



Solicitation Cover Page

1. Solicitation #: 0250000294

2. Solicitation Issue Date: 8/17/2018

3. Brief Description of Requirement:

The Office of Management and Enterprise Services on behalf of the Oklahoma National Guard is requesting proposals for office, bedroom and dining room furniture.

All questions regarding this solicitation must be submitted in writing and are to be emailed no later than **August 23, 2018 at 3:00 p.m. CDT**. Questions are to be emailed to vanessa.young@omes.ok.gov. Questions received after this date will not be answered. If any questions are received, an amendment to this solicitation will be posted on our website after this deadline listing all questions received and their answers.

NOTE: On a request for proposal, no pricing shall be released at the time of opening. Should a public opening be requested the only information to be released will be a list of bidders without pricing.

4. Response Due Date¹: 9/5/2018

Time: 3pm CST/CDT

5. Issued By and RETURN SEALED BID TO²:

U.S. Postal Delivery Address: 5005 N Lincoln Blvd

Oklahoma City, OK

Common Carrier Delivery Address: 5005 N Lincoln Blvd

Oklahoma City, OK

Electronic Submission Address: _____

6. Solicitation Type (type "X" at one below):

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

7. Contracting Officer:

Name: Vanessa Young
 Phone: 405-202-3850
 Email: vanessa.young@omes.ok.gov

¹ Amendments to solicitation may change the Response Due Date (read GENERAL PROVISIONS, section 3, "Solicitation Amendments")

² If "U.S. Postal Delivery" differs from "Carrier Delivery", use "Carrier Delivery" for courier or personal deliveries



Responding Bidder Information

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

1. **RE: Solicitation #** 025000294

2. **Bidder General Information:**

FEI / SSN : _____ Supplier ID: _____

Company Name: _____

3. **Bidder Contact Information:**

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____

Contact Title: _____

Phone #: _____ Fax #: _____

Email: _____ Website: _____

4. **Oklahoma Sales Tax Permit¹:**

YES – Permit #: _____

NO – Exempt pursuant to Oklahoma Laws or Rules – Attach an explanation of exemption

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 with the bid a certificate of insurance.

NO – Exempt from the Workers' Compensation Act pursuant to 85A O.S. § 2(18)(b)(1-11) – Attach a written, signed, and dated statement on letterhead stating the reason for the exempt status.²

¹ For frequently asked questions concerning Oklahoma Sales Tax Permit, see <https://www.ok.gov/tax/Businesses/index.html>

² For frequently asked questions concerning workers' compensation insurance, see <https://www.ok.gov/wcc/Insurance/index.html>

7. Disabled Veteran Business Enterprise Act

- YES – I am a service-disabled veteran business as defined in 74 O.S. §85.44E. Include with the bid response 1) certification of service-disabled veteran status as verified by the appropriate federal agency, and 2) verification of not less than 51% ownership by one or more service-disabled veterans, and 3) verification of the control of the management and daily business operations by one or more service-disabled veterans.
- NO – Do not meet the criteria as a service-disabled veteran business.

Authorized Signature	Date
Printed Name	Title



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.

Agency Name: Oklahoma National Guard Agency Number: 02500

Solicitation or Purchase Order #: 0250000294

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 an entity acquires by purchase, lease purchase, lease with option to purchase, or rental;
- A.1.2. "Addendum" means a written restatement of or modification to a Contract Document executed by the Supplier and State.
- A.1.3. "Bid" means an offer in the form of a bid, proposal, or quote a bidder submits in response to a solicitation;
- A.1.4. "Bidder" means an individual or business entity that submits a bid in response to a solicitation;
- A.1.5. "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.1.6. "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 5005 N. Lincoln Blvd. Suite 300, 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 the following order of precedence:
 - A.9.2.1. Any Addendum to the Contract;
 - A.9.2.2. Purchase order, as amended by Change Order (if applicable);
 - A.9.2.3. Solicitation, as amended (if applicable); and
 - A.9.2.4. 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 Equivalent

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 bidders offer 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 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 260:115-7-32.

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 Addendum, signed by the State Purchasing Director and the supplier.
- 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 Addendums, 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 supplier(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. Upon submission of an accurate and proper invoice, the invoice shall be paid in arrears after products have been delivered or services provided and in accordance with applicable law. Invoices shall contain the purchase order number, a description of the products delivered or services provided, and the dates of such delivery or provision of services. An invoice is considered proper if sent to the proper recipient and goods or services have been received.
- A.18.2. State Acquisitions are exempt from sales taxes and federal excise taxes.
- A.18.3. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.
- A.18.4. Payment terms will be net 45. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. § 34.72.
- A.18.5. Additional terms which provide discounts for earlier payment may be evaluated when making an award. Any such additional terms shall be no less than ten (10) days increasing in five (5) day increments up to thirty (30) days. The date from which the discount time is calculated shall be the date of a proper invoice.

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 supplier(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 supplier(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

Contract Period will be Date of Award for One Year with the option to renew for One additional One year period at the same terms and conditions. The Government retains the right to contract for this requirement in whole or in part, or to implement the purchase, delivery, and installation of furniture items in phases, to accommodate funding, delivery, remodeling, or performance in more than one fiscal year.

B.2. 90 Day Extension

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

B.3. Indefinite Quantity Contract

This is an Indefinite Quantity Contract and the State may, or may not, buy the items listed.

B.4. Pre-Performance Meeting

After award of contract, the contractor shall attend a pre-performance meeting at the work site(s). The contractor shall be solely responsible for measuring all areas that may impact performance including, but not limited to rooms, hallways, doors, stairwells, entrances, and any other areas that may impact performance and to verify the floor plans and design, and electrical outlets prior to ordering of furniture.

B.5. Hold Harmless

Proposed Supplier agrees to hold harmless Department of Military and its Trustees, officers, servants, employees, agents and consultants, against any claims, demands and liabilities resulting from any act or omission on the part of the Supplier and/or agents, subcontractors, servants, and employees thereof in the performance of this contract.

B.6. Inspection and Warranty

Upon completion of the installation, the Contractor or their designated representative and the Project Manager shall conduct a walkthrough of all rooms where furniture has been installed to ensure installation has been accomplished to standards. If discrepancies are found the contractor shall correct the problem within 48 hours and then have work re-inspected by the Project Manager. The Contractor shall provide timely warranty service on all furniture and equipment that has been installed.

B.7. Waste Materials

Contractor shall dispose of all packaging materials and waste off site. Hours of installation will be coordinated with Project Manager during normal business hours between 0700 and 1600 hrs. Tuesday through Friday. Recycling is encouraged.

B.8. Liability

The U.S. Government assumes no liability for personal injury or damage to contractor owned property, equipment, and personnel. The Contractor shall exercise caution while working on or around the Government worksite and shall be held responsible for any damage caused by the negligence of Contractor personnel. The Contractor shall be responsible for the safety and conduct of its employees while working at the Government facility.

B.9. Quality Control

The Contractor shall establish and maintain a complete Quality Control Plan to ensure that the requirements of the contract are provided as specified. One copy of the contractor's Quality Control Plan shall be provided to the Project Manager not later than the pre-performance conference. An updated copy must be provided to the Project Manager on the contract start date as changes occur. The plan shall describe the methods of identifying and preventing defects before level of performance becomes unacceptable.

B.10. Quality Assurance

- B.10.1.** The government shall evaluate the contractor's performance under this contract. All surveillance observations shall be recorded by the government. When the observation indicates defective performance, the Project Manager shall obtain the contractor's representative's initials on the record of the observation.
- B.10.2.** If the contractor is found in either critical or major nonconformance of the contract, defective/damaged products or untimely delivery/installation, the Project Manager will inform the contractor in writing that non-conforming, deficient services or products may result in withholding of payments, termination for cause, or other action in accordance with the State contract. The contractor, at the time of notification of critical or major nonconformance, will inform the Project Manager of the time necessary to bring the performance into compliance.

