

To become a prequalified contractor, an application must be submitted 60 days prior to the board meeting. The Prequalification Board meets on the 2nd Wednesday of each month, unless otherwise noted.

A site visit may be required to evaluate a contractor's business, yard, past performance, and current and ongoing projects during the application review process.

It shall be the intent of the Prequalification Review Board to fulfill the following task to ensure all prequalification applicants and renewals meet the criteria to complete Oklahoma City projects appropriately and successfully.

The current annual Prequalification fee **per classification** for Prequalification is as follows:

\$390.00	per classification for persons 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.
\$510.00	per classification for persons 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.
\$1600.00	per classification for person with a business address or yard outside the State of Oklahoma.

The documents required for the review of the Prequalification Application include the following:

1. The completed Prequalification Statement of Experience and Equipment with all the required supporting documents.
2. 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.
3. Financial Statements:
  - a. Contractors with any Class A or B prequalification, in any category of work, must submit:
    - i. Full set of Financial Statements which have been reviewed or audited by a Certified Public Accountant (CPA) within the last 6 months, but if
    - ii. The full set of Financial Statements, reviewed or audited by a CPA, are more than six (6) months but less than one (1) year old

then must also be accompanied by the Contractor's certificate attesting to the accuracy of the information in Financial Statement and there has been not substantive change to the financial status to the Contractor.

- b. Contractors with any Class C prequalification, in any categories of work, must submit:
  - i. Full set of Financial Statements but are not required to have the Financial Statement to be independently reviewed or audited. The Contractor's certificate attesting to the accuracy of the information in the Financial Statement must be submitted.
  - ii. All financial statements must be accompanied by a Letter of Assurance indicating the total amount of bonds that they are willing to execute on your behalf and provide a copy of their Power of Attorney.
- c. Contractors with any Class D prequalification, in any category of work, Contractors are not required to submit Financial Statements.

- 4. Sign and notarize the Statement and Release of Financial Information
- 5. Supply the contractor's identification numbers.
- 6. Sign and notarize the Affidavit of Prequalification Applicant.

All correspondences can be emailed to [prequal@okc.gov](mailto:prequal@okc.gov).

For more information regarding prequalification, please contact our main office at (405) 297-2581.