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| **2-color seal** | State of Oklahoma[Insert Agency Name] **[Insert Agency Division Name or Remove]** [Insert Agency Department Name or Remove] | Standard Contract For Minor Construction Work |

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| This document shall serve as a written contract for Agency acquisitions of minor construction work not to exceed $5,000.00 as authorized by 61 O.S. § 103 (C), or for other minor construction work as determined by the Department. |

**AGREEMENT** made as of the day of in the year **20**.

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| **BETWEEN** the Owner/Using Agency: |  | **State of Oklahoma**  **[Insert Agency Name]**  **[Insert Agency Address, City, State, Zip (multi-line)]**  **[Insert Agency Contact Name]**  **[Insert Agency Contact Phone Number]**  **[Insert Agency Contact Emal]** | |
|  |  |  | |
| And the Vendor: | |  | |
|  |  |  | |
|  |  |  | |
| The Project is: | | Project Name: |  |
|  |  | Project Location: |  |

For the following Scope of Work and Delivery Schedule.

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| **[Insert Scope of Work and Delivery Schedule, include attachments and reference if needed]** |

Signed Vendor Proposal attached.

Insurance Requirements

No work shall commence until Vendor provides Owner with Certificates of Insurance in the following minimum amounts:

|  |  |
| --- | --- |
| General Liability Insurance $100,000/$300,000 | Property Damage $50,000/$100,000 |
| Auto-Owned, Hired and Non-Owned $100,000/$300,000 | Workers’ Compensation Insurance \* Statutory |

\* Companies exempt from the Workers’ Compensation Act may substitute CAP Form A312D in lieu of a Certificate.

Owner’s representative to verify each requirement above prior to signing this Agreement.

Payment To Vendor

Vendor agrees to provide all labor and material, and pay for all applicable permits, fees and taxes required to complete the work in accordance with applicable laws and regulations, for the lump sum price of: **$****[Insert price here].**

Owner agrees to pay vendor in full upon satisfactory completion of the work and has set forth the following purchasing arrangement:

State of Oklahoma P-Card

Direct Purchase Order (P.O No. **[Insert P. O. Number]**)

**State of Oklahoma Governor’s Executive Order 2012-01.** Per the State of Oklahoma Governor’s Executive Order 2012­01, filed February 6, 2012 and effective July 1, 2012, the use of any tobacco product shall be prohibited on any and all properties owned, leased or contracted for use by the State of Oklahoma, including but not limited to all buildings, land and vehicles owned, leased or contracted for use by agencies or instrumentalities of the State of Oklahoma. The Vendor certifies it will comply with this Order.

**Oklahoma Taxpayer and Citizen Protection Act of 2007**. The Vendor certifies that it and all proposed subcontractors and suppliers, whether known or unknown at the time this contract is executed or awarded, will comply with the provisions of the Oklahoma Taxpayer and Citizen Protection Act of 2007 and participate in the Status Verification System. The Status Verification System is defined in the Oklahoma Statutes, Title 25 §1312.

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| **Work Order Issued** | |  | **Agreement to Perform Work** | |
| Owner/Using Agency Authorized Representative | |  | Vendor’s Authorized Representative | |
|  | |  |  | |
| *(Owner/Using Agency Signature)* | *(Date Signed)* |  | *(Authorized Vendor Representative Signature)* | *(Date Signed)* |
|  | |  |  | |
| *(Printed Name and Title)* | |  | *(Authorized Vendor Representative Printed Name and Title)* | |
|  |  |  |  | |
|  |  |  | *(EIN/TIN Number)* | |