B.11. Laws, Regulations, Safety, and Environmental Compliance

- B.11.1.** The Contractor and its employees shall comply with all laws and ordinances governing the conduct of employees according to Oklahoma Department of Labor www.ok.gov/odol. The Contractor shall at its own expense; secure any license or permits required for performance under this statement of work.
- B.11.2.** The Contractor work operations, equipment, and personnel shall abide by and comply with all applicable safety and environmental laws and regulations of the U.S. Government as necessary.

B.12. Minor Deficiencies or Informalities

- B.12.1.** "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.12.2.** 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.

C. SOLICITATION SPECIFICATIONS

C.1. Purpose

The Oklahoma National Guard has is requesting a proposal for brand name or equivalent items and vendors are encouraged to quote items that meet or exceed the specifications of the items listed.

C.2. Furniture Requirements

All items offered should be similar enough in design and color that will present a consistent professional appearance if all were used together. The Government reserves the right to select from among alternate color and/or finish choices offered by the contractor, provided all choices shall be offered at a uniform price as set forth in the bidder's proposal.

C.2.1. 126 Adjustable Height Mobile Flipper Tables:

- C.2.1.1.** Brand: Balt Item# 41610 or Equivalent
- C.2.1.2.** Approximate dimensions: 60"W x 24"D x 28.5-45"H
- C.2.1.3.** Construction: 1" thick high pressure laminate top and steel frame with stretcher bar
- C.2.1.4.** Four 2" casters with two locking
- C.2.1.5.** Wire management grommet
- C.2.1.6.** Preferred table top color: Amber Cherry

C.2.2. 252 Mesh Back Stools:

- C.2.2.1.** Brand: NBF Signature Series Item# 56045 or Equivalent
- C.2.2.2.** Preferred color: Black
- C.2.2.3.** Approximate dimensions: 25.2"W x 25.2"D x 43.7-53.1"H
- C.2.2.4.** Approximate seat dimensions: 20.9"Wx20.9"Dx24-33.5"H
- C.2.2.5.** Built-in foot rest
- C.2.2.6.** Adjustable seat height
- C.2.2.7.** Adjustable arm height
- C.2.2.8.** Adjustable arm width
- C.2.2.9.** Mesh back

C.2.3. 16 6' x 4' Two-Sided Porcelain Whiteboard:

- C.2.3.1.** Brand: Best Rite Item# 80256 or Equivalent
- C.2.3.2.** Reversible whiteboard with porcelain steel surface on both sides
- C.2.3.3.** Steel surface and accent panels
- C.2.3.4.** 3" casters
- C.2.3.5.** Surface rotates 360°
- C.2.3.6.** Approximate dimensions: 80"W x 80"H

- C.2.4.** 28 Sets of Four Dual Sided Mobile White boards:
 - C.2.4.1.** Brand: Best Rite Item# 80520 or Equivalent
 - C.2.4.2.** Includes: four 8'W x 6'H double-sided whiteboards
 - C.2.4.3.** Casters roll and lock in place
- C.2.5.** 3 Reception Station:
 - C.2.5.1.** Brand: Office Star Item# 15833 or Equivalent
 - C.2.5.2.** Approximate dimensions: 72"W x 72"D x 43"H
 - C.2.5.3.** Durable finish
 - C.2.5.4.** Wire management grommets
 - C.2.5.5.** Preferred color: Cherry Finish
- C.2.6.** 1 Hyperwork 20' Expandable Boat Shaped Conference Table with Data Port:
 - C.2.6.1.** Brand: High Point Item# 44642 or Equivalent
 - C.2.6.2.** Approximate dimensions: 240"W x 48"D x 29"H
 - C.2.6.3.** Laminate top
 - C.2.6.4.** 3mm PVC edge banding
 - C.2.6.5.** Five built-in data ports that include: Ethernet port, phone jack, USB port and three power outlets
 - C.2.6.6.** Preferred color: Cherry Finish
- C.2.7.** 20 Medical Treatment Table:
 - C.2.7.1.** Brand: Midmark Item# Ritter 95 Treatment Table or Equivalent
 - C.2.7.2.** Preferred color: Obsidian
 - C.2.7.3.** Approximate dimensions: 27"W x 72"L x 30"H
 - C.2.7.4.** Max Weight Capacity: 350 lb. (159 kg)
- C.2.8.** 20 Vinyl Doctor's Stool:
 - C.2.8.1.** Overall Approximate Size: 17"W x 25"D x 21"-27"H.
 - C.2.8.2.** Upholstered in durable black vinyl
 - C.2.8.3.** Adjustable seat height with a 6" vertical height range
 - C.2.8.4.** Dual wheel casters
 - C.2.8.5.** Chrome finish on the base and gas lift
 - C.2.8.6.** Seat cushion measures approximately 4" thick
- C.2.9.** 104 Twin Pillow Top Mattresses:
 - C.2.9.1.** Brand: Thomasville Mattress or Equivalent
 - C.2.9.2.** Approximate Dimensions: 36 in W x 75 in D
- C.2.10.** 4 Queen Pillow Top Mattresses:
 - C.2.10.1.** Brand: Thomasville Mattress Pillow top Queen (Divine 1) or Equivalent
 - C.2.10.2.** Approximate Dimensions: 60 in W x 80 in D
- C.2.11.** 4 Queen Size Foundations:
 - C.2.11.1.** Brand: Thomasville Queen Foundation or Equivalent
 - C.2.11.2.** Approximate dimensions: 60"W x 80"D x 9"H
- C.2.12.** 4 Queen Size Headboards:
 - C.2.12.1.** Brand: Thomasville Bedroom Works Panel Headboard or Equivalent
 - C.2.12.2.** Approximate dimensions: 63.3 in W x 1.8 in D x 60 in H

- C.2.13.** 4 Queen Size Footboards:
 - C.2.13.1.** Brand: Bedroom Works Panel Footboard or Equivalent
 - C.2.13.2.** Approximate dimensions: 63"W x 1"D x 29"H
- C.2.14.** 11 Can Dispensing Racks:
 - C.2.14.1.** Brand: Winholt CR-156F Gravity Fed FIFO #10 Can Dispensing Rack or Equivalent
 - C.2.14.2.** Approximate length: 44 inches
 - C.2.14.3.** Approximate width: 27 Inches
 - C.2.14.4.** Approximate height: 76 Inches
 - C.2.14.5.** Approximate capacity: 156 Cans
 - C.2.14.6.** Preferred material: Aluminum
- C.2.15.** Costs associated with measuring areas prior to order of furniture, delivery and on-site staging of furniture, setup, installation of furniture items and equipment according to design and plans by authorized installation personnel, connection of applicable electrical and data as applicable, and site cleanup to include removal and proper disposal of packing materials off-site. Recycling of packing materials and debris is encouraged.

C.3. Delivery and Installation

These items are to be delivered and installed for the Oklahoma National Guard Camp Gruber Training Center (CGTC) in the Operational Readiness Training Center (ORTC) located at HWY 10, 327 Central Europe Road Braggs, OK 74423.

