



State of Oklahoma
Office of Management and Enterprise Services
Central Purchasing Division

Solicitation

1. Solicitation #:

2. Solicitation Issue Date:

3. Brief Description of Requirement:

4. Response Due Date¹:

Time: 3 p.m. CST/CDT

5. Issued By and **RETURN SEALED BID TO:**

Personal, U.S. Postal or Common Carrier Delivery:

Office of Management and Enterprise Services
Central Purchasing Division
Will Rogers Building
2401 N. Lincoln Blvd, Suite 116,
Oklahoma City, OK 73105

6. **Solicitation Type** (check one below):

- Invitation to Bid
- Request for Proposal
- Request for Quote

7. **Requesting Agency:**

8. **Contracting Officer:**

Name:

Phone: (405)

Email:

¹ Amendments to solicitation may change the Response Due Date (read CP GENERAL PROVISIONS, section 3, "Solicitation Amendments")
OMES-FORM-CP-070 (08/2014)



"Certification for Competitive Bid and Contract" MUST be submitted along with the response to the Solicitation.

1. **RE: Solicitation #** _____

2. **Bidder General Information:**

FEI / SSN : _____ VEN ID: _____

Company Name: _____

3. **Bidder Contact Information:**

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____

Contact Title: _____

Phone #: _____ FAX#: _____

Email: _____ Website: _____

4. **Oklahoma Sales Tax Permit²:**

YES – Permit #: _____

NO – Exempt pursuant to Oklahoma Laws or Rules

5. **Registration with the Oklahoma Secretary of State:**

YES - Filing Number: _____

NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming (www.sos.ok.gov or 405-521-3911).

6. **Workers' Compensation Insurance Coverage:**

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act.

YES – include a certificate of insurance with the bid

NO - attach a signed statement that provides specific details supporting the exemption you are claiming from the Workers' Compensation Act (Note: Pursuant to Attorney General Opinion #07-8, the exemption from 85 O.S. 2011, § 311 applies only to employers who are natural persons, such as sole proprietors, and does not apply to employers who are entities created by law, including but not limited to corporations, partnerships and limited liability companies.)³

Authorized Signature

Date

Printed Name

Title

² For frequently asked questions concerning Oklahoma Sales Tax Permit, see <http://www.tax.ok.gov/faq/faqbussales.html>

³ For frequently asked questions concerning workers' compensation insurance, see <http://www.ok.gov/oid/faqs.html#c221>



**State of Oklahoma
Office of Management and Enterprise Services
Central Purchasing Division**

**Certification for Competitive
Bid and/or Contract
(Non-Collusion Certification)**

NOTE: A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Solicitation or Purchase Order #: _____

Supplier Legal Name: _____

SECTION I [74 O.S. § 85.22]:

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
 - d. to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Section 85.45j.1 of this title.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

SECTION II [74 O.S. § 85.42]:

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

the competitive bid attached herewith and contract, if awarded to said supplier;

OR

the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

Supplier Authorized Signature

Certified This Date

Printed Name

Title

Phone Number

Email

Fax Number

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A. GENERAL PROVISIONS

A.1. Definitions

As used herein, the following terms shall have the following meaning unless the context clearly indicates otherwise:

- A.1.1. "Acquisition" means items, products, materials, supplies, services, and equipment a state agency acquires by purchase, lease purchase, lease with option to purchase, or rental pursuant to the Oklahoma Central Purchasing Act;
- A.1.2. "Bid" means an offer in the form of a bid, proposal, or quote a bidder submits in response to a solicitation;
- A.1.3. "Bidder" means an individual or business entity that submits a bid in response to a solicitation;
- A.1.4. "Solicitation" means a request or invitation by the State Purchasing Director or a state agency for a supplier to submit a priced offer to sell acquisitions to the state. A solicitation may be an invitation to bid, request for proposal, or a request for quotation; and
- A.1.5. "Supplier" or "vendor" means an individual or business entity that sells or desires to sell acquisitions to state agencies.

A.2. Bid Submission

- A.2.1. Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted with a completed Responding Bidder Information, OMES-FORM-CP-076, and any other forms required by the solicitation.
- A.2.2. Bids shall be submitted to the Central Purchasing Division in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.
- A.2.3. The required certification statement, "Certification for Competitive Bid and/or Contract (Non-Collusion Certification)", OMES-FORM-CP-004, must be made out in the name of the bidder and must be properly executed by an authorized person, with full knowledge and acceptance of all its provisions.
- A.2.4. All bids shall be legible and completed in ink or with electronic printer or other similar office equipment. Any corrections to bids shall be identified and initialed in ink by the bidder. Penciled bids and penciled corrections shall NOT be accepted and will be rejected as non-responsive. In addition to a hard copy submittal, the bidder will also be required to submit an electronic copy. Electronic responses must be submitted in the identical format contained in the solicitation (for example Microsoft Word, Microsoft Excel, but not Adobe PDF). In the event the hard copy of the price worksheets and electronic copy of the price worksheets do not agree, the electronic copy will prevail.
- A.2.5. All bids submitted shall be subject to the Oklahoma Central Purchasing Act, Central Purchasing Rules, and other statutory regulations as applicable, these General Provisions, any Special Provisions, solicitation specifications, required certification statement, and all other terms and conditions listed or attached herein—all of which are made part of this solicitation.

A.3. Solicitation Amendments

- A.3.1. If an "Amendment of Solicitation", OMES-FORM-CP-011, is issued, the bidder shall acknowledge receipt of any/all amendment(s) to solicitations by signing and returning the solicitation amendment(s). Amendment acknowledgement(s) may be submitted with the bid or may be forwarded separately. If forwarded separately, amendment acknowledgement(s) must contain the solicitation number and response due date and time on the front of the envelope. The Central Purchasing Division must receive the amendment acknowledgement(s) by the response due date and time specified for receipt of bids for the bid to be deemed responsive. Failure to acknowledge solicitation amendments may be grounds for rejection.
- A.3.2. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the solicitation. All amendments to the solicitation shall be made in writing by the Central Purchasing Division.
- A.3.3. It is the Bidder's responsibility to check the OMES/Central Purchasing Division website frequently for any possible amendments that may be issued. The Central Purchasing Division is not responsible for a bidder's failure to download any amendment documents required to complete a solicitation.

