



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

**Notice of Statewide Contract
Award**

Official signed contract documents are on file with OMES-Central Purchasing.

Contract Title: Notary Commission Services and Supplies

Contract Issuance Date: March 23, 2015

Statewide Contract #: SW114

Total Number of Vendors: 1 (For details see: Vendor Information Sheet)

Contract Period: April 18, 2015 through April 17, 2016

Agreement Period: April 18, 2015 through April 17, 2020

Authorized Users: All State Departments, Boards, Commissions, Agencies and Institutions, in addition to Counties, School Districts and Municipalities may avail themselves of the contract.

Contract Priority: This is a Mandatory Contract

Type of Contract: Indefinite Quantity, Services outlined to be performed on an as needed basis

OMES-CP Contact: Theresa Johnson
Contracting Officer

Phone: 1-405-521-2289

Fax: 1-405-522-1077

Email: theresa.Johnson@omes.ok.gov



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

Awarded Vendor Information

PAGE 2 OF 3

Vendor Name: Walker Stamp and Seal

Vendor Address: Address: 121 N. W. 6th Street

City: Oklahoma City

State: OK

Zip Code: 73102

Contact Person Name: Melissa Rust

Phone #: 405-235-5319

Title: General Manager

Fax #: 405-235-1698

Email: melissarust@walkercompanies.com

Website: www.walkercompanies.com

Authorized Location: ☐ Locations list attached as *(attachment title)*

☐ Address:

City:

State:

Zip Code:

Contract ID #: 000000000000000000004058

Delivery: 14 Business Days

Minimum Order: NONE

P/Card Accepted: YES

CONTRACT SPECIFICATIONS

Contract Period: Contract Period will be April 18, 2015 through April 17, 2016 with the option to renew for an additional four (4) one year periods at the same terms and conditions.

Termination: This contract shall be in force until expiration date, or until thirty (30) days after notice has been given by the State of Oklahoma of its desire to terminate the contract. After the first six (6) months, vendor may cancel with thirty (30) days written notice.

Vendor Responsibilities: Awarded vendor shall be familiar with all statutory requirements as listed in O.S.S. Title 49. Vendor shall be able to provide all services and supplies necessary to maintain a Notary Commission. All forms needed will also be provided.

Awarded vendor shall maintain telephone assistance Monday through Friday, 8:30 am through 5:00pm.

Orders for a Notary Commission are to be processed within fourteen (14) business days after receipt of application.

Upon receipt of the Notary Commission, the awarded vendor shall file a Surety Bond in the amount of \$1,000.00, signed by one or more sureties, with the Oklahoma Secretary of State office.

Commission Specifications:

New Notary Commission Service Specifications:

1. Submit completed application, filing and payment of fees for Notary Commission with Oklahoma Secretary of State.
2. Complete application for four (4) year \$1,000 Notary Surety Bond (as listed in Section C.2.4).
3. File completed application, to include fee payment, to the Oklahoma Secretary of State for the Notary Surety Bond.
4. Provide either a Notary Seal or Notary Stamp in either round or rectangular shape that is in compliance with Title 49 of the Oklahoma State Statutes.
5. Provide a Notary Record Book.
6. Provide notification to Notary of Commission expiration date.
7. Price to include shipping and handling for all items listed above.

Renewal Notary Commission Service Specifications:

1. Notification to Notary that the renewal application has been received and will be processed.
2. Complete application for four (4) year \$1,000 Notary Surety Bond (as listed in Section C.2.5).
3. File completed application, to include fee payment, to the Oklahoma Secretary of State for the Notary Surety Bond.
4. Provide either a Notary Seal or Notary Stamp in either round or rectangular shape that is in compliance with O.S.S. Title 49.
5. Provide a Notary Record Book.
6. Provide notification to Notary of Commission expiration date.
7. Price to include shipping and handling for all items listed above.