- C.3.1.** 126 Adjustable Height Mobile Flipper Tables:
 - C.3.1.1.** 96 in Dining Facility
 - C.3.1.2.** 30 in Battalion Headquarters
- C.3.2.** 252 Mesh Back Stools:
 - C.3.2.1.** 192 in Classroom
 - C.3.2.2.** 60 In battalion Headquarters
- C.3.3.** 16 6' x 4' Two-Sided Porcelain Whiteboards:
 - C.3.3.1.** 8 in East Barracks
 - C.3.3.2.** 8 in West Barracks
- C.3.4.** 28 Sets of Four Dual Sided Mobile White boards:
 - C.3.4.1.** 1 in East Barracks
 - C.3.4.2.** 2 in West Barracks
 - C.3.4.3.** 5 in Dining/ Classroom Building
 - C.3.4.4.** 10 in Battalion Headquarters
 - C.3.4.5.** 10 in B-130
- C.3.5.** 3 Reception Stations:
 - C.3.5.1.** 2 in Battalion Headquarters
 - C.3.5.2.** 1 in B-130
- C.3.6.** 1 Hyperwork 20' Expandable Boat Shaped Conference Table with Data Port:
 - C.3.6.1.** Battalion conference room
- C.3.7.** 20 Medical Treatment Tables:
 - C.3.7.1.** 8 in Battalion Headquarters
 - C.3.7.2.** 12 in Troop Medical Building
- C.3.8.** 20 Vinyl Doctor's Stools:
 - C.3.8.1.** 8 in Battalion Headquarters
 - C.3.8.2.** 12 in Troop Medical Building

- C.3.9.** 104 Twin Pillow Top Mattresses:
 - C.3.9.1.** Officer Quarters
- C.3.10.** 4 Queen Pillow Top Mattresses:
 - C.3.10.1.** Officer Quarters
- C.3.11.** 4 Queen Size Foundations:
 - C.3.11.1.** Officer Quarters
- C.3.12.** 4 Queen Size Headboards:
 - C.3.12.1.** Officer Quarters
- C.3.13.** 4 Queen Size Footboards:
 - C.3.13.1.** Officer Quarters
- C.3.14.** 11 Can Dispensing Racks:
 - C.3.14.1.** Dining Facility
- C.3.15.** Furniture Installation Plans/Drawing
 - C.3.15.1.** Supplier is to provide detailed installation plans/drawing.

D. EVALUATION

D.1. This RFP will be evaluated as best value in accordance with Title 74 §85. The best value criteria for this proposal is listed below and all proposals will be reviewed and awarded based on the following evaluation criteria.

- D.1.1.** Cost
- D.1.2.** Meet specifications (Section C.2)
- D.1.3.** Furniture Installation/Plans Drawing (Section C.3)
- D.1.4.** Lead Time for Shipping
- D.1.5.** Warranty

D.2. Best and Final Offer (In Addition to Section A.13.)

The state may request best and final offers if deemed necessary, and shall determine the scope and subject of any best and final request. However, the supplier should not expect an opportunity to strengthen its offer and should submit its best offer based on the terms and conditions set forth in the solicitation.

E. INSTRUCTIONS TO BIDDER

E.1. Introduction

Prospective Bidders are urged to read this solicitation carefully. Failure to do so will be at the Bidder's risk. Provisions, terms, and conditions may be stated or phrased differently than in previous solicitations. Irrespective of past interpretations, practices or customs, proposals will be evaluated and any resultant contract(s) will be administered in strict accordance with the plain meaning of the contents hereof. The Bidder is cautioned that the requirements of this solicitation can be altered only by written amendment approved by the state and that verbal communications from whatever source are of no effect. In no event shall the Bidder's failure to read and understand any term or condition in this solicitation constitute grounds for a claim after contract award.

E.2. Bid Submission/Copies

- E.2.1.** Bidder is to submit TWO (2) complete copies of their response on TWO (2) separate USB/Flash drive drives which includes the completed proposal, including the scanned images of the OMES signed forms. USB/Flash drive must be an unprotected document.
- E.2.2.** Original hard copies are not required or preferred. This overrides hard copy submittal requirements of Section A.2.4.
- E.2.3.** PDF is an acceptable format for solicitation responses. This overrides requirements of A.2.4.

E.3. Vendor/Payee Form

E.3.1. For existing vendors; verify the vendor information on the Solicitation Request. If any of the information is incorrect a Vendor/Payee Form must be completed and submitted with your sealed bid.

E.3.2. For new vendors; enter your information on the Solicitation Request and complete the Vendor/Payee Form. This Form must be submitted with your sealed bid.

E.4. Freight/Delivery

Proposal is to include all freight and installation costs if applicable and to specify the delivery and installation schedule on proposal to include lead times. (This information is to be included on the Solicitation Request Form).

E.5. Alternate Bids

If bidding an equivalent item, supplier must provide specifications and/or catalogs of alternate brand bidding.

F. CHECKLIST

F.1. Vendor Response

Listed below is a checklist of items that are to be returned with the response. This is not an all-inclusive list and it is the Prospective Supplier's responsibility to ensure that they submit all required and requested documentation:

- F.1.1.** OMES Form CP 076 - Responding Prospective Supplier Information
- F.1.2.** OMES Form CP 004 –Certification for Competitive Bid and/or Contract
- F.1.3.** OMES-Form-CP-011 (Amendments if applicable)
- F.1.4.** Furniture Installation/Plan Designs
- F.1.5.** Provide fabric samples of available colors
- F.1.6.** Detailed specifications with regard to requirements in Section C.2.
- F.1.7.** Attachment A - Solicitation Request Form
- F.1.8.** Attachment D - Vendor Payee Form (If not currently registered with the state)

G. OTHER

G.1. Questions

G.1.1. All questions regarding this solicitation must be submitted in writing and are to be emailed no later than **August 23, 2018 at 3:00 PM** Central Daylight Time. Questions are to be emailed to Vanessa.Young@omes.ok.gov. Questions received after this date will not be answered. If any questions are received, an amendment to this solicitation will be posted on our website after this deadline listing all questions received and their answers. In addition, suppliers will be notified the amendment is on our website. Please be sure to reference the solicitation number when emailing questions.

G.1.2. Any communication regarding this solicitation must be sent to the Contracting Officer listed above. Failure to do so (contacting the agency directly), may result in your proposal being deemed as non-responsive.

G.2. Attachments

- G.2.1.** Attachment A - Solicitation Request form
- G.2.2.** Attachment B - Room Diagram
- G.2.3.** Attachment C - Images of Furniture Requirements
- G.2.4.** Attachment D - Vendor Payee Form

H. PRICE AND COST

H.1. Solicitation Request Form

H.1.1. The following information is to be completed by the supplier on the Solicitation Request Form:

H.1.1.1. Pricing

H.1.1.2. Brand/Make Bidding

H.1.1.3. Lead Time

H.1.1.4. Warranty

H.1.1.5. Delivery and Installation Schedule

Attachment A



SOLICITATION REQUEST

 Request for Quote

 Request for Proposal

 Request for Bid

Dispatch via Print

Oklahoma Military Department
 OKLAHOMA MILITARY DEPARTMENT
 OKSRM
 3515 MILITARY CIRCLE
 OKLAHOMA CITY OK 73111-4398

Request Quote ID.	Date	Buyer	Page	
0250000294	07/23/2018	Vanessa Young (090)	1	
Payment Terms	Date	Time	Quote Open	Closing
0 Days	08/08/2018	08:25 AM	09/05/2018	03:00 PM

Requisition Number Reference: From Req ID - 0250001948

Ship To: See Detail Below
Bill To: OKLAHOMA MILITARY DEPARTMENT
 OKSRM
 3515 MILITARY CIRCLE
 OKLAHOMA CITY OK 73111-4398

Supplier: NAME

Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Line	Cat CD / Item # - Descr	Qty.	UOM	Supplier Responses	
				Unit Cost	Ext. Cost

1 56101500 / Adjustable Height Mobile Flipper Table

CAMP GRUBER TRAINING SITE
 327 CENTRAL EUROPE ROAD
 BRAGGS OK 74423-0029

Adjustable Height Mobile Flipper Tables
 Brand/Make: Balt or Equivalent (See Section C.2.1 of Solicitation Packet)

Brand/Make Bidding: _____

Warranty: _____

Delivery/Installation Schedule: _____

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

2 56101500 / Mesh Back Stool 252 EA

CAMP GRUBER TRAINING SITE
 327 CENTRAL EUROPE ROAD
 BRAGGS OK 74423-0029

Mesh Back Stools
 Brand/Make: NBF Signature Series or Equivalent (See Section C.2.2 of Solicitation Packet)

Brand/Make Bidding: _____

Fabric Bidding: _____

Warranty: _____

Delivery/Installation Schedule: _____

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.