A.4. Bid Change

If the bidder needs to change a bid prior to the solicitation response due date, a new bid shall be submitted to the Central Purchasing Division with the following statement "This bid supersedes the bid previously submitted" in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

A.5. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

By submitting a response to this solicitation:

- A.5.1. The prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants:
 - A.5.1.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency;
 - A.5.1.2. Have not within a three-year period preceding this proposal been convicted of or pled guilty or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - A.5.1.3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A.5.1.2. of this certification; and
 - A.5.1.4. Have not within a three-year period preceding this application/proposal had one or more public (Federal, State, or local) contracts terminated for cause or default.
- A.5.2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to its solicitation response.

A.6. Bid Opening

Sealed bids shall be opened by the Central Purchasing Division at the Will Rogers Building, 2401 N. Lincoln Blvd. First Floor, Suite 116, Oklahoma City, Oklahoma, 73105 at the time and date specified in the solicitation as Response Due Date and Time.

A.7. Open Bid / Open Record

Pursuant to the Oklahoma Public Open Records Act, a public bid opening does not make the bid(s) immediately accessible to the public. The procurement or contracting agency shall keep the bid(s) confidential, and provide prompt and reasonable access to the records only after a contract is awarded or the solicitation is cancelled. This practice protects the integrity of the competitive bid process and prevents excessive disruption to the procurement process. The interest of achieving the best value for the State of Oklahoma outweighs the interest of vendors immediately knowing the contents of competitor's bids. [51 O.S. § 24A.5(5)]

Additionally, financial or proprietary information submitted by a bidder may be designated by the Purchasing Director as confidential and the procurement entity may reject all requests to disclose information designated as confidential pursuant to 62 O.S. (2012) § 34.11.1(H)(2) and 74 O.S. (2011) § 85.10. Bidders claiming any portion of their bid as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential and identify applicable law supporting their claim of confidentiality. The State Purchasing Director shall make the final decision as to whether the documentation or information is confidential pursuant to 74 O.S. § 85.10. Otherwise, documents and information a bidder submits as part of or in connection with a bid are public records and subject to disclosure after contract award or the solicitation is cancelled.

A.8. Late Bids

Bids received by the Central Purchasing Division after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

A.9. Legal Contract

- A.9.1. Submitted bids are rendered as a legal offer and any bid, when accepted by the Central Purchasing Division, shall constitute a contract.
- A.9.2. The Contract resulting from this solicitation may consist of the following documents in order of preference:
 - A.9.2.1. Purchase order, as amended by Change Order (if applicable);
 - A.9.2.2. Solicitation, as amended (if applicable); and

A.9.2.3. Successful bid (including required certifications), to the extent the bid does not conflict with the requirements of the solicitation or applicable law.

A.9.3. Any contract(s) awarded pursuant to the solicitation shall be legibly written or typed.

A.10. Pricing

A.10.1. Bids shall remain firm for a minimum of sixty (60) days from the solicitation closing date.

A.10.2. Bidders guarantee unit prices to be correct.

A.10.3. In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by the supplier in performance of the Contract shall be included in the total bid price/contract amount.

A.11. Manufacturers' Name and Approved Equivalents

Unless otherwise specified in the solicitation, manufacturers' names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. Bidder may offer any brand for which they are an authorized representative, and which meets or exceeds the specification for any item(s). However, if bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit sketches, descriptive literature, and/or complete specifications with their bid. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements are subject to rejection.

A.12. Clarification of Solicitation

A.12.1. Clarification pertaining to the contents of this solicitation shall be directed in writing to the Central Purchasing Contracting Officer specified in the solicitation, and must be prior to the closing date of the solicitation.

A.12.2. If a bidder fails to notify the State of an error, ambiguity, conflict, discrepancy, omission or other error in the SOLICITATION, known to the bidder, or that reasonably should have been known by the bidder, the bidder shall submit a bid at its own risk; and if awarded the contract, the bidder shall not be entitled to additional compensation, relief, or time, by reason of the error or its later correction. If a bidder takes exception to any requirement or specification contained in the SOLICITATION, these exceptions must be clearly and prominently stated in their response.

A.12.3. Bidders who believe proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a written request for administrative review to the contracting officer listed on the solicitation. This request must be made prior to the closing date of the solicitation.

A.13 Negotiations

A.13.1. In accordance with Title 74 §85.5, the State of Oklahoma reserves the right to negotiate with one, selected, all or none of the vendors responding to this solicitation to obtain the best value for the State. Negotiations could entail discussions on products, services, pricing, contract terminology or any other issue that may mitigate the State's risks. The State shall consider all issues negotiable and not artificially constrained by internal corporate policies. Negotiation may be with one or more vendors, for any and all items in the vendor's offer.

A.13.2. Firms that contend that they lack flexibility because of their corporate policy on a particular negotiation item shall face a significant disadvantage and may not be considered. If such negotiations are conducted, the following conditions shall apply:

A.13.3. Negotiations may be conducted in person, in writing, or by telephone.

A.13.4. Negotiations shall only be conducted with potentially acceptable offers. The State reserves the right to limit negotiations to those offers that received the highest rankings during the initial evaluation phase.

A.13.5. Terms, conditions, prices, methodology, or other features of the offeror's offer may be subject to negotiations and subsequent revision. As part of the negotiations, the offeror may be required to submit supporting financial, pricing, and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the offer.

A.13.6. The requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the State determines that a change in such requirements is in the best interest of the State Of Oklahoma.

A.14. Rejection of Bid

The State reserves the right to reject any bids that do not comply with the requirements and specifications of the solicitation. A bid may be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidder's liability to the State. Other possible reasons for rejection of bids are listed in OAC 580:16-7-32.

A.15. Award of Contract

- A.15.1. The State Purchasing Director may award the Contract to more than one bidder by awarding the Contract(s) by item or groups of items, or may award the Contract on an ALL OR NONE basis, whichever is deemed by the State Purchasing Director to be in the best interest of the State of Oklahoma.
- A.15.2. Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that best value criteria is being used.
- A.15.3. In order to receive an award or payments from the State of Oklahoma, suppliers must be registered. The vendor registration process can be completed electronically through the OMES website at the following link: <https://www.ok.gov/dcs/vendors/index.php> .

