



Amendment of Solicitation

Date of Issuance: 05/3/2019

Solicitation No. 0900000378

Requisition No. 0900012793

Amendment No. 2

Hour and date specified for receipt of offers is changed: No Yes, to: _____ CST

Pursuant to OAC 260:115-7-30(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:

Office of Management and Enterprise Services, Central Purchasing
5005 N. Lincoln Blvd., Suite 200
Oklahoma City, OK 73105 -
or

Joseph Farani
Contracting Officer

405 - 550 - 1386
Phone Number

Personal or Common Carrier Delivery:

Same as above

joseph.farani@omes.ok.gov
E-Mail Address

,OK -

Description of Amendment:

a. This is to incorporate the following:

Q1. Are tipping fees to be included with our price proposal or are we to consider disposal fees a pass-through to the city?
A1. Tipping fees are to be included in each vendor's price proposal.

Q2. Is post disaster debris removal and related services exempt from business sales tax?
A2. State agency acquisitions are exempt from sales taxes and federal excise taxes. Bidders shall not include these taxes in price quotes.

Q3. Page 17 states that bids are to be paginated and indexed in alpha order. The Bid Deliverables section on Page 19 shows that each section is labeled by number. Please clarify if the bid is to be tabbed by number or letter.
A3. Bid should be paginated and each section labeled by number.

Q4. The checklist on Page 20 lists the Supplier/Payee Form or W-8BEN as required, but I do not see it included in the bid documents.
a. Is this form required with our proposal submittal?
b. If required, where can we obtain it?
A4. The form is attached to this amendment.

Q5. FEMA Cost Plus Percentage Contracts

Per the FEMA procurement guidelines and (2 C.F.R. § 200.323(d), a cost plus percentage contract is not a contract that is allowed if seeking reimbursement for federal grant dollars from a disaster event.

Would the State consider utilizing a standard FEMA price schedule for debris removal services to ensure maximum reimbursement is issued for the State in the event of a disaster?

A5. Yes. The State would consider that option.

Q6. Page 11, Section B4

Which reflects that the supplier will agree to pay an administrative fee in the sum of one percent (1%) of the combined total quarterly expenditures, as evidenced by the aggregate amount of Acquisitions under this Contract. All products prices shall be inclusive of the administrative fee. Oklahoma then reserves the right to increase or decrease this fee as long as the Supplier has an obligation under this Contract without further requirement for an Amendment, but they shall provide Supplier with a written notice of such change.

Would the State allow the following language be added to the contract ensuing from this proposal: "Should Oklahoma increase the administrative fee at any time throughout the term of the agreement, including any renewal terms, Supplier reserves the right to adjust its fee equal to Oklahoma's increase".

A6. Bidders may take exception to any requirement or specification contained in the solicitation.

Exceptions must be clearly and prominently stated in the bid response.

Q7. Page 9, Section A.25.

Would the State allow a sixty day termination for convenience clause be added if mutual between the parties?

A7. Bidders may take exception to any requirement or specification contained in the solicitation.

Exceptions must be clearly and prominently stated in the bid response.

Q8. In order for the State to fairly compare price proposals, will the State consider issuing a standard bid form with required line items? Examples can be provided from other solicitations for similar work.

A8. Pricing schedules should be submitted using the format provided in Section H.

Q9. Please confirm that Tipping Fees/Disposal Fees are to be excluded from our proposed rates and treated as a pass through expense whereby the contractor pays disposal fees and invoices the City for reimbursement at direct cost with no mark-up.

A9. Tipping fees are to be included in each vendor's price proposal.

Q10. In terms of DMS Operations, please confirm that the following reduction methods are acceptable:

- a. Vegetative debris reduced via grinding
- b. Vegetative debris reduced via air curtain burning
- c. Vegetative debris reduced via open burning
- d. C&D debris reduced via compaction

A10. Co-mingled construction/demolition waste must not be burned and must be disposed of at a DEQ permitted landfill. Grinding, chipping, recycling, or disposals within DEQ permitted landfills are preferred methods of disposal over burning.

Burning is acceptable with the following restrictions

- **The burn must be conducted in an air curtain destructor located at a site registered and approved by DEQ.**
- **Situate the burn location as far as possible from area residences.**
- **Ensure there are no petroleum pipelines on or near the burn site to avoid explosion hazards.**
- **Minimize the amount of dirt and other non-combustible materials to achieve the most efficient burn.**
- **Have someone on site at all times along with firefighting equipment.**
- **Control the burning so that the smoke does not create a traffic hazard.**
- **Residual ash may be buried in the burn pit by providing 2 feet of soil cover.**

Q11. Section H Price and Cost – Please confirm we are to provide our own pricing schedule in excel format.

A11. Yes. Pricing schedules should be submitted using the format provided in Section H.

Q12. Section H Price and Cost – when we provide our unit rate pricing schedule are we required to include the "% off unit cost" and the "Oklahoma Cost" columns? The unit rate we provide in our schedule will be the rate we propose for the State of Oklahoma.

A12. Pricing schedules should be submitted using the format provided in Section H.

Q13. Section H Price and Cost – how will the pricing of each proposal be evaluated against one another. Will the labor and equipment hourly rates hold as much weight as the debris removal unit rates?

A13. Due to the extensive and varied products/services, a sample of products/services across categories will be used for cost evaluation.

Q14. Supplier/Payee Form or W-8BEN (as required) Could the state identify where this form is in the solicitation?

A14. The form is attached to this amendment.

Q15. Is the inclusion of Oklahoma on our worker's compensation policy declarations page sufficient evidence of compliance with Item 6 in the Responding Bidder Information (Page 1 of RFP)?

A15. Yes.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**) Title

Authorized Representative Signature



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			
<i>Payee Legal Name for Business, Individual or Government Entity as filed with IRS</i>		Contact Title			
DBA Name		Phone #			
<i>Doing Business As "DBA", or Disregarded Entity Name if different than Legal Name</i>		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		