Unauthorized



SOLICITATION REQUEST

Request for Quote Request for Proposal Request for Bid

Dispatch via Print

Oklahoma Military Department
OKLAHOMA MILITARY DEPARTMENT
OKSRM
3515 MILITARY CIRCLE
OKLAHOMA CITY OK 73111-4398

Request Quote ID.	Date	Buyer	Page
0250000294	07/23/2018	Vanessa Young (090)	2
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2018 08:25 AM	09/05/2018 03:00 PM	

Requisition Number Reference: From Req ID - 0250001948

Ship To: See Detail Below
Bill To: OKLAHOMA MILITARY DEPARTMENT
OKSRM
3515 MILITARY CIRCLE
OKLAHOMA CITY OK 73111-4398

Supplier: NAME _____
Address: _____
Address: _____
City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
3	56101500 / 6' x 4' Two-Sided Porcelain Whiteboard	16	EA		

6' x 4' Two-Sided Porcelain Whiteboard
Brand/Make: Best Rite or Equivalent (See Section C.2.3 of Solicitation Packet)

Brand/Make Bidding: _____

Warranty: _____

Delivery/Installation Schedule: _____

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

Lead Time: _____

Supplier Remarks:

4	56101500 / Sets of Four Dual Sided Mobile White board	28	EA		
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Sets of Four Dual Sided Mobile White board
Brand/Make: Best Rite or Equivalent (See Section C.2.4 of Solicitation Packet)

Brand/Make Bidding: _____

Warranty: _____

Delivery/Installation Schedule: _____

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

Lead Time: _____

Supplier Remarks:

5	56101500 / Reception Station	3	EA		
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This is NOT AN ORDER

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Unauthorized



SOLICITATION REQUEST

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Dispatch via Print

Request Quote ID.	Date	Buyer	Page
0250000294	07/23/2018	Vanessa Young (090)	3
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2018 08:25 AM	09/05/2018 03:00 PM	

Requisition Number Reference: From Req ID - 0250001948

Oklahoma Military Department
OKLAHOMA MILITARY DEPARTMENT
OKSRM
3515 MILITARY CIRCLE
OKLAHOMA CITY OK 73111-4398

Ship To: See Detail Below
Bill To: OKLAHOMA MILITARY DEPARTMENT
OKSRM
3515 MILITARY CIRCLE
OKLAHOMA CITY OK 73111-4398

Supplier: NAME _____
Address: _____
Address: _____
City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
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Reception Station
Brand/Make: Office Star or Equivalent (See Section C.2.5 of Solicitation Packet)

Brand/Make Bidding: _____

Warranty: _____

Delivery/Installation Schedule: _____

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

Lead Time: _____

Supplier Remarks:

6	56101500 /	Hyperwork 20' Expandable Boat Shaped Conference Table with Data Port	1	EA	_____	_____
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Hyperwork 20' Expandable Boat Shaped Conference Table with Data Port
Brand/Make: High Point or Equivalent (See Section C.2.6 of Solicitation Packet)

Brand/Make Bidding: _____

Warranty: _____

Delivery/Installation Schedule: _____

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

Lead Time: _____

Supplier Remarks:

7	56101500 /	Medical Treatment Table	20	EA	_____	_____
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This is NOT AN ORDER

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Unauthorized



SOLICITATION REQUEST

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

Oklahoma Military Department
OKLAHOMA MILITARY DEPARTMENT
OKSRM
3515 MILITARY CIRCLE
OKLAHOMA CITY OK 73111-4398

Request Quote ID.	Date	Buyer	Page	
0250000294	07/23/2018	Vanessa Young (090)	4	
Payment Terms	Date	Time	Quote Open	Closing
0 Days	08/08/2018	08:25 AM	09/05/2018	03:00 PM

Requisition Number Reference: From Req ID - 0250001948

Ship To: See Detail Below
Bill To: OKLAHOMA MILITARY DEPARTMENT
OKSRM
3515 MILITARY CIRCLE
OKLAHOMA CITY OK 73111-4398

Supplier: NAME _____
Address: _____
Address: _____
City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
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Medical Treatment Table
Brand/Make: Midmark or Equivalent (See Section C.2.7 of Solicitation Packet)

Brand/Make Bidding: _____

Fabric Bidding: _____

Warranty: _____

Delivery/Installation Schedule: _____

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

Lead Time: _____

Supplier Remarks:

8 56101500 / Vinyl Doctor's Stool 20 EA

Vinyl Doctor's Stool
See Section C.2.8 of Solicitation Packet

Brand/Make Bidding: _____

Warranty: _____

Delivery/Installation Schedule: _____

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

Lead Time: _____

Supplier Remarks:

9 56101500 / Twin Pillow Top Mattress 104 EA

This is NOT AN ORDER

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

Unauthorized



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Request for Quote Request for Proposal Request for Bid

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Oklahoma Military Department
OKLAHOMA MILITARY DEPARTMENT
OKSRM
3515 MILITARY CIRCLE
OKLAHOMA CITY OK 73111-4398

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0250000294	07/23/2018	Vanessa Young (090)	5
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2018 08:25 AM	09/05/2018 03:00 PM	

Requisition Number Reference: From Req ID - 0250001948

Ship To: See Detail Below
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OKSRM
3515 MILITARY CIRCLE
OKLAHOMA CITY OK 73111-4398

Supplier: NAME _____
Address: _____
Address: _____
City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
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Twin Pillow Top Mattress
Brand/Make: Thomasville or Equivalent (See Section C.2.9 of Solicitation Packet)

Brand/Make Bidding: _____

Warranty: _____

Delivery/Installation Schedule: _____

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

Lead Time: _____

Supplier Remarks:

10	56101500 / Queen Pillow Top Mattress	4	EA	_____	_____
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Queen Pillow Top Mattress
Brand/Make: Thomasville Mattress Pillow top Queen (Divine 1) or Equivalent (See Section C.2.10 of Solicitation Packet)

Brand/Make Bidding: _____

Warranty: _____

Delivery/Installation Schedule: _____

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

Lead Time: _____

Supplier Remarks:

11	56101500 / Queen Size Foundation	4	EA	_____	_____
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This is NOT AN ORDER

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





SOLICITATION REQUEST

Request for Quote

Request for Proposal

Request for Bid

Dispatch via Print

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OKSRM
3515 MILITARY CIRCLE
OKLAHOMA CITY OK 73111-4398

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0250000294	07/23/2018	Vanessa Young (090)	6	
Payment Terms	Date	Time	Quote Open	Closing
0 Days	08/08/2018	08:25 AM	09/05/2018	03:00 PM

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Ship To: See Detail Below
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OKSRM
3515 MILITARY CIRCLE
OKLAHOMA CITY OK 73111-4398

Supplier: NAME _____
Address: _____
Address: _____
City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
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Queen Size Foundation
Brand/Make: Thomasville Queen Foundation (See Section C.2.11 of Solicitation Packet)

Brand/Make Bidding: _____

Fabric Bidding: _____

Warranty: _____

Delivery/Installation Schedule: _____

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

Lead Time: _____

Supplier Remarks:

12	56101500 /	Queen Size Headboard	4	EA	_____	_____
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Queen Size Headboard
Brand/Make: Thomasville Bedroom Works Panel Headboard or Equivalent (See Section C.2.12 of Solicitation Packet)

Brand/Make Bidding: _____

Warranty: _____

Delivery/Installation Schedule: _____

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

Lead Time: _____

Supplier Remarks:

13	56101500 /	Queen Size Footboard	4	EA	_____	_____
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This is NOT AN ORDER

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

Unauthorized



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0250000294	07/23/2018	Vanessa Young (090)	7	
Payment Terms	Date	Time	Quote Open	Closing
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OKSRM
3515 MILITARY CIRCLE
OKLAHOMA CITY OK 73111-4398

Supplier: NAME _____
Address: _____
Address: _____
City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
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Queen Size Footboards
Brand/Make: Bedroom Works Panel Footboard or Equivalent (See Section C.2.13 of Solicitation Packet)

Brand/Make Bidding: _____

Warranty: _____

Delivery/Installation Schedule: _____

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

Lead Time: _____

Supplier Remarks:

14 56101500 / Can Dispensing Rack 11 EA

Can Dispensing Rack
Brand/Make: Winholt CR-156F Gravity Fed FIFO #10 Can Dispensing Rack or Equivalent (See Section C.2.14 of Solicitation Packet)

Brand/Make Bidding: _____

Warranty: _____

Delivery/Installation Schedule: _____

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

Lead Time: _____

Supplier Remarks:

COMMENTS:
Request Central Purchasing to solicit bids. Please do not combine lines 1 and 2 together as they are different departments/fed funding. Please award on separate lines to insure fed funding is allocated correctly. Word and pdf documents of Scopes are attached.
PLEASE NOTE; PO MUST BE ISSUED NO LATER THAN 09/28/18 TO PREVENT LOSS OF FEDERAL FUNDS.