A.16. Contract Modification

- A.16.1. The Contract is issued under the authority of the State Purchasing Director who signs the Contract. The Contract may be modified only through a written Contract Modification, signed by the State Purchasing Director.
- A.16.2. Any change to the Contract, including but not limited to the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the Central Purchasing Division in writing, or made unilaterally by the supplier, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Contract Modifications, shall be void and without effect, and the supplier shall not be entitled to any claim under this Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the resultant Contract.

A.17. Delivery, Inspection and Acceptance

- A.17.1. Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The bidder(s) awarded the Contract shall prepay all packaging, handling, shipping and delivery charges and firm prices quoted in the bid shall include all such charges. All products and/or services to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the State at destination. "Destination" shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for goods until accepted by the State at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the supplier until accepted by the receiving agency. The supplier(s) awarded the Contract shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.
- A.17.2. Supplier(s) awarded the Contract shall be required to deliver products and services as bid on or before the required date. Deviations, substitutions or changes in products and services shall not be made unless expressly authorized in writing by the Central Purchasing Division.

A.18. Invoicing and Payment

- A.18.1. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.
- A.18.2. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. §34.71 and 62 O.S. §34.72.

A.19. Tax Exemption

State agency acquisitions are exempt from sales taxes and federal excise taxes. Bidders shall not include these taxes in price quotes.

A.20. Audit and Records Clause

- A.20.1. As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any Contract with the State, the successful bidder(s) agree any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.
- A.20.2. The successful bidder(s) awarded the Contract(s) is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the seven (7) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

A.21. Non-Appropriation Clause

The terms of any Contract resulting from the solicitation and any Purchase Order issued for multiple years under the Contract are contingent upon sufficient appropriations being made by the Legislature or other appropriate government entity. Notwithstanding any

language to the contrary in the solicitation, purchase order, or any other Contract document, the procuring agency may terminate its obligations under the Contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for multiple year agreements. The Requesting (procuring) Agency's decisions as to whether sufficient appropriations are available shall be accepted by the supplier and shall be final and binding.

A.22. Choice of Law

Any claims, disputes, or litigation relating to the solicitation, or the execution, interpretation, performance, or enforcement of the Contract shall be governed by the laws of the State of Oklahoma.

A.23. Choice of Venue

Venue for any action, claim, dispute or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

A.24. Termination for Cause

- A.24.1. The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the Central Purchasing Division. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the supplier.
- A.24.2. The State may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the State Purchasing Director determines that an administrative error occurred prior to Contract performance.
- A.24.3. If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

A.25. Termination for Convenience

- A.25.1. The State may terminate the Contract, in whole or in part, for convenience if the State Purchasing Director determines that termination is in the State's best interest. The State Purchasing Director shall terminate the Contract by delivering to the supplier a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the State Purchasing Director.
- A.25.2. If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the supplier.

A.26. Insurance

The successful bidder(s) awarded the Contract shall obtain and retain insurance, including workers' compensation, automobile insurance, medical malpractice, and general liability, as applicable, or as required by State or Federal law, prior to commencement of any work in connection with the Contract. The supplier awarded the Contract shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the Central Purchasing Division and the procuring agency with evidence of such insurance and renewals.

A.27. Employment Relationship

The Contract does not create an employment relationship. Individuals performing services required by this Contract are not employees of the State of Oklahoma or the procuring agency. The supplier's employees shall not be considered employees of the State of Oklahoma nor of the procuring agency for any purpose, and accordingly shall not be eligible for rights or benefits accruing to state employees.

A.28. Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007

By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and available at www.dhs.gov/E-Verify.

A.29. Compliance with Applicable Laws

The products and services supplied under the Contract shall comply with all applicable Federal, State, and local laws, and the supplier shall maintain all applicable licenses and permit requirements.

A.30. Special Provisions

Special Provisions set forth in SECTION B apply with the same force and effect as these General Provisions. However, conflicts or inconsistencies shall be resolved in favor of the Special Provisions.

B. SPECIAL PROVISIONS

B.1. Contract Period

B.1.1. The Contract Period is the 01/01/2015 through one year with the option to renew for up to four (4) additional one year periods.

B.2. Type of Contract.

B.2.1. This is a firm fixed price contract for indefinite delivery and indefinite quantity for the supplies/services specified.

B.3. Contract Preference

B.3.1. This contract is mandatory for State of Oklahoma agencies

B.4. Extension of Contract.

B.4.1. The State may extend the term of this contract for up to 90 day intervals if mutually agreed upon by both parties in writing.

B.5. Ordering

B.5.1. Any supplies and/or services to be furnished under this contract shall be ordered by issuance of written purchase orders, or with the State purchase card, by state agencies and authorized entities. There is no limit on the number that may be issued. Delivery to multiple destinations may be required. All orders are subject to the terms and conditions of this contract. Any order dated prior to expiration of this contract shall be performed. In the event of conflict between a purchase order and this contract, the contract shall have precedence.

B.6. Prompt Payment Discounts.

B.6.1. Discounts for prompt payment will not be considered in the evaluation of offers. However, any discount offered will be annotated on the award and may be taken if payment is made within the discount period.

B.7. Gratuities

B.7.1. The right of the successful offeror to perform under this contract may be terminated by written notice if the Contracting Officer determines that the successful offeror, or its agent or another representative offered or gave a gratuity (e.g., an entertainment or gift) to an officer, official or employee of Central Purchasing.

B.8. Proposal Conformity

B.8.1. By submitting a response to this solicitation, the offeror attests that the supplies or services conform to specified contract requirements.

B.9. Contract Usage Reporting Requirements

B.9.1. Reports shall provide the total dollar amounts sold to all political entities that include but are not limited to State Agencies, Counties, Cities, Schools, hospitals and Municipalities.

B.9.2. Reports shall be submitted quarterly regardless of quantity. Failure to report sales may be cause for termination of contract.

B.9.3. Usage Reports shall be delivered to Central Purchasing within 30 calendar days upon completion of performance quarter period cited in paragraph "d" of this contract provision. Usage Reports may be delivered via the following addresses;

B.9.3.1. Email – strategic.sourcing@omes.ok.gov

B.9.3.2. Physical Address:

Will Rogers Building
2401 N. Lincoln, Suite 116
Oklahoma City, Ok 73105

B.9.4. Contract quarterly reporting periods shall be:

B.9.4.1. January 1 through March 31

B.9.4.2. April 1 through June 30

B.9.4.3. July 1 through September 30

B.9.4.4. October 1 through December 31

B.9.5. Failure to provide usage reports shall result in cancellation or suspension of contract.

