



LOCAL BIDDER PREFERENCE VERIFICATION FORM

Effective, November 1, 2025, state law (61 O.S. § 103(B)) began requiring a local bidder preference for public construction contracts under certain conditions. Among the conditions is a requirement that the second lowest qualified bidders are “authorized to transact business in this state and maintains a bona fide establishment for transacting such business within this state.” To effectuate verification of these conditions respectively, The City of Oklahoma City is asking bidders to:

1. Submit a Certificate of Good Standing from the Oklahoma Secretary of State; and
2. Provide information evidencing a physical presence, regular business, and active staff within the state by completing one of the following:
 - A. Physical Business Address (if more than one, list most applicable to City projects; PO Boxes are not accepted; may be different from preferred mailing address): _____

 - B. If no physical business address, describe how you maintain a bona fide establishment for transacting business in the state: _____

Authorized Representative:

Company Name: _____

Signature: _____

Name: _____

Return this completed and signed form with a recent Certificate of Good Standing from the Oklahoma Secretary of State by email to prequal@okc.gov.

Submission of this form and a Certificate of Good Standing does not guarantee local bidder eligibility. Upon receipt, the City will review, investigate as necessary, and make a determination as to local bidder status. Failure to submit this documentation as instructed will disqualify otherwise eligible local bidders from being eligible to take the price and terms of a non-local lowest bidder or may result in loss of contract to a local bidder that submitted the documentation.