Removed amount only so that I could source the req into an RFQ. After clicking save, rec'd an error message that the AM Business unit and profile ID was needed. To prevent the approval path from resetting, I changed the account code from 541150 to TBD. VLY 20180807

This is NOT AN ORDER

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



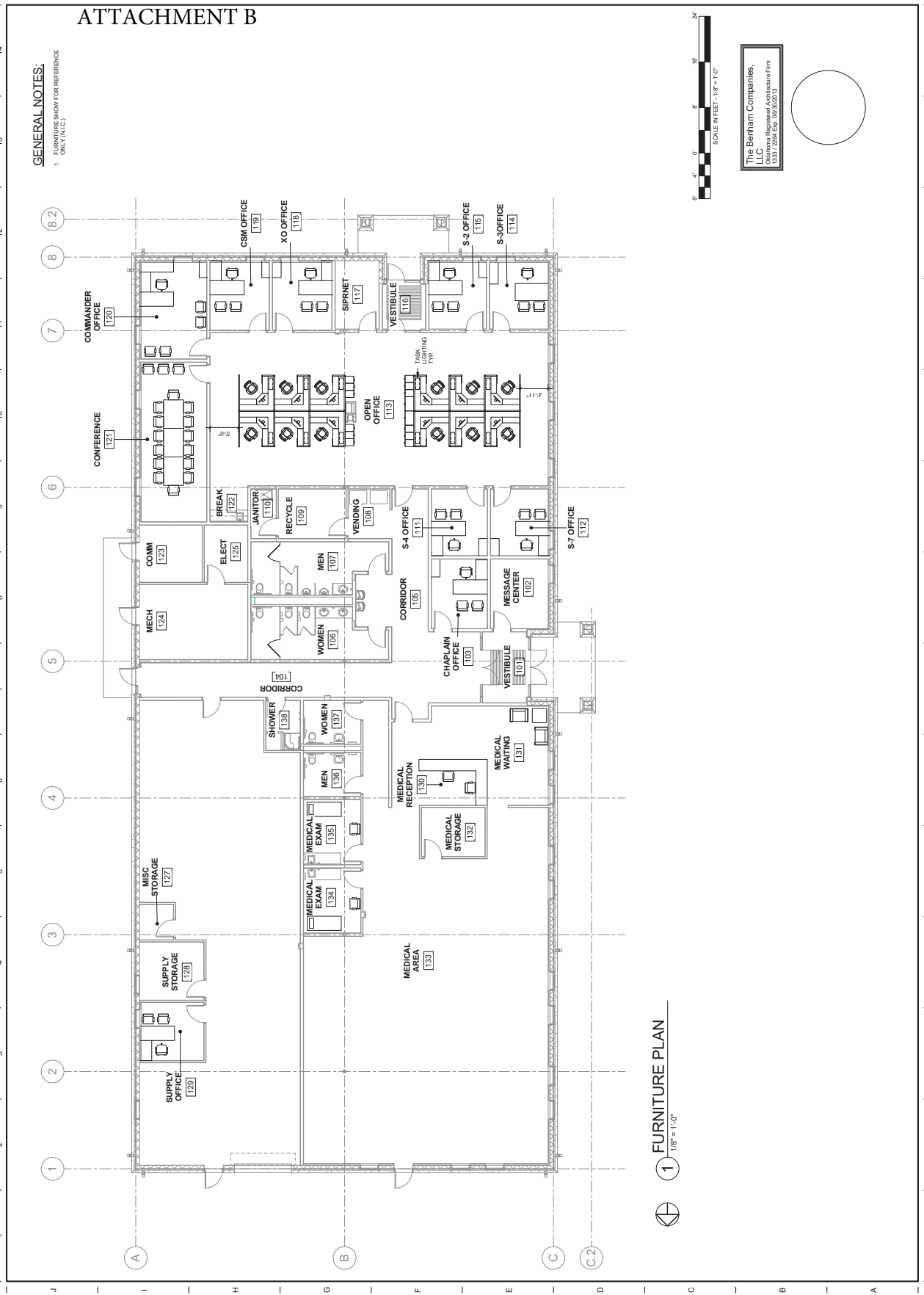
NO.	DATE	DESCRIPTION OF REVISION	BY	APP'D
0	JUN 26, 2013	ISSUED FOR CONSTRUCTION		



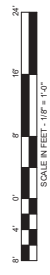
 The Benham Companies, LLC
 an SAIC company
 One West 3rd Street, Suite 100
 Tulsa, Oklahoma 74103
 918-492-1600
 www.benham.com

OPERATIONAL READINESS
TRAINING COMPLEX (ORTC)
 Battalion Headquarters
 Camp Gruber Training Site - Briggs, Oklahoma
FURNITURE PLAN

DESIGNED BY	GP
DRAWN BY	RKT
CHECKED BY	RR
APPROVED BY	WRR
DATE	June 26, 2013
SCALE	1/8" = 1'-0"
PROJECT NUMBER	6100826000
SHEET	I-103
REV	0




1 FURNITURE PLAN
 1/8" = 1'-0"



The Benham Companies, LLC
 Registered Architectural Firm
 13317 2nd Exp. Rd. OK 74129