B.9.6. Usage Reports shall be submitted in the Excel form listed as Attachment "A"

B.10. Contract Management Fee

- B.10.1.** As provided by Oklahoma State Statute §85.33A, the Office of Management and Enterprise Services assesses an Administrative Fee in the sum of 1 % on all sales transacted by any entity under this contract.
- B.10.2.** Supplier agrees to annotate the resultant amount on the quarterly "Contract Usage Report" as listed in Section B11.6 and make payment by company check to OMES – Central Purchasing Division within thirty (30) calendar days from the completion of the quarterly reporting period as listed in Section B11.4. To ensure the payment is credited properly, the supplier must identify the check as a "Contract Management Fee" and include the following information with the payment: LIST SW# and Contract Title, the report amount and the reporting period covered. The Contract Management Fee shall be mailed to:
- OMES – Central Purchasing Division
Agency Business Services
3812 N. Santa Fe, Suite 290
Oklahoma City, OK 73118
- B.10.3.** Failure to remit the fee quarterly may result in the cancellation of the contract. The State Contract Management Fee is non-refundable when an item is rejected, returned or declined due to the Supplier's failure to perform or comply with specifications or requirements of the contract

B.11. State Purchase Card (P-Card)

VENDORS PLEASE NOTE - IN ORDER TO BE CONSIDERED FOR AWARD, SUCCESSFUL VENDORS MUST ACCEPT THE STATE OF OKLAHOMA PURCHASE CARD (P-CARD). FAILURE TO ACCEPT THE P-CARD WILL BE CAUSE FOR REJECTION OF YOUR BID.

B.12. Clarification of Solicitation

- B.12.1.** Clarification pertaining to the contents of this solicitation shall be directed in writing to the Central Purchasing
- B.12.2.** Contracting Officer specified in the solicitation and must be prior to the closing date of the solicitation.
- B.12.3.** If a bidder fails to notify the State of an error, ambiguity, conflict, discrepancy, omission or other error in the SOLICITATION, known to the bidder, or an error that reasonably should have been known by the bidder, the bidder shall submit a bid at its own risk; and if awarded the contract, the bidder shall not be entitled to additional compensation, relief, or time, by reason of the error or its later correction. If a bidder takes exception to any requirement or specification contained in the SOLICITATION, these exceptions must be clearly and prominently stated in their response.
- B.12.4.** Bidders who believe proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a request for administrative review, in writing, to the Central Purchasing Contracting Officer listed on the solicitation. This request must be made prior to the closing date of the solicitation.

B.13. Minor Deficiencies or Minor Informalities

- B.13.1.** "Minor deficiency" or "minor informality" means an immaterial defect in a bid or variation in a bid from the exact requirements of a solicitation that may be corrected or waived without prejudice to other bidders. A minor deficiency or informality does not affect the price, quantity, quality, delivery or conformance to specifications and is negligible in comparison to the total cost or scope of the acquisition.
- B.13.2.** The State Purchasing Director may waive minor deficiencies or informalities in a bid if the State Purchasing Director determines the deficiencies or informalities do not prejudice the rights of other bidders, or are not a cause for bid rejection.

B.14. Electronic Submission

All submissions should be submitted to Central Purchasing on electronic media in accordance with Section E.3 of the RFP. Submissions will not be accepted via email or hard copy. This term overrides any terms in Section A requiring submission of hard-copy.

C. SOLICITATION SPECIFICATIONS

C.1. Scope

This contract shall be for statewide presort services. The awarded vendor shall provide presorted mailing service of all First-Class mail for all agencies who qualify as authorized users, primarily this includes all State Agencies and any other authorized user in the service areas covered who meet the eligibility requirements for pre-sorted First Class mail. Current coverage area includes Oklahoma City, Purcell, Norman, Edmond, El Reno, Shawnee, Stillwater and the Tulsa Metropolitan Area. Additional coverage may be required during the contract period. The awarded vendor must be able to service the entire coverage areas as listed above. Vendors should list any additional cities that they service.

C.2. Mail Pick-up

- C.2.1. Mail shall be picked up at each authorized agency, presorted into the most economical zip code order and delivered to the United States Postal Service for verification and acceptance. Additional postage shall be added if needed to comply with USPS regulations for preparation of mail.
- C.2.2. Any Presorted mail received from an agency must be deposited with the USPS the same day that it is metered.

C.3. Agency Responsibilities

- C.3.1. A State Agency requiring the use of presorted mail services shall contact the awarded vendor to arrange for a consultation and evaluation of services needed.
- C.3.2. The State Agency shall determine scheduled pick up time and location. Reasonable consideration shall be given to the vendor's routing schedule.
- C.3.3. The Agency shall affix postage on all First Class Mail weighing 13 ounces or less at the presorted First-Class Rate and endorse each piece with "Presorted First-Class" as prescribed by USPS regulations. For those agencies not using a postage meter, pre-canceled Presort First-Class stamps are available at the United States Postal Service locations.
- C.3.4. The Agency shall be responsible for metering their mail to a minimum 3 digit zip code sort rate. To maximize savings, the Agency shall strive to attain a 5 digit zip code sort rate.
- C.3.5. When it is deemed to be cost effective, the Agency shall deposit postage funds in a combined mail permit account established by the vendor to provide for those mailings wherein the permit mail is combined with the metered mail.
- C.3.6. The Agency shall be responsible for the preparation of the mail including counting and placing the mail in trays furnished by the vendor. A daily count shall be recorded on a daily count slip form provided by the vendor.
- C.3.7. The Agency shall be responsible for implementing any changes in the processes they use for presorted mail when notified by the United States Postal Service or by the awarded vendor. The Agency shall keep abreast of changes to the way mail is processed and provide training for all of its employees who are involved in the daily processing of mail.

