



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

Amendment of Solicitation

Date of Issuance: 09-03-2015

Solicitation No. SW 050

Requisition No. \_\_\_\_\_

Amendment No. 1

Hour and date specified for receipt of offers is changed:  No  Yes, to: \_\_\_\_\_ 3:00 PM CST/CDT

Pursuant to OAC 580:16-7-30(d), this document shall serve as official notice of amendment to the Solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent.

Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

- (1) Sign and return a copy of this amendment with the solicitation response being submitted; or,
- (2) If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date printed clearly on the front of the envelope.

**ISSUED BY and RETURN TO:**

**U.S. Postal Delivery or Personal 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

Lisa Bradley  
Contracting Officer

( 405 ) - 522 - 4480  
Phone Number

[Lisa.Bradley@omes.ok.gov](mailto:Lisa.Bradley@omes.ok.gov)  
E-Mail Address

**Description of Amendment:**

a. This is to incorporate the following:

Question and Answer Amendment.

**Question #1** – Please confirm that this RFP is asking for rates that would be locked in for potentially up to 5 years. If awarded, will there be any opportunity to change the rates?

**Answer #1** – This contract is intended to provide for the best possible services and moving costs available to the State. All original prices must remain the same for the full first twelve (12) months of this contract. If there is circumstances which may involve a price increase, it is the suppliers' responsibility to notify the contracting officer at least sixty (60) days prior to requested date of increase. It will be at the State's sole decision to accept the price increase, decline the price increase, or to negotiate any price increase. Supplier shall include exact items and documentation supporting the request.

**Question #2** – 1% Management Fee – if understood correctly, 1% of the total invoices per quarter is to be paid to Central Purchasing.

**Answer #2** – Yes. State Statue §85.33 A reads as follows:

A. There is hereby created in the State Treasury a revolving fund for the Office of Management and Enterprise Services to be designated the "Contract Management Revolving Fund". The fund shall consist of any monies received from fees, levies or rebates the Office receives in accordance with subsection B of this section. The revolving fund shall be a continuing fund, without legislative appropriation, not subject to fiscal year limitations, and shall be under the control and

**Description of Amendment - continuing**

management of the Office of Management and Enterprise Services. Expenditures from the Contract Management Revolving Fund shall be budgeted and expended pursuant to the laws of the state and the statutes relating to public finance. The fund shall be used to defray the costs of the Purchasing Division for operations of the Purchasing Division and expenses the Office of Management and Enterprise Services incurs to support operation of the Purchasing Division. Warrants for expenditures from the fund shall be drawn by the State Treasurer, based on claims signed by an authorized employee or employees of the Office, and approved for payment by the Director of the Office of Management and Enterprise Services.

B. The State Purchasing Director may enter into or award contracts that provide a contract management fee, levy or rebate to the Office of Management and Enterprise Services. The State Purchasing Director shall ensure that a contract that provides a management fee, levy or rebate provides value to acquiring agencies exceeding open market acquisition costs.

**Question #3** – C.5.3 states that line-haul costs shall not include over 10,000 pounds of employee’s household goods – please clarify how this affects shipment great than 10,000 pounds.

**Answer #3** – Title 74, Chapter 17 Section 500.53 – Services Included reads as:

Any employee who is permanently transferred at the request of any state agency to a location in excess of twenty-five (25) miles from the location of his previous place of employment shall be entitled to payment by the State of Oklahoma to the carrier for the following services provided by the carrier:

1. (a) The actual line-haul cost of moving ten thousand (10,000) pounds of the employee's household goods, said cost to include the packing, loading and unloading of the goods, respectively, or

(b) Movement of one manufactured home and its contents, regardless of the number of pieces into which it disassembles for transport, provided it is the principal residence of the employee; provided further, that said movement shall not exceed the equivalent cost of moving ten thousand (10,000) pounds of household goods the equivalent distance;

2. Special servicing of appliances at the origin and destination of the move; and

3. The insuring of the employee's household goods and/or manufactured home, in the amount of One Dollar (\$1.00) per pound, not to exceed Ten Thousand Dollars (\$10,000.00).

Any additional moving expenses incurred as a result of said transfer shall be assumed by the employee.

b. All other terms and conditions remain unchanged.

\_\_\_\_\_  
Supplier Company Name (**PRINT**)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative Name (**PRINT**)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Representative Signature