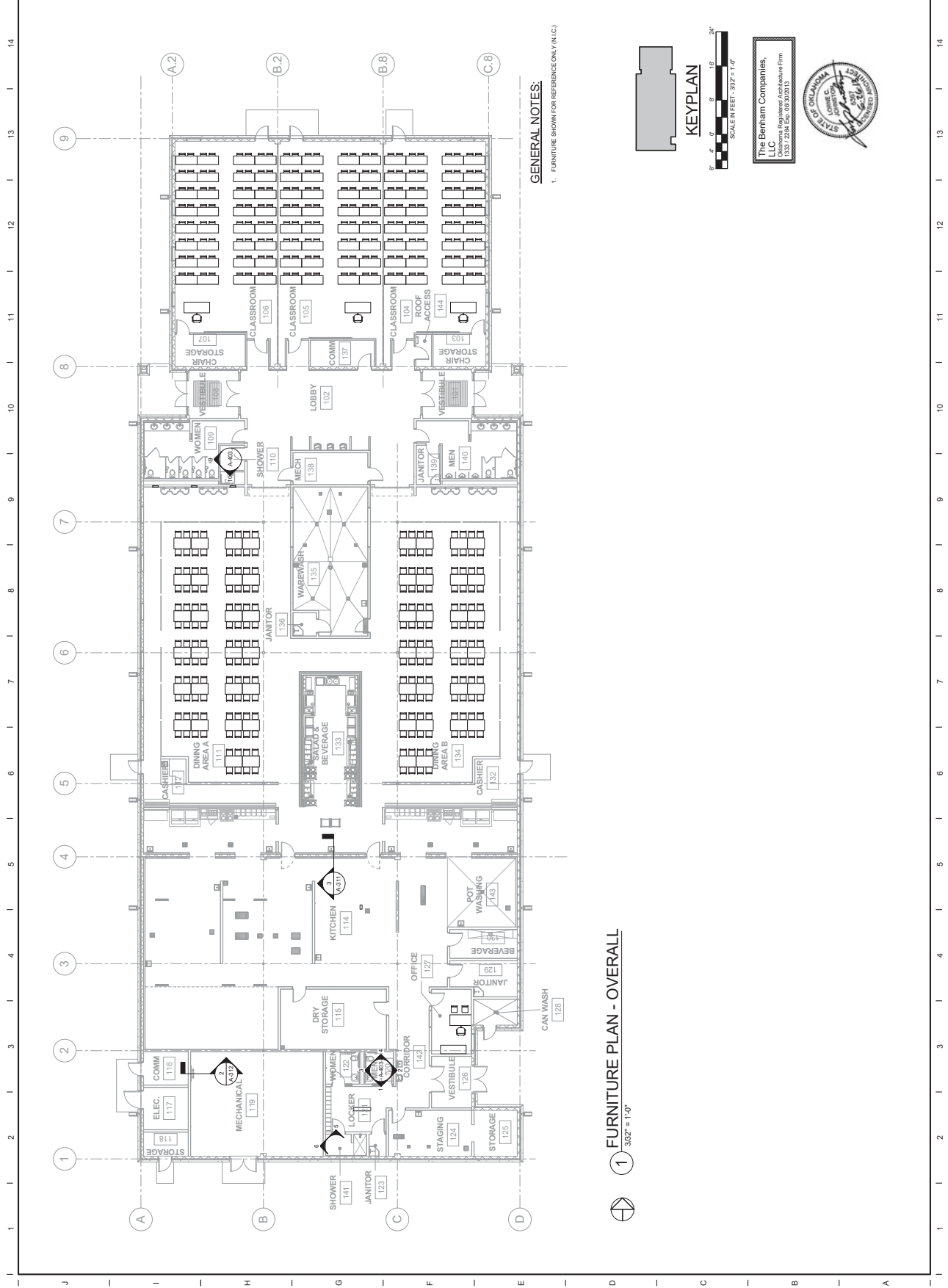
NO.	DATE	DESCRIPTION OF REVISION	BY	APP'D
0	JUN 26, 2013	ISSUED FOR CONSTRUCTION		

BENHAM
an SAIC company

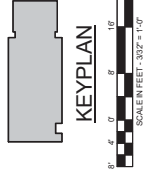
The Benham Companies, LLC
One West 3rd Street, Suite 100
Tulsa, Oklahoma 74103
918-492-1600
www.benham.com

**OPERATIONAL READINESS
TRAINING COMPLEX (ORTC)**
Dining Facility / Classrooms
Camp Gruber Training Site Brags, Oklahoma

DESIGNED BY	GWP
DRAWN BY	RKT
CHECKED BY	KK
APPROVED BY	WRR
DATE	June 26, 2013
SCALE	3/32" = 1'-0"
PROJECT NUMBER	6100826000
SHEET	I-103
REV	0

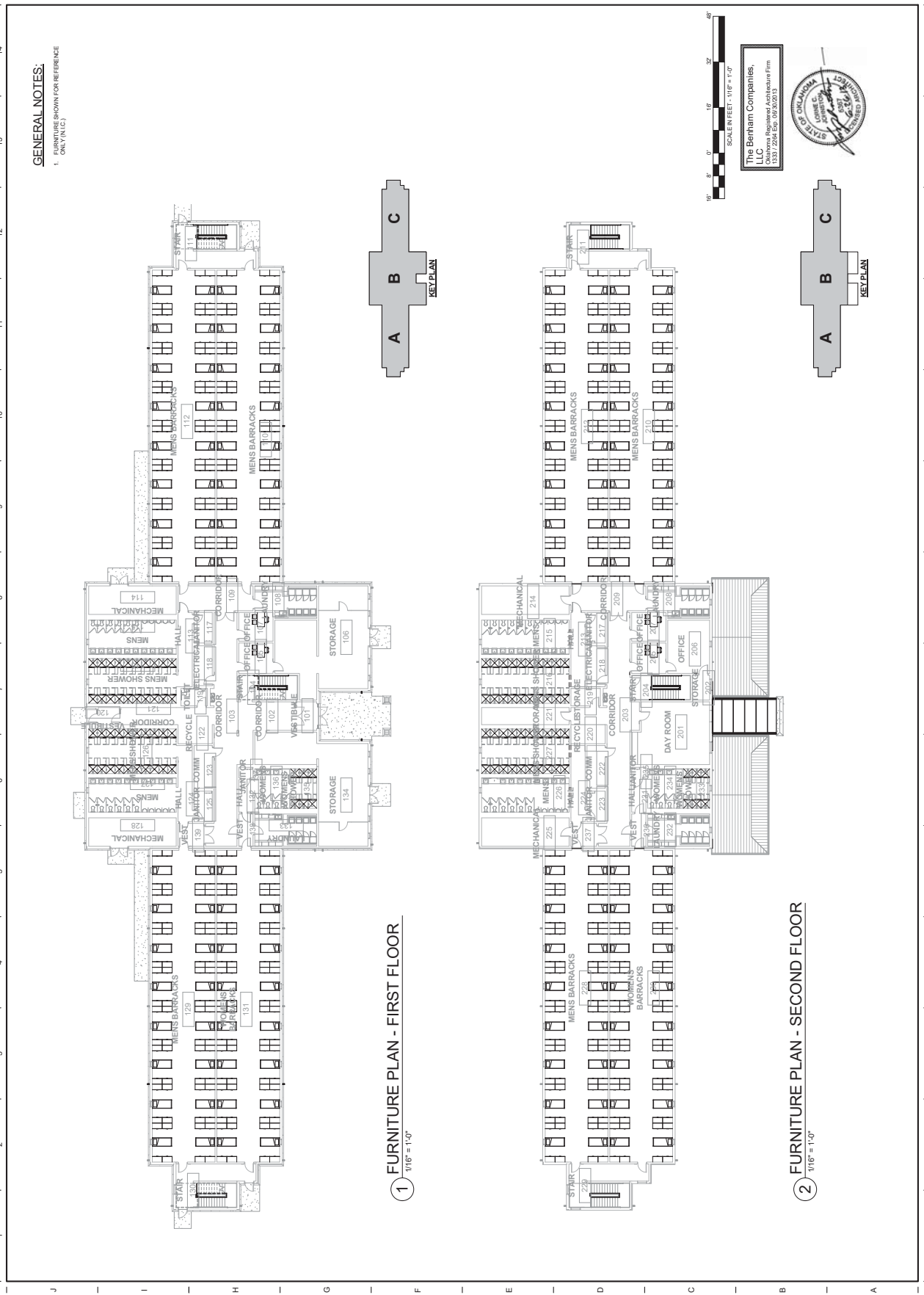


GENERAL NOTES:
1. FURNITURE SHOWN FOR REFERENCE ONLY (N.I.C.)



The Benham Companies, LLC
Professional Architectural Firm
13317 2nd Ebo, W63A0213

1 3/32" = 1'-0"
FURNITURE PLAN - OVERALL



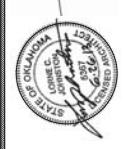
GENERAL NOTES:
 1. FURNITURE SHOWN FOR REFERENCE ONLY (N.C.)