C.4. Vendor Responsibilities

- C.4.1. The vendor shall satisfy all requirements of the United States Post Office with regards to bulk mail preparation, postage costs and any other requirement necessary in preparing mail for the State of Oklahoma.
- C.4.2. Vendor shall use any necessary mail handling and security procedure that will prevent the loss and theft of any authorized user's mail.
- C.4.3. The vendor shall provide full service to those agencies that qualify for First Class Presort rates and not assign any interest in the contract without the prior consent of Central Purchasing.
- C.4.4. The vendor shall provide trays or buckets or any other USPS equipment necessary to transport the agencies mail to their facility.
- C.4.5. The vendor shall provide pickup services between the hours of 8:00 am and 5:00 pm, Monday through Friday, with the exception of State and Federally recognized holidays. The vendor shall not require pick up prior to 3:00 pm.
- C.4.6. The vendor shall consult with each agency to schedule mail pick ups at designated locations.
- C.4.7. The vendor shall sort the mail at its facility, add postage if necessary, and deliver it to the USPS. Pick up from agencies and delivery to the USPS shall be made on the same day. Vendor shall invoice agency for any additional postage added on the regular invoice. Vendor shall provide agency a listing of mailings that additional postage was added on a basis agreed to by the agency.
- C.4.8. The vendor shall advise State Agencies on how to process their mail using the most economical means. Any rate changes mandated by the United States Postal Service shall be conveyed to the Contracting Officer managing the contract.
- C.4.9. The vendor shall assume full responsibility for the mail and its contents from the time of pick up until the time of delivery to the USPS acceptance unit.
- C.4.10. The vendor shall establish:
 - C.4.10.1. A dependable system to control the progress of each order through all production operations (including those of any subcontractor).
 - C.4.10.2. An inspection procedure for each production operation to maintain the required quality of workmanship.

C.5. Invoices

- C.5.1. At intervals of not less than once each quarter, the vendor shall submit a separate, itemized invoice to each participating agency for extra postage added to mail not qualifying for the presort discount.

- C.5.2. All invoices must include the state contract number and the agency purchase order number. The invoice must specify how many pieces of mail did and did not qualify for discounts.
- C.5.3. At intervals of not less than once each quarter, the vendors shall submit a separate, itemized invoice to each participating agency for those pieces of mail which qualified for the automation rate.

C.6. Employment Relationship / Employees

- C.6.1. The vendor shall assume full responsibility for its actions and those of its employees. At no time shall the vendor or its employees be considered employees of the State of Oklahoma. The vendor shall be responsible for Employment taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, and all associated record keeping which is legally required by Federal, State, County, City, or other government body and agrees to comply with the Fair Labor Standard Act, Fair Employment Practices, Equal Employment Opportunity Act.
- C.6.2. All employees of the vendor shall carry proper identification.

C.7. Additional Insurance Requirements

- C.7.1. The vendor shall provide certificate of insurance on proof of liability of at two million dollars for the protection of the mail and of State property. The vendor shall maintain vehicular insurance for all vehicles used to transport mail.
- C.7.2. The required insurance coverage must be in effect no later than 12:01 AM on the day the contract commences and remain in effect for the duration of the contract.
- C.7.3. The vendor shall be responsible for any and all injury or damage as a result of any service rendered under the terms and conditions of the contract. In addition to the liability imposed upon the vendor on the account of personal injury, bodily injury (including death) or property damage suffered as a result of the vendor's performance under the contract, the vendor agrees that subject to the Oklahoma Governmental Tort Claims Act, the State of Oklahoma agrees to bear all expenses, fines, judgments, and costs which may arise from any acts or omission of its officials or employees in connection with the contract.

D. EVALUATION

D.1. Evaluation Criteria

- D.1.1. This RFP will be evaluated based on Best Value Criteria.
- D.1.2. Evaluation criteria for this RFP will be as follows: Adherence to contract requirements, cost, and references.

D.2. Competitive Negotiations of Proposals

In accordance with Oklahoma Statutes, Title 74 subsections 85.5, the State of Oklahoma reserves the right to negotiate with one, selected, all or none of the Bidders responding to this solicitation to obtain the best value for the State. Negotiations could entail discussions on products, services, pricing, contract terminology or any other issue that mitigate the State's risks. The State will consider all issues negotiable and not artificially constrained by internal corporate policies. Negotiation may be with one or more Bidders, for any and all items in the Bidder's proposal.

Firms that contend that they lack flexibility because of their corporate policy on a particular negotiation item will face a significant disadvantage and may not be considered. If such negotiations are conducted, the following conditions shall apply:

- D.2.1. Negotiations may be conducted in person, in writing, or by telephone.
- D.2.2. Negotiations will only be conducted with potentially acceptable proposals. The State reserves the right to limit negotiations to those proposals that received the highest rankings during the initial evaluation phase.
- D.2.3. Terms, conditions, prices, methodology, or other features of the Bidder's proposal may be subject to negotiations and subsequent revision. As part of the negotiations, the Bidder may be required to submit supporting financial, pricing, and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
- D.2.4. The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the State determines that a change in such requirements is in the best interest of the State Of Oklahoma.
- D.2.5. BEST and FINAL – The state may request best and final offers if deemed necessary, and will determine the scope and subject of any best and final request. However, the Bidder should not expect that the state will ask for best and finals to give the Bidder an opportunity to strengthen your proposal. Therefore, the Bidder must submit your best offer based on the terms and condition set forth in this solicitation.

D.2.6.

E. INSTRUCTIONS TO SUPPLIER

E.1. Vendor References

- E.1.1. The vendor shall provide up to three previous and current contract references consisting of government agencies or private firms which reflect requirements similar to the scope of the contract contemplated herein. Please show experience based on a daily average of 75,000 to 100,000 pieces of mail processed per day, over a period of at least six continuous months with the last two years for First and Third Class mail and experience with the automated application of delivery point barcodes qualifying First and Third Class mail at the rate of 75,000 to 100,000 pieces per work day, over a period of at least six continuous months within the last two years.
- E.1.2. The vendor shall include contract duration dates, geographic area served, and a brief written description of the service provided and methodology employed.
- E.1.3. Please provide the Name, Address, and Telephone number of the agency or client contact.
- E.1.4. The vendor shall provide an organizational chart showing the staffing and lines of authority for key personnel to be used in the processing of the State mail. The relationship of the project leader to management and support personnel shall be illustrated.