CONTRACT

State of Oklahoma

Dispatch via Print

Supplier 0000074435
WALKER COMPANIES
PO BOX 177
OKLAHOMA CITY OK 73101-0177
USA

Contract ID 000000000000000000004058			Page 1 of 3	
Contract Dates 04/18/2015 to 04/17/2016		Currency USD	Rate Type CRRNT	Rate Date PO Date
Description: From Req ID - 5800001845			Contract Maximum 0.00	
TYPE: STATEWIDE				

Tax Exempt? Y Tax Exempt ID:736017987

Contract Lines:

Line #	Cat CD / Item ID / Item Desc	UOM	Minimum Order Qty	Amt	Maximum / Open Qty	Amt
1	55121621 / 1000005611 NOTARY: Renewal of State of Oklahoma Notary Commission Service, Completed 4 year \$1,000.00 Notary Bond, Filing of the Notary Bond with the Secretary of State and 1 Notary Record Book .	EA	1.00	0.00	0.00	0.00
	Contract Base Pricing		65.00000	EA	0001	
2	55121621 / 1000005843 NOTARY: Expired Renewal of State of Oklahoma Notary Commission Service, Completed 4 year \$1,000.00 Notary Bond, Filing of the Notary Bond with the Secretary of State and 1 Notary Record Book	EA	1.00	0.00	0.00	0.00
	Contract Base Pricing		70.00000	EA	0001	
3	55121621 / 1000006584 NOTARY SUPPLIES: Plain Notary Seal	EA	1.00	0.00	0.00	0.00
	Contract Base Pricing		10.00000	EA	0001	
4	55121621 / 1000005559 NOTARY SUPPLIES: Seal Embosser, Hand Held	EA	1.00	0.00	0.00	0.00
	Contract Base Pricing		15.00000	EA	0001	
5	55121621 / 1000005587 NOTARY SUPPLIES: Seal Embosser, Desk	EA	1.00	0.00	0.00	0.00
	Contract Base Pricing		15.00000	EA	0001	
6	55121621 / 1000007699 NOTARY SUPPLIES: Plain Round Notary Stamp, requires stamp pad and ink	EA	1.00	0.00	0.00	0.00
	Contract Base Pricing		7.00000	EA	0001	
7	55121621 / 1000007348 NOTARY SUPPLIES: Large Round Notary Self-Inking Stamp	EA	1.00	0.00	0.00	0.00

Final = The price is final after adjustments
Hard = Apply adjustments regardless of other adjustments
Skip = Skip adjustments if any other adjustments have been applied

Authorized Signature



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Tax Exempt? Y Tax Exempt ID:736017987

Contract Lines:

Line #	Cat CD / Item ID / Item Desc	UOM	Minimum Order Qty	Amt	Maximum / Open Qty	Amt
	Contract Base Pricing 15.00000	EA		0001		
8	55121621 / 1000005586 NOTARY SUPPLIES: Small Round Notary Self-Inking Stamp	EA	1.00	0.00	0.00	0.00
	Contract Base Pricing 12.50000	EA		0001		
9	55121621 / 1000007698 NOTARY SUPPLIES: Round Notary Pre-Inked Stamp	EA	1.00	0.00	0.00	0.00
	Contract Base Pricing 17.50000	EA		0001		
10	55121621 / 1000007377 NOTARY SUPPLIES: Plain Rectangular Notary Stamp, requires stamp pad and ink	EA	1.00	0.00	0.00	0.00
	Contract Base Pricing 7.00000	EA		0001		
11	55121621 / 1000007376 NOTARY SUPPLIES: Rectangular Notary Self-Inking Stamp	EA	1.00	0.00	0.00	0.00
	Contract Base Pricing 15.00000	EA		0001		
12	55121621 / 1000007375 NOTARY SUPPLIES: Rectangular Notary Pre-Inked Stamp	EA	1.00	0.00	0.00	0.00
	Contract Base Pricing 17.50000	EA		0001		
13	55121621 / 1000007199 NOTARY SUPPLIES: Plain Rubber Expiration Stamp, requires stamp pad and ink	EA	1.00	0.00	0.00	0.00
	Contract Base Pricing 1.00000	EA		0001		
14	55121621 / 1000005583 NOTARY SUPPLIES: Notary Record Book	EA	1.00	0.00	0.00	0.00