1 FURNITURE PLAN - FIRST FLOOR
 1/16" = 1'-0"

2 FURNITURE PLAN - SECOND FLOOR
 1/16" = 1'-0"



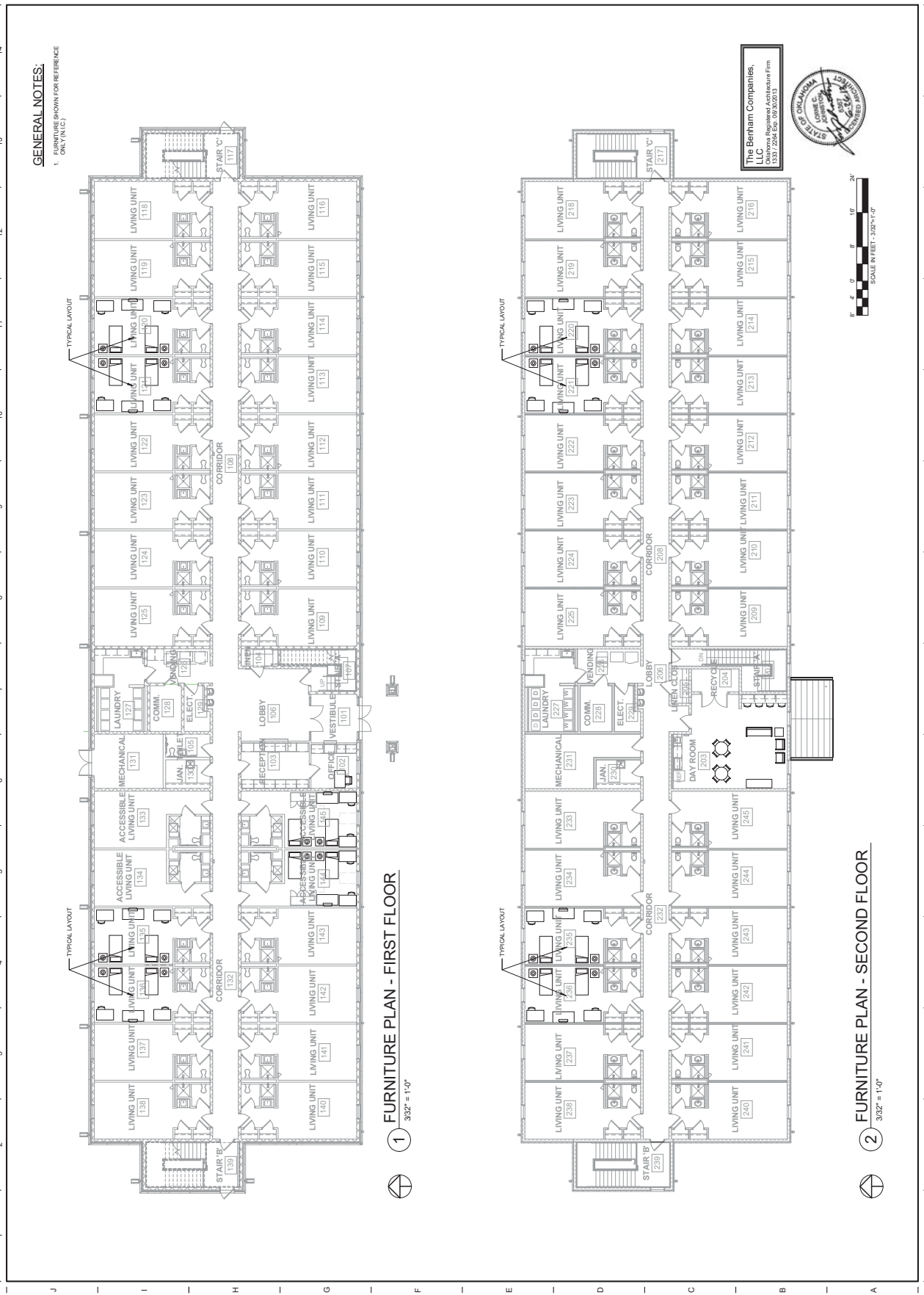
The Bentham Companies, LLC
 Registered Architectural Firm
 13317 27th Exp. OK 73113



OPERATIONAL READINESS TRAINING COMPLEX (ORTC)
 Entisted Barracks
 Camp Gruber Training Site - Brags, Oklahoma
 FURNITURE PLANS

DESIGNED BY	MJC
DRAWN BY	JRH
CHECKED BY	DCW
APPROVED BY	WRR
DATE	June 26, 2013
SCALE	1/16" = 1'-0"
PROJECT NUMBER	6100826000
SHEET	I-105
REV	0
OF	0

NO.	DATE	DESCRIPTION OF REVISION	BY	APPD
0	JUN 26, 2013	ISSUED FOR CONSTRUCTION		



GENERAL NOTES:
 1. FURNITURE SHOWN FOR REFERENCE ONLY (N.C.)

1 FURNITURE PLAN - FIRST FLOOR
 3/32" = 1'-0"

2 FURNITURE PLAN - SECOND FLOOR
 3/32" = 1'-0"

NO.	DATE	ISSUED FOR CONSTRUCTION	BY	APP'D
0	JUN 26, 2013	ISSUED FOR CONSTRUCTION		
		DESCRIPTION OF REVISION		

BENHAM
 an SAIC company
 The Benham Companies, LLC
 One West 3rd Street, Suite 100
 Tulsa, Oklahoma 74103
 918-492-1600
 www.benham.com

OPERATIONAL READINESS TRAINING COMPLEX (ORTC)
 Officer's Quarters
 Camp Guber Training Site Brags, Oklahoma
 FURNITURE PLAN

DESIGNED BY	KK
DRAWN BY	MJC
CHECKED BY	DCW
APPROVED BY	WRR
DATE	June 26, 2013
SCALE	3/32" = 1'-0"
PROJECT NUMBER	6100826000
SHEET	I-103
REV	0

The Benham Companies, LLC
 Registered Architectural Firm
 1337 2nd Exp. W. OK 74103



Furniture Requirements

Below are examples of the items that are requested in this solicitation

C.2.1. Adjustable Height Mobile Flipper Tables



C.2.2. Mesh Back Stools



C.2.3. 6' x 4' Two-Sided Porcelain Whiteboard



C.2.4. Sets of Four Dual Sided Mobile White board



C.2.5. Reception Station



C.2.6. Hyperwork 20' Expandable Boat Shaped Conference Table with Data Port



C.2.7. Medical Treatment Table



C.2.8. Vinyl Doctor's Stool



Black

C.2.9. Twin Pillow Top Mattresses



C.2.10. Queen Pillow Top Mattresses



C.2.11. Queen Size Foundations



C.2.12. Queen Size Headboards



C.2.13. Queen Size Footboards



C.2.14. Can Dispensing Rack





Vendor/Payee Form

Agency: OMES Vendor Management requires the following information for all new non-registered vendors (payees) before payments may be processed. Information is used to establish the payee in the State's PeopleSoft vendor file for payment and procurement activities.

DO NOT use this form for:

- **Garnishment Payees:** Use [OMES Form GarnVendor](#)
- **State Employees:** Use [OMES FORM Employee Vendor Request](#)
- **Vendors pending contract award** to a solicitation released by the division of Central Purchasing or another Oklahoma state agency MUST first register online with the state unless exempt per statute. For additional information, please refer to [Central Purchasing Vendor Registration](#).

AGENCY SECTION (To be completed by state agency representative):

State agency should email completed and signed form to vendor.form@omes.ok.gov or fax to 405-522-3663.

VENDOR/PAYEE SECTION (To be completed by vendor/payee)

Please print legibly or type this information. Form must be completed and signed by authorized individual. Email or fax to requesting state agency.

Agency Name		Contact Name	
Phone #	Fax #	Email	
Agency Request To – Please select all applicable request types			
<input type="checkbox"/> Add New Vendor	<input type="checkbox"/> Update Existing Vendor	PeopleSoft 10-digit Vendor ID	_____
<input type="checkbox"/> Add New Address	<input type="checkbox"/> Change Address/Location	PeopleSoft Address #	_____ PeopleSoft Location # _____
<input type="checkbox"/> Change Vendor Tax ID	<input type="checkbox"/> Change Vendor Name	<input type="checkbox"/> Add Alternate Payee Name	PeopleSoft Location # _____
<input type="checkbox"/> Other	Explain _____		
Vendor 1099 Reportable Status	Attention Paying Agency: Please check the Add box on the left if payments to this vendor/payee are represented by Account Codes listed on page 3 of this form. If the vendor is incorrectly showing as 1099 Reportable, check the Remove box. The PeopleSoft system requires specific details regarding the type of transaction. Please check the box that applies to this vendor:		
<input type="checkbox"/> Add:	<input type="checkbox"/> 1 - Rents	<input type="checkbox"/> 2 - Royalties	<input type="checkbox"/> 3 – Other Income
<input type="checkbox"/> Remove:	<input type="checkbox"/> 6 - Medical & Health Care	<input type="checkbox"/> 7 - Non-Employee Compensation	<input type="checkbox"/> 10 - Crop Insurance Proceeds
	<input type="checkbox"/> 14 - Gross Proceeds to an Attorney		

VENDOR/PAYEE SECTION (To be completed by vendor/payee)

Please print legibly or type this information. Form must be completed and signed by authorized individual. Email or fax to requesting state agency.