E.2. Vendor's Plan to Implement Contract

- E.2.1. Please provide a plan for implementing and managing this contract. You may describe the logical progression of the tasks to be accomplished, starting with initial steps and illustrate the sequence of events anticipated in the implementation and maintenance of the contract. Please attach your documents to the Request For Quote documents as a part of your response.
- E.2.2. The vendor is invited to provide solutions for the processing of mail and plans for proposed actions to aid the agencies in the processing of their mail. Any value-added services offered by the vendor such as seminars and training sessions that would be supportive of the agency achieving postal rate savings should be addressed in these solutions. Please attach your documents to the Request For Quote documents as a part of your response.
- E.2.3. The vendor shall provide detailed descriptions of all machines used in the processing of the mail. Please describe the procedures used to process the mail and the approximate size of the location where the mail is processed, including the number and types of machines and number and types of vehicles used in the transportation of the mail.

E.3. RFP Submission Requirements

- E.3.1. Supplier should submit two (2) CDs or DVDs containing an electronic copy of the proposal which must be clearly marked with the Supplier's name, solicitation number and date of solicitation closing. This term overrides any terms in Section A requiring submission of hard-copy.
 - E.3.1.1. All electronic documents must be in one of the following software formats:
 - E.3.1.1.1. MS Word (.doc or .docx), MS Excel (.xls or .xlsx), or Adobe PDF (.pdf)
 - E.3.1.1.2. Graphic samples must be in tif, gif, jpeg or pdf
- E.3.2. Each Supplier shall submit a complete proposal, and should clearly describe Supplier's ability to meet or exceed every requirement detailed in the Solicitation Request and this RFP.
- E.3.3. Each Supplier shall submit the required forms in the front of the Solicitation Packet.
 - E.3.3.1. OMES-FORM-CP-076
 - E.3.3.2. OMES-FORM-CP-004

E.4. Technical Questions

Technical questions concerning the RFP should be submitted in writing to the contracting officer listed on the front page of the solicitation no later than 11/17/2014.

F. PRICE AND COST

Vendor shall submit pricing in accordance with the attached bid sheet.



SOLICITATION REQUEST

Request for Quote Request for Proposal Request for Bid

Dispatch via Print

Request Quote ID.	Date	Buyer	Page
0900000163	10/29/2014		1
Payment Terms	DateTime Quote Open	Closing	
0 Days	09/15/2014 01:08 PM	12/02/2014 03:00 PM	

Mgmt and Enterprise Services
 OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ADMINISTRATION
 122 STATE CAPITOL BUILDING
 OKLAHOMA CITY OK 73105

Requisition Number Reference:

Ship To: See Detail Below
Bill To: OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ACCOUNTS PAYABLE
 3812 N SANTA FE, STE 290
 OKLAHOMA CITY OK 73118

Vendor: NAME _____
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

						Supplier Responses	
Line	Cat CD / Item # - Descr		Qty.	UOM		Unit Cost	Ext. Cost
1	80141800 / 1000008847	MAIL SERV: Metered Letters, Presort 1st Class Mail	13792890	PC		_____	_____

RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

2	80141800 / 1000008848	MAIL SERV: Permit Letters, Presort 1st Class Mail	15074808	PC		_____	_____
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YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

3	80141800 / 1000008854	MAIL SERV: Metered Flats, Presort 1st Class Mail	757012	PC		_____	_____
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This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature



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Dispatch via Print

Request Quote ID.	Date	Buyer	Page
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Payment Terms	DateTime Quote Open	Closing	
0 Days	09/15/2014 01:08 PM	12/02/2014 03:00 PM	

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 3812 N SANTA FE, STE 290
 OKLAHOMA CITY OK 73118

Vendor: NAME _____
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
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YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

4	80141800 / 1000008853	MAIL SERV: Postcards, Presort 1st Class Mail	1	PC	_____	_____
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RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

5	80141800 / 1000008849	MAIL SERV: Permit/Metered, Presort 1st Class Mail	1	PC	_____	_____
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 3812 N SANTA FE, STE 290
 OKLAHOMA CITY OK 73118

Vendor: NAME _____
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
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YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

6	80141800 / 1000008856	MAIL SERV: Automation Rate, Non-Automation Letters Metered at Agency Location at Automation Rate, Presort 1st Class Mail,	3541204	PC	_____	_____
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RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

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Authorized Signature



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 3812 N SANTA FE, STE 290
 OKLAHOMA CITY OK 73118

Vendor: NAME _____
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
7	80141800 / 1000008857 MAIL SERV: Non-Auto Letters Metered at Agency Location at Non-Automation Rate, Presort 1st Class Mail	1	PC		

RENEWAL PRICING:

YEAR 2: _____
 YEAR 3: _____
 YEAR 4: _____
 YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

8	80141800 / 1000008858 MAIL SERV: Non-Auto Flats Metered at Agency Location at Automation Rate, Presort 1st Class Mail	262841	PC		
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 YEAR 3: _____
 YEAR 4: _____
 YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

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 ACCOUNTS PAYABLE
 3812 N SANTA FE, STE 290
 OKLAHOMA CITY OK 73118

Vendor: NAME _____
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

						Supplier Responses	
Line	Cat CD / Item # - Descr		Qty.	UOM		Unit Cost	Ext. Cost
9	80141800 / 1000008859	MAIL SERV: Non-Auto Flats Metered at Agency Location at Non-Automation Rate, Presort 1st Class Mail	86109	PC			

RENEWAL PRICING:

YEAR 2: _____
 YEAR 3: _____
 YEAR 4: _____
 YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

10	80141800 / 1000008860	MAIL SERV: Non-Auto P/Cards Metered at Agency Location at Automation Rate, Presort 1st Class Mail	1	PC			
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YEAR 2: _____
 YEAR 3: _____
 YEAR 4: _____
 YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

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Authorized Signature



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 OKLAHOMA CITY OK 73118

Vendor: NAME _____
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
11	80141800 / 1000008861 MAIL SERV: Non-Auto P/Cards Metered at Agency Location at Non-Automation Rate, Presort 1st Class Mail	1	PC		

RENEWAL PRICING:

YEAR 2: _____
 YEAR 3: _____
 YEAR 4: _____
 YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

12	80141800 / 1000008862 MAIL SERV: Std Metered Letters, Presort Standard Mail, Bulk Mail Preparation, Metered Letters	1	PC		
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YEAR 2: _____
 YEAR 3: _____
 YEAR 4: _____
 YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

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Authorized Signature



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 3812 N SANTA FE, STE 290
 OKLAHOMA CITY OK 73118

