
- Bond Assurance Letter

Not included in this packet:

- Photo ID
- Valid ADA Certificate or Card
- Certificate of Insurance

ASSOCIATED FEES

Sidewalk/Driveway License Fee:

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

Sidewalk/Driveway Renewal Fee:

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



CLASS D - PAVING APPLICATION PROCESS

The City of Oklahoma City - Public Works Department

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1

CONTRACTOR STARTS THE ONLINE APPLICATION

The contractor submits their application and documents via the ACA Portal, where PQ- staff will review them and coordinate the next steps.

2

CONTRACTOR TAKES THE WRITTEN TEST

Each contractor must take and pass the written test before they a license can be issued. The written test is administered by Field Services monthly. Contractors must have a valid ADA certification and an ID to test. Each failed test is an additional \$50 fee.

3

CONTRACTOR APPLIES FOR FIELD TEST

Once the contractor successfully completes the written test and pays all related fees, they can apply for a field test. *Important: The field test must be taken and passed within six months of passing the written test; otherwise, the entire process will need to be restarted.

4

STAFF ISSUES ADMINISTRATIVE APPROVAL IN ACCELA

Once the contractor completes the field test, the inspector will update Accela with inspection notes and the PQ- staff will administratively approve the Class D Paving application.

5

CONTRACTOR APPLIES FOR RENEWAL IN ONE YEAR

Prequalification remains valid for one year from the date of approval. To renew, please submit your application through the ACA portal no later than one month before the expiration date of your prequalification.



CLASS D - PAVING CONTRACTOR CONTACT FORM

The City of Oklahoma City - Public Works Department

405-297-2581

| prequal@okc.gov

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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

**AFFIDAVIT OF PREQUALIFICATION APPLICANT
CONFIRMING COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS, STATUTES,
ORDINANCES, REGULATIONS, AND REQUIREMENTS**

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

The undersigned, of lawful age, being duly sworn, upon his/her oath, deposes and says:

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 company 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 company will make itself and its applicant company knowledgeable of applicable federal, state and the City of Oklahoma City laws, regulations and requirements.
4. That the authorized agent and its applicant company has 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)
 - 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 its company have complied with and will maintain compliance with the OSHA 10-hour Construction Certification for all of the applicant company's employees on the work site.
6. That the authorized agent and its company 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 company will indemnify and hold harmless the City and its public trusts for applicant company and applicant company's contractor's and subcontractor's failure to comply with applicable federal, state and Oklahoma City laws, regulations and requirements.

FURTHER AFFIANT SAYETH NOT.

DATED this _____ day _____, 20____.

Signed by Applicant's Authorized Agent: _____

Title: _____ Print Name: _____

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

Notary Public

Commission Expires: _____ Commission Number: _____

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