

Announcement

State of Oklahoma

Office of Management & Enterprise Services

Construction and Properties Division

DATE: March 28, 2014

TO: All CPOs

FROM: Construction & Properties

RE: Fiscal Year 2014 Deadlines

The Construction & Properties Division deadlines for the submittal of current fiscal year 2014 requisitions will be as follows:

- **May 1, 2014** - Requisitions for any construction project to be publicly bid, whether over or under \$50,000.00 in value. Incomplete bid documents may delay the bid schedule and not allow a timely award.*
- **June 3, 2014** – Requisitions for projects \$50,000.00 and below for award on agency solicited quotes. Please provide a complete package of required procurement documents as outlined in CAP Form M800.
- **June 3, 2014** – Contract renewals. Submit a *Project Requisition Checklist* DCAM/CAP – FORM M701 and a *Change Order Request* DCAM/CAP – FORM 10A, current forms are available on our website: <http://www.ok.gov/DCS/Construction & Properties/index.html> under CAP Forms. Please reference the original CAP project number (formerly the DCS number) on the M701. If you choose to cancel your contract, please notify CAP in writing no less than 40 days before the end of the current time period on the contract.

*Please make sure all drawings and specifications are complete. Incomplete specifications or drawings, proprietary bids, or those prepared by vendors will delay the start of your project. **PLEASE NOTE: The review process by the State Fire Marshall has been adding a minimum of 2 months to the design stage of our projects**

If a consultant is required to prepare the drawings and specifications and has not been selected, please start the selection process immediately as outlined in DCAM/CAP – FORM M100. For projects under \$1 Million, our IDIQ programs contracts are available to expedite this process.

If you have any questions regarding this notice, please direct them to Cindy Melton at (405) 522-4805 or Cindy.Melton@omes.ok.gov

How Are We Doing?

CAP has posted a Customer Satisfaction Survey on the CAP home page of our website so that our customers can provide feedback about our services. Fill one out today! <http://www.ok.gov/DCS/Construction & Properties>