Vendor: NAME _____
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
13	80141800 / 1000008850 MAIL SERV: Std Permit Letters, Presort Standard Mail, Bulk Mail Preparation	262524	PC		

RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST**Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

14	80141800 / 1000008851 MAIL SERV: Std Flats, Metered, Presort Standard Mail, Bulk Mail Preparation	1	PC		
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RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST**Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:**This is NOT AN ORDER**

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature



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 ACCOUNTS PAYABLE
 3812 N SANTA FE, STE 290
 OKLAHOMA CITY OK 73118

Vendor: NAME _____
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
15	80141800 / 1000008863 MAIL SERV: Std Flats, Permit, Presort Standard Mail, Bulk Mail Preparation	33416	PC	_____	_____

RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

16	80141800 / 1000008864 MAIL SERV: Std P/Cards, Metered, Presort Standard Mail, Bulk Mail Preparation	1	PC	_____	_____
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RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

This is NOT AN ORDER

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Authorized Signature



SOLICITATION REQUEST

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0900000163	10/29/2014		9
Payment Terms	DateTime Quote Open	Closing	
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Requisition Number Reference:

Mgmt and Enterprise Services
 OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ADMINISTRATION
 122 STATE CAPITOL BUILDING
 OKLAHOMA CITY OK 73105

Ship To: See Detail Below
Bill To: OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ACCOUNTS PAYABLE
 3812 N SANTA FE, STE 290
 OKLAHOMA CITY OK 73118

Vendor: NAME _____
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
17	80141800 / 1000008855 MAIL SERV: Std P/Cards, Permit, Presort Standard Mail, Bulk Mail Preparation	1	PC		

RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST**Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

18	80141800 / 1000008870 MAIL SERV: Std Metered Letters, Presort Standard Mail, Bulk Mail Preparation, Non-Automation	1	PC		
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RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST**Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:**This is NOT AN ORDER**

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature



SOLICITATION REQUEST

 Request for Quote Request for Proposal Request for Bid**Dispatch via Print**

Request Quote ID.	Date	Buyer	Page
0900000163	10/29/2014		10
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0 Days	09/15/2014 01:08 PM	12/02/2014 03:00 PM	

Mgmt and Enterprise Services
 OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ADMINISTRATION
 122 STATE CAPITOL BUILDING
 OKLAHOMA CITY OK 73105

Requisition Number Reference:

Ship To: See Detail Below
Bill To: OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ACCOUNTS PAYABLE
 3812 N SANTA FE, STE 290
 OKLAHOMA CITY OK 73118

Vendor: NAME _____
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
19	80141800 / 1000008871 MAIL SERV: Std Permit Letters, Presort Standard Mail, Bulk Mail Preparation, Non-Automation	212109	PC		

RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST**Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

20	80141800 / 1000008865 MAIL SERV: Std Flats, Metered, Presort Standard Mail, Bulk Mail Preparation, Non-Automation	1	PC		
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RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST**Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:**This is NOT AN ORDER**

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Authorized Signature



SOLICITATION REQUEST

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Mgmt and Enterprise Services
 OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ADMINISTRATION
 122 STATE CAPITOL BUILDING
 OKLAHOMA CITY OK 73105

Requisition Number Reference:

Ship To: See Detail Below
Bill To: OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ACCOUNTS PAYABLE
 3812 N SANTA FE, STE 290
 OKLAHOMA CITY OK 73118

Vendor: NAME _____
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

						Supplier Responses	
Line	Cat CD / Item # - Descr		Qty.	UOM		Unit Cost	Ext. Cost
21	80141800 / 1000008866	MAIL SERV: Std Flats, Permit, Presort Standard Mail, Bulk Mail Preparation, Non-Automation	50298	PC		_____	_____

RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

22	80141800 / 1000008867	MAIL SERV: Std P/Cards, Metered, Presort Standard Mail, Bulk Mail Preparation, Non-Automation	1	PC		_____	_____
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RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

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SOLICITATION REQUEST

Request for Quote Request for Proposal Request for Bid

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Mgmt and Enterprise Services
 OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ADMINISTRATION
 122 STATE CAPITOL BUILDING
 OKLAHOMA CITY OK 73105

Requisition Number Reference:

Ship To: See Detail Below
Bill To: OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ACCOUNTS PAYABLE
 3812 N SANTA FE, STE 290
 OKLAHOMA CITY OK 73118

Vendor: NAME _____
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
23	80141800 / 1000008868 MAIL SERV: Std P/Cards, Permit, Presort Standard Mail, Bulk Mail Preparation, Non-Automation	1	PC	_____	_____

RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

24	80141800 / 1000008869 MAIL SERV: Clear Zone Labeling, Presort Standard Mail, Bulk Mail Preparation, Non-Automation	1	PC	_____	_____
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RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

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SOLICITATION REQUEST

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Mgmt and Enterprise Services
 OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ADMINISTRATION
 122 STATE CAPITOL BUILDING
 OKLAHOMA CITY OK 73105

Requisition Number Reference:

Ship To: See Detail Below
Bill To: OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ACCOUNTS PAYABLE
 3812 N SANTA FE, STE 290
 OKLAHOMA CITY OK 73118

Vendor: NAME _____
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
25	80141800 / 1000008846 MAIL SERV: Address Correction made by Vendor. Fast Forward Service	213878	PC		

RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

26	80141800 / 1000008852 MAIL SERV: USPS National Change of Address Correction Service	12241	PC		
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RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

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SOLICITATION REQUEST

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Mgmt and Enterprise Services
OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
ADMINISTRATION
122 STATE CAPITOL BUILDING
OKLAHOMA CITY OK 73105

Requisition Number Reference:

Ship To: See Detail Below
Bill To: OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
ACCOUNTS PAYABLE
3812 N SANTA FE, STE 290
OKLAHOMA CITY OK 73118

Vendor: NAME _____
Address: _____
Address: _____
City: _____ ST: _____ ZIP: _____

Line	Cat CD / Item # - Descr	Qty.	UOM	Supplier Responses	
				Unit Cost	Ext. Cost
27	80141800 / 1000008951 MAIL SERV: Inserting by Hand, Bulk Mail Preparation	221604	PC	_____	_____

RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

28	80141800 / 1000008952 MAIL SERV: Inserting by Machine, Bulk Mail Preparation	10216428	PC	_____	_____
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RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

