

<b>OFFICIAL USE ONLY (do not Complete)</b>				
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
- Contractor ID numbers
- 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.
  5. Supply the contractor's identification numbers.
- 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 Leana Dozier at (405) 297.2293 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

C:\Users\leana.kappers\Desktop\INSTRUCT2013.doc

## 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?

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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?

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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: \_\_\_\_\_

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

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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

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

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

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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. IS THE APPLICANT IN COMPLIANCE WITH THE PROVISIONS OUTLINED IN HOUSE BILL 1804, ALSO KNOWN AS THE OKLAHOMA TAXPAYER AND CITIZEN PROTECTION ACT OF 2007, CODIFIED AS OKLAHOMA STATUTES TITLE 25, SECTION 1313?  YES  NO

31. IS THE APPLICANT REGISTERED IN EMPLOYMENT ELEGIBILITY VERIFICATION (E-VERIFY) WITH U.S. CITIZENSHIP AND IMMIGRATION SERVICES? [www.uscis.gov/everify](http://www.uscis.gov/everify)  YES  NO

# Oklahoma Statutes Citationized

## Title 25. Definitions and General Provisions

### Chapter 21 - Discrimination

#### Article Article 3. Discrimination in Employment

#### Section 1313 - Public Employers - Status Verification System - Unauthorized Aliens - Contracting and Employment Practices

A. Every public employer shall register with and utilize a Status Verification System as described in subparagraphs a or b of paragraph 1 of Section 6 of this act to verify the federal employment authorization status of all new employees.

B. 1. After July 1, 2008, no public employer shall enter into a contract for the physical performance of services within this state unless the contractor registers and participates in the Status Verification System to verify the work eligibility status of all new employees.

2. After July 1, 2008, no contractor or subcontractor who enters into a contract with a public employer shall enter into such a contract or subcontract in connection with the physical performance of services within this state unless the contractor or subcontractor registers and participates in the Status Verification System to verify information of all new employees.

3. The provisions of this subsection shall not apply to any contracts entered into prior to the effective date of this section even though such contracts may involve the physical performance of services within this state after July 1, 2008.

C. 1. It shall be a discriminatory practice for an employing entity to discharge an employee working in Oklahoma who is a United States citizen or permanent resident alien while retaining an employee who the employing entity knows, or reasonably should have known, is an unauthorized alien hired after July 1, 2008, and who is working in Oklahoma in a job category that requires equal skill, effort, and responsibility, and which is performed under similar working conditions, as defined by 29 U.S.C., Section 206(d)(1), as the job category held by the discharged employee.

2. An employing entity which, on the date of the discharge in question, was currently enrolled in and used a Status Verification System to verify the employment eligibility of its employees in Oklahoma hired after July 1, 2008, shall be exempt from liability, investigation, or suit arising from any action under this section.

3. No cause of action for a violation of this subsection shall arise anywhere in Oklahoma law but from the provisions of this subsection.

**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 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 IDENTIFICATION NUMBERS

*This form is to be completed and submitted with the Application.*

Name of Contractor: \_\_\_\_\_

The Contractor provides the following Identification Numbers:

Oklahoma Tax Commission \_\_\_\_\_

Oklahoma Employment Security Commission \_\_\_\_\_

Internal Revenue Service \_\_\_\_\_

Social Security Administration \_\_\_\_\_

**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

DEFECT BOND

We, \_\_\_\_\_, as Principal, and  
 \_\_\_\_\_, as Surety,  
 a corporation organized under the laws of the State of \_\_\_\_\_, and  
 authorized to transact business in the State of Oklahoma, are held and firmly bound unto the  
 OKLAHOMA CITY WATER UTILITIES TRUST and THE CITY OF OKLAHOMA CITY in  
 the amount of \_\_\_\_\_ Dollars  
 (\$\_\_\_\_\_); said sum being equal to one hundred percent (100%) of the contract  
 price as provided herein. We, as Principal and Surety, bind ourselves and each of us, our heirs,  
 executors, administrators, trustees, successors and assigns, jointly and severally.

WHEREAS, the Principal entered into a written contract with the OKLAHOMA CITY  
 WATER UTILITIES TRUST to perform and provide work and construct or create or repair the  
 project, to wit: Project No. \_\_\_\_\_, generally described as \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_,

all in compliance with the Bidding Documents for said project.

NOW, THEREFORE, should the Principal, during the term of this Defect Bond, timely  
 and expeditiously repair or replace, or cause to be repaired or replaced, any defective, inferior  
 or non-compliant workmanship, work and material regarding or relating to the project, and should  
 the Surety, at the end of the term of this Defect Bond, pay, or cause to be paid, to the  
 OKLAHOMA CITY WATER UTILITIES TRUST all damages, losses, costs and expenses which  
 directly or indirectly may result from: (1) the untimely repair or replacement of inferior, non-  
 compliant or defective materials, work and workmanship in connection with said project; (2) the  
 failure to timely and expeditiously maintain, repair or replace same; and (3) the cost and expense

incurred by the OKLAHOMA CITY WATER UTILITIES TRUST or THE CITY OF OKLAHOMA CITY to have any defective, inferior or non-compliant work, material or workmanship repaired, replaced or maintained, timely and expeditiously, by City staff and/or third parties, then this Defect Bond shall terminate at the end of the term provided in the Standard Provisions; otherwise, this Defect Bond shall remain in effect.

The term of this Defect Bond shall commence upon the formal final acceptance of the entire project by the OKLAHOMA CITY WATER UTILITIES TRUST as fully and totally complete and shall run for (1) the total number of years as provided in the Standard Provisions for this project ("term of years"); or (2) until all repairs and replacement of defective, inferior or non-compliant materials, work or workmanship, occurring or discovered prior to the termination of this Defect Bond have been completed and all sums due from the Surety and the Principal therefore have been paid, whichever is later.

IN WITNESS WHEREOF, the Principal and Surety duly executed this Defect Bond on this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

ATTEST:

\_\_\_\_\_  
Secretary

ATTEST:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Principal

By: \_\_\_\_\_

\_\_\_\_\_  
Surety

By: \_\_\_\_\_