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Contract ID 0000000000000000000000004058			Page 3 of 3	
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Description: From Req ID - 5800001845			Contract Maximum 0.00	
TYPE: STATEWIDE				

Tax Exempt? Y Tax Exempt ID:736017987

Contract Lines:

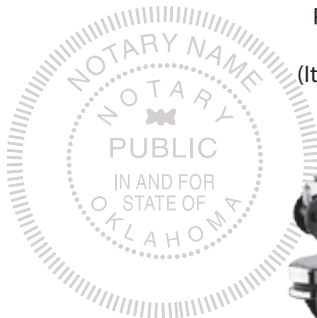
Line #	Cat CD / Item ID / Item Desc	UOM	Minimum Order Qty	Amt	Maximum / Open Qty	Amt
	Contract Base Pricing		1.25000			
		EA		0001		
15	55121621 / 1000006645 NOTARY: New State of Oklahoma Notary Commission Service, Completed with Notary Seal, 4 year \$1,000.00 Notary Bond, Filing of the Notary Bond with the Secretary of State and 1 Notary Record Book	EA	1.00	0.00	0.00	0.00
	Contract Base Pricing		80.00000			
		EA		0001		
16	55121621 / 1000006582 NOTARY: New State of Oklahoma Notary Commission Service, Completed with Rectangular Notary Stamp, 4 year \$1,000.00 Notary Bond, Filing of the Notary Bond with the Secretary of State and 1 Notary Record Book	EA	1.00	0.00	0.00	0.00
	Contract Base Pricing		80.00000			
		EA		0001		
17	55121621 / 1000006583 NOTARY: New State of Oklahoma Notary Commission Service, Completed with Round Notary Stamp, 4 year \$1,000.00 Notary Bond, Filing of the Notary Bond with the Secretary of State and 1 Notary Record Book	EA	1.00	0.00	0.00	0.00
	Contract Base Pricing		80.00000			
		EA		0001		

COMMENTS:

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Optional Items - Included In State Contract



ACTUAL IMPRINT SIZE

Plain Notary Seal
(NS) \$10.00
(Item #1000006584)



Hand Held Embosser
(NS or NS-CE)



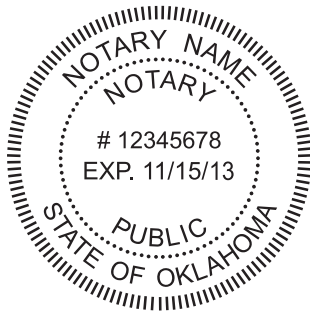
ACTUAL IMPRINT SIZE

Hand Held Notary Seal with Comm.
Number and Exp. Date (NS-CE)
\$15.00
(Item #1000005559)

Desk Notary Seal with Comm.
Number and Exp. Date
(NS-CE D) \$15.00
(Item #1000005587)



Desk Embosser
(NS-CE D)



ACTUAL IMPRINT SIZE



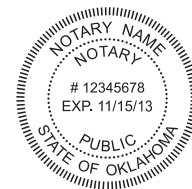
Large Round
Self-Inking Stamp
(R40-P) \$15.00
(Item #1000007348)



Large Round
Pre-Inked Stamp
(Max-535) \$17.50
(Item #1000007698)



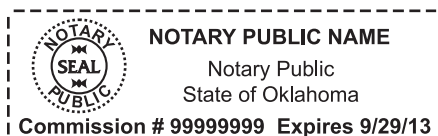
Round Notary
Rubber Stamp
(NRS-RR) \$7.00
(Item #1000007699)



ACTUAL IMPRINT SIZE



Small Round Self-Inking Stamp
(R24-P) \$12.50
(Item #1000005586)



ACTUAL IMPRINT SIZE



Rectangular
Self-Inking Stamp
(ID-100) \$15.00
(Item #1000007376)



Rectangular
Pre-Inked Stamp
(Max-185) \$17.50
(Item #1000007375)



Rectangular
Notary Rubber Stamp
(NRS-REC) \$7.00
(Item #1000007377)



My Commission Expires December 7, 2015
ACTUAL IMPRINT SIZE

Comm. Expiration Rubber Stamp
(NCS) \$1.00
(Item #1000007199)