29	80141800 / 1000008953 MAIL SERV: Folding by Hand, Bulk Mail Preparation	253072	PC	_____	_____
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This is NOT AN ORDER

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SOLICITATION REQUEST

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Mgmt and Enterprise Services
 OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ADMINISTRATION
 122 STATE CAPITOL BUILDING
 OKLAHOMA CITY OK 73105

Requisition Number Reference:

Ship To: See Detail Below
Bill To: OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ACCOUNTS PAYABLE
 3812 N SANTA FE, STE 290
 OKLAHOMA CITY OK 73118

Vendor: NAME _____
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
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RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

30	80141800 / 1000008954	MAIL SERV: Folding by Machine, Bulk Mail Preparation	6670377	PC	_____	_____
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RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

31	80141800 / 1000008955	MAIL SERV: Sealing by Hand, Bulk Mail Preparation	72179	PC	_____	_____
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Mgmt and Enterprise Services
OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
ADMINISTRATION
122 STATE CAPITOL BUILDING
OKLAHOMA CITY OK 73105

Requisition Number Reference:

Ship To: See Detail Below
Bill To: OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
ACCOUNTS PAYABLE
3812 N SANTA FE, STE 290
OKLAHOMA CITY OK 73118

Vendor: NAME _____
Address: _____
Address: _____
City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
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RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

32	80141800 / 1000008956	MAIL SERV: Sealing by Machine, Bulk Mail Preparation	6883292	PC	_____	_____
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RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

33	80141803 / 1000008957	MAIL SERV: Addressing by Label, Bulk Mail Preparation	1	PC	_____	_____
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This is NOT AN ORDER

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Authorized Signature



SOLICITATION REQUEST

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Mgmt and Enterprise Services

OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ADMINISTRATION
 122 STATE CAPITOL BUILDING
 OKLAHOMA CITY OK 73105

Requisition Number Reference:

Ship To: See Detail Below
Bill To: OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ACCOUNTS PAYABLE
 3812 N SANTA FE, STE 290
 OKLAHOMA CITY OK 73118

Vendor: NAME

Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
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RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST**Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

34	80141803 / 1000008958	MAIL SERV: Addressing by Ink Jet, Bulk Mail Preparation	1085459	PC	_____
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RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST**Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:**This is NOT AN ORDER**

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SOLICITATION REQUEST

 Request for Quote Request for Proposal Request for Bid**Dispatch via Print**

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Mgmt and Enterprise Services

OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ADMINISTRATION
 122 STATE CAPITOL BUILDING
 OKLAHOMA CITY OK 73105

Requisition Number Reference:

Ship To: See Detail Below
Bill To: OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ACCOUNTS PAYABLE
 3812 N SANTA FE, STE 290
 OKLAHOMA CITY OK 73118

Vendor: NAME _____
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
35	80141803 / 1000008959 MAIL SERV: Addressing Full Envelope, Bulk Mail Preparation, to include any and all of the following services, Permit, Address and Return Address	684893	PC		

RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST**Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

36	80141803 / 1000008960 MAIL SERV: List Processing for Delivery Point Validation, works in conjunction with NCOA Address Correction Service.	4009282	PC		
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LIST PROCESSING SERVICES MINIMUM QUANTITY: _____

RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST**Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:**This is NOT AN ORDER**

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Authorized Signature



SOLICITATION REQUEST

Request for Quote Request for Proposal Request for Bid

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0900000163	10/29/2014		19
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Mgmt and Enterprise Services
 OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ADMINISTRATION
 122 STATE CAPITOL BUILDING
 OKLAHOMA CITY OK 73105

Requisition Number Reference:

Ship To: See Detail Below
Bill To: OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ACCOUNTS PAYABLE
 3812 N SANTA FE, STE 290
 OKLAHOMA CITY OK 73118

Vendor: NAME
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
37	80141800 / 1000008961 MAIL SERV: Daily Pickup Charge per Occurrence (To be billed weekly)	4184	EA		

RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

38	80141800 / 1000008962 MAIL SERV: Rush Fee, for same day expedited service of Bulk Mail Preparation of First Class or Standard Mail	1506011	EA		
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RUSH SERVICES MINIMUM QUANTITY: _____

RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

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SOLICITATION REQUEST

Request for Quote Request for Proposal Request for Bid

Dispatch via Print

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Mgmt and Enterprise Services
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 ADMINISTRATION
 122 STATE CAPITOL BUILDING
 OKLAHOMA CITY OK 73105

Requisition Number Reference:

Ship To: See Detail Below
Bill To: OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ACCOUNTS PAYABLE
 3812 N SANTA FE, STE 290
 OKLAHOMA CITY OK 73118

Vendor: NAME _____
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
39	80141800 / 1000008948 MAIL SERV: Single Tab Services, as required by USPS Regulations for discounted Mail	15605	PC	_____	_____

RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

40	80141800 / 1000008949 MAIL SERV: Double Tab Services, as required by USPS Regulations for discounted Mail	20842	PC	_____	_____
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RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST **Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

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SOLICITATION REQUEST

Request for Quote Request for Proposal Request for Bid

Dispatch via Print

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Mgmt and Enterprise Services
 OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ADMINISTRATION
 122 STATE CAPITOL BUILDING
 OKLAHOMA CITY OK 73105

Requisition Number Reference:

Ship To: See Detail Below
Bill To: OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
 ACCOUNTS PAYABLE
 3812 N SANTA FE, STE 290
 OKLAHOMA CITY OK 73118

Vendor: NAME _____
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

					Supplier Responses	
Line	Cat CD / Item # - Descr	Qty.	UOM		Unit Cost	Ext. Cost
41	80141800 / 1000008950	MAIL SERV: Three or More Tab Services, as required by USPS Regulations for discount Mail	30241	PC	_____	_____

RENEWAL PRICING:

YEAR 2: _____

YEAR 3: _____

YEAR 4: _____

YEAR 5: _____

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

COMMENTS:
 TERMS AND CONDITIONS IN ACCORDANCE WITH THE RFP.

QUANTITIES LISTED ARE BASED ON THE PREVIOUS 18 MONTHS OF USAGE, WHERE AVAILABLE. IF PREVIOUS USAGE WAS UNAVAILABLE, A QUANTITY OF "1" IS LISTED.

This is NOT AN ORDER

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