

**THE CITY OF OKLAHOMA CITY**  
**CERTIFICATE OF NONDISCRIMINATION**

In connection with the performance under the Contract, the Contractor agrees as follows:

A. The Contractor agrees not to discriminate against any employee or applicant for employment because of race, creed, sex, color, national origin, ancestry, age or disability as defined by the Americans with Disabilities Act of 1990, Sec. 3(2). Contractor shall take affirmative action to ensure that employees are treated without regard to their race, creed, sex, color, national origin, ancestry, age or disability, as defined by the Americans with Disabilities Act of 1990, Sec. 3(2). Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruiting or recruitment, advertising, layoff or termination, rate of pay or other forms of compensation and selection for training, including apprenticeship. The Contractor and Subcontractors shall agree to post in a conspicuous place, available to employees and applicants for employment, notices to be provided by the City Clerk of the City of Oklahoma City setting forth the provisions of this Section.

B. In the event of the Contractor's noncompliance with this Nondiscrimination Certificate, the Contract may be canceled, terminated or suspended by the Contracting Public Entity. The Contractor may be declared by the Contracting Public Entity ineligible for further contracts until satisfactory proof of intent to comply shall be made by the Contractor and/or Subcontractors.

C. The Contractor agrees to include the requirements of this Nondiscrimination Certificate in any subcontracts connected with the performance of this Contract.

I have read the above and agree to abide by these requirements:

**This form must be fully completed and signed by the Contractor or  
Contractor's Authorized Agent.**

TERRA CONSTRUCTION, LLC.

Name of Individual, Partnership, Limited Liability  
Company, or Corporation hereinafter called Bidder

  
\_\_\_\_\_  
Signature of Bidder or Authorized Agent

Karen S. Waldrop, President, Managing Member

Type or print name and title of person who signed above

This Certificate is required by Oklahoma City Municipal Code, Chapter 25, Article III § 25-41, as incorporated by reference in the City of Oklahoma City's *Standard Specifications for the Construction of Public Improvements* or otherwise in the Bidding Documents.

## THE CITY OF OKLAHOMA CITY

### PUBLIC CONSTRUCTION PROJECT SUBCONTRACTING PLAN & AFFIDAVIT

The following Affidavit must be submitted by the successful Bidder, or Bidder's Authorized Agent. A Notice to Proceed will not be issued by the City Engineer until the affidavit is received.

The undersigned, of lawful age, being first duly sworn on oath, affirms and states that the Bidder has the authority to execute this Public Construction Project Subcontracting Plan. The bidder further states that they understand the resolution creating the Small, Disadvantaged, Minority and Woman-owned Subcontracting Program adopted by the City Council of the City of Oklahoma City on June 3, 2008.

#### I. Public Construction Project Subcontracting Plan

A. Outreach - In the space provided below describe in detail your company's efforts regarding outreach to small, minority, disadvantaged and women owned businesses in an effort to utilize their services in conjunction with Project Number MB-1710.

As a woman-owned small business, fostering connections with fellow small enterprises is paramount. We proactively leverage state and federal databases to identify potential partners within our local and neighboring regions. Upon identifying businesses that align with our current procurement needs, we initiate contact, introducing ourselves and our company, fostering a personal dialogue and extending an invitation to bid. By creating this open line of communication we ensure that these businesses understand our legitimacy and our genuine commitment to mutual success

B. Internal Efforts – In the space provided below describe in detail any initiatives in place within your company directed at establishing policies and procedures to ensure that small, minority, disadvantaged and women owned businesses are made aware of and given the opportunity to submit bids for sub-contracting on publicly funded projects.

Throughout each project's bidding process, Terra ensures clear and easy access to all pertinent information, including project scopes, timelines, and requirements. Our inclusive and comprehensive bidder database is actively maintained and updated to reflect our evolving procurement needs. Furthermore, Terra proactively reviews and adjusts pre-qualification, bonding, and insurance requirements. This allows us to be more accessible to small businesses like our own, without compromising quality or effective risk management.

A Notice to Proceed for the project listed above will not be issued by the City Engineer until this document is completed and returned to the Public Works department. The document must be completed and signed by the Contractor, and notarized, dated and completed by the Notary Public.

TERRA CONSTRUCTION, LLC.

Name of Individual, Partnership, Limited Liability Company, or Corporation hereinafter called Bidder

Karen S. Waldrop  
Signature of Contractor or Authorized Agent

Karen S. Waldrop, President, Managing Member  
Type or print name and title of person who signed above

STATE OF Oklahoma )  
 ) §  
COUNTY OF Oklahoma )

Signed and sworn to or affirmed before me on this 5th day of May,  
20 25, by Karen S. Waldrop as the above named Contractor or Contractor's  
Authorized Agent.

Teresa Goodbary  
Notary Public

My Commission expires 05-14-26  
My Commission number 10004027

This Affidavit is required to be submitted with the Contractors' Subcontracting Plan.