Payee Information: Please provide the requested information for the payee receiving funds from the Oklahoma state agency. All information should match U.S. Internal Revenue Service filing records for the business, individual or government entity receiving payment.			
Name	Contact Name		
Payee Legal Name for Business, Individual or Government Entity as filed with IRS			
DBA Name	Contact Title		
Doing Business As "DBA", or Disregarded Entity Name if different than Legal Name			
Phone #	Fax #		
Tax Identification Number (TIN) and Type:			
<input type="checkbox"/> Federal Employer ID (FEIN) <input type="checkbox"/> Social Security Number (SSN)			
Business Address -- Please provide primary business address as filed with the U.S. Internal Revenue Service			
Address	City		
State	Zip+4 Remittance Email		
Optional Addresses – Please select address type as applicable			
Type:	<input type="checkbox"/> Remitting <input type="checkbox"/> Ordering <input type="checkbox"/> Pricing <input type="checkbox"/> Returning <input type="checkbox"/> Mailing <input type="checkbox"/> Other:		
Address	City		
State	Zip+4 Remittance Email		
Financial Registration: Please provide contact information for the Authorized Individual who can provide financial information used for ACH Electronic Funds Transfer payment processes. An email will be sent providing instructions for accessing the State of Oklahoma online registration system.			
Name	Title Email		

Account Codes for 1099 Reporting - By Category (TO BE COMPLETED BY AGENCY REPRESENTATIVE)

<input type="checkbox"/> 1 - RENTS 532110 Rent of Office Space 532120 Rent of Land 532130 Rent of Other Building Space 532140 Rent of Equipment and Machinery 532150 Rent of Telecommunications Equip 532160 Rent of Electronic Data Processing Equipment 532170 Rent of Electronic Data Processing Software 532190 Other Rents	<input type="checkbox"/> 1- RENTS (continued) 532141 Rent of Motor Vehicles 532142 Lease of Motor Vehicles <input type="checkbox"/> 2 – ROYALTIES 553170 Royalties	<input type="checkbox"/> 3 – OTHER INCOME 552120 Incentive Awards – Monetary & Material 552160 Incentive Payments – Oklahoma Horse Breeders & Owners 552170 Incentive Payments – Oklahoma Film Enhancement Rebate 553165 Current/Former Employee Reportable Court Ordered or Legal Settlements 553220 Other IRS Reportable Income
<input type="checkbox"/> 6 - MEDICAL & HEALTH CARE PAYMENTS 515530 Veterinary Services 515700 Offices of Physicians (except Mental Health Specialists) 515710 Offices of Physicians, Mental Health Specialists 515720 Offices of Dentists 515730 Offices of Chiropractors 515740 Offices of Optometrists 515750 Offices of Mental Health Practitioners (except Physicians) 515760 Offices of Physical, Occupational & Speech Therapists, & Audiologists 515770 Offices of Podiatrists 515780 Offices of all other Miscellaneous Health Practitioners 515790 Family Planning Centers 515800 Outpatient Mental Health & Substance Abuse Centers 515810 Other Outpatient Care Centers 515820 Medical and Diagnostic Laboratories	515830 Home Health Care Services 515840 Ambulance Services 515850 All other Ambulatory Health Care Services 515860 General Medical & Surgical Hospitals 515870 Psychiatric & Substance Abuse Hospitals 515880 Specialty Hospitals (except Psychiatric & Substance Abuse) 515890 Nursing Care Facilities 515900 Residential Services for People with Developmental Disabilities 515910 Residential Mental Health & Substance Abuse Facilities 515920 Community Care Facilities for the Elderly 515930 Other Residential Care Facilities 537210 Laboratory Services & Supplies 551230 Medical Services to Indigents (from agencies other than DHS) 551240 Hospital Services to Indigents (from agencies other than DHS) 551250 Other Health Services to Indigents (from agencies other than DHS)	
<input type="checkbox"/> 7 - NON-EMPLOYEE COMPENSATION 515010 Office of Lawyers 515020 Offices of Notaries 515030 Other Legal Services 515060 Accounting, Tax Preparation, Bookkeeping & Payroll Services 515210 Payments for Contract Mentor Services 515220 Architectural Services 515230 Landscape Architectural Services 515240 Engineering Services 515250 Drafting Services 515260 Building Inspection Services 515270 Geophysical Surveying & Mapping Services 515280 Surveying and Mapping (except geophysical) Services 515290 Testing Laboratories 515300 Interior Design Services 515310 Industrial Design Services 515320 Graphic Design Services 515330 Other Specialized Design Services 515350 Custom Computer Programming Services 515360 Computer Systems Design Services 515370 Computer Facilities Management Services 515380 Other Computer Related Services 515400 Administrative Management & General Management Consulting Services 515410 Human Resources & Executive Search Consulting Services 515420 Marketing Consulting Services 515430 Process, Physical Distribution, & Logistics Consulting Services 515440 Other Management Consulting Services 515450 Environmental Consulting Services 515460 Other Scientific & Technical Consulting Services 515470 Research & Development in the Physical, Engineering, & Life Sciences 515480 Research & Development in the Social Sciences & Humanities 515490 Advertising and Related Services 515500 Marketing Research & Public Opinion Polling 515510 Photographic Services 515520 Translation & Interpretation Services 515540 All other Professional, Scientific and Technical Services 515550 Management of Companies & Enterprises 515560 Office Administrative Services 515570 Employment Placement Services 515580 Business Support Services 515590 Document Preparation Services	515600 Telephone Call Centers 515610 Business Service Centers 515620 Collection Agencies 515630 Credit Bureaus 515640 Other Business Support Services 515650 Investigation & Security Services 515660 Educational Services 515940 Individual & Family Services 515950 Community Food, Housing & Emergency & Other Relief Services 515960 Vocational Rehabilitation Services 515970 Child Day Care Services 515980 Arts, Entertainment and Recreation 515990 Other Services (except Public Administration) 517110 Moving Expense – Employee Transfer 531150 Printing and Binding Contract 531160 Advertising 531170 Informational Services 531190 Exhibitions, Shows and Special Events 531220 Burial Charges 531330 Jury and Witness Fees 531500 Moving Expenses – General 533100 Maintenance & Repair – Other Items 533110 Maintenance & Repair of Buildings & Grounds (outside vendors) 533120 Maintenance & Repair – Equipment (outside vendors) 533130 Maintenance & Repair of Telephone Equipment (outside vendors) 533140 Maintenance & Repair of Data Processing Equipment (outside vendors) 533150 Maintenance & Repair of Data Processing Software (outside vendors) 533190 Maintenance & Repair – Employee Uniforms 545110 Purchase of Land Improvements 545210 CIP (Construction in Progress) – Land Improvements 546210 Buildings and Other Structures – Construction and Renovation 546220 Major Maintenance and Repair of Equipment 547110 Highway and Bridge Construction Expense – Contractual 547120 Maintenance and Repairs to Highways and Bridges 547210 Major Maintenance and Renovation – Bridges 552100 Stipends – Other 552120 Teacher Stipends (“Incentive” payments) 552130 Oklahoma Police Corps Stipends 553160 Non-Employee Reportable Court Ordered or Legal Settlements 554190 Voter Registration Services 561140 Pollution Remediation	
<input type="checkbox"/> 14 - GROSS PROCEEDS TO AN ATTORNEY 553180 Settlements – Paid To/Thru Attorney		