



Solicitation Cover Page

1. Solicitation #: 0900000384

2. Solicitation Issue Date: 6/24/2019

3. Brief Description of Requirement:

The Office of Management and Enterprise Services (OMES) is seeking an Integrated Pest Management Program (IPMP) for the control of pests, including but not limited to rats, mice, ants, silverfish, scorpions, spiders, moths, carpet beetles, fleas, ticks, and all other common pests for the buildings managed by OMES, Capitol Assets Management (CAM) and Office of Facilities Management (OFM).

All questions regarding this solicitation must be submitted in writing and are to be emailed no later than Tuesday, July 16, 2019 at 4:00 PM CST/CDT. Questions are to be emailed to Holly.Williams@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.

4. Response Due Date¹: July 22, 2019

Time: 3:00 PM CST/CDT

5. Issued By and RETURN SEALED BID TO²:

U.S. Postal Delivery Address: 5005 N. Lincoln Blvd. Ste. 300

Oklahoma City, OK

Common Carrier Delivery Address: 5005 N. Lincoln Blvd. Ste. 300

Oklahoma City, OK

Electronic Submission Address: N/A

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

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

7. Contracting Officer:

Name: Holly Williams

Phone: 405-522-5205

Email: Holly.Williams@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 #** 0900000384

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: Office of Management & Enterprise Services Agency Number: 090

Solicitation or Purchase Order #: 0900000384

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

The term of the contract will be July 1, 2019 through June 30, 2019, with four (4) options to renew at the same terms and conditions.

B.2. Definitions

- B.2.1.** Agency: The entity for which the contract has been issued
- B.2.2.** Contract: This contract, any addendum to this contract and the Contractor's proposal submitted in response to this contract and the Notice of Award
- B.2.3.** Contract Administrator: OFM Programs
- B.2.4.** Emergency: Any condition(s) which is a threat to health, welfare or the safety of people and/or property or a condition that will affect an essential service(s) as determined by OFM
- B.2.5.** EPA: Environmental Protection Agency
- B.2.6.** OFM: Office of Facilities Management, department of CAM utilizing contract
- B.2.7.** SDS: Safety Data Sheets
- B.2.8.** On-call: Services rendered by the Contractor by request of OFM
- B.2.9.** Overtime: Calls for service or repair(s) that are made outside normal business hours
- B.2.10.** Owner: State of Oklahoma, OMES OFM
- B.2.11.** Shall: Denotes that which is a mandatory requirement. Failure to meet a mandatory requirement shall result in a vendor performance quality report being filed and shall be a factor in future contract award decisions.
- B.2.12.** State: State of Oklahoma

B.3. Contract Extension

In the event that a new contract has not been awarded prior to the contract expiration date, as may be extended herein, it shall be incumbent upon the Contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transaction period extend past September 30th or more than ninety-two (92) days beyond the expiration date of the contract, or extension thereof.

B.4. Multi-Award

This may be a multi-award contract.

B.5. Indefinite Quantity

This contract is for an indefinite quantity and the State may, or may not buy the quantity mentioned in this contract. Vendor must clear all shipments with agency prior to shipping any portion of this contract.

B.6. Availability of Funds

The State's obligation to pay the Contractor is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the State for payment of any money shall arise unless funds are made available each fiscal year to OFM by the Legislature.

B.7. Escalation Clause

- B.7.1.** Contract pricing may be escalated annually, for the next renewal period, by a percentage not to exceed the previously reported Consumer Price Index (CPI) increase published by the U.S. Department of Labor, Bureau of Labor Statistics, <http://www.bls.gov>.
- B.7.2.** Navigation: Subject Areas Tab - Click "Inflation Prices" - Click "Consumer Price Index" - Scroll down to "Regional Resources" Map - Click on the State of Oklahoma "South Urban area" - Click "More Formatting Options" - Deselect "Original Data Value" - Select "12 Months Percent Change" - Click "Retrieve Data".
 - B.7.2.1.** Send page from this website search along with escalation increase request on Contractor's letterhead to OFM.Programs@omes.ok.gov. On letterhead request, use the previous calendar year's annual percent change.
 - B.7.2.2.** Contractor shall submit a spreadsheet showing the new dollar amount and/or change in hourly rate for each line.
 - B.7.2.3.** Contractor must submit request for increase to OFM by February 15th. If February 15th falls on the weekend, then they are due by 5:00 pm of the next business day.

B.7.2.4. OFM has no control over the U.S. Department of Labor's website. Therefore, these navigation instructions may not be accurate in the future.

B.7.2.5. Remedies for Non-Performance

In the event the Contractor is unable to respond to the needs of OFM for any reason or fails to comply with any material contract requirements, the Administrator of Central Purchasing may take steps to terminate the contract. The Administrator of Central Purchasing may authorize the delivery of contract items by any available means, with the difference between the price paid and the defaulting Contractor's price either being deducted from any monies due the defaulting Contractor or being an obligation owed to the State by the Contractor.

B.8. Invoicing

B.8.1. Original invoice(s) shall be electronically submitted to: OFM.AP@omes.ok.gov for the services delivered and completed along with the required affidavit(s).

B.8.1.1. Bill to address

**Facilities Annex
ATTN: OFM AP
2222 N. Walnut Ave.
Oklahoma City, OK 73105**

B.8.2. Ship to address: This is the Name and Address for the building in which the work was performed. This information may be found by following the website address listed in the Section titled, Project Location Information.

B.8.3. All invoices shall include the following:

B.8.3.1. Purchase Order Number,

B.8.3.2. Complete remittance address,

B.8.3.3. Building where work was performed,

B.8.3.4. Date(s) work was performed,

B.8.3.5. Description of services performed,

B.8.3.6. Quote number related to work performed services billed hours,

B.8.3.7. Itemized materials list Contractor used for job completion.

B.8.4. Invoicing is due no later than 15 days from when the service was actually completed.

B.8.5. Payment terms shall be Net-45 days. OFM shall pay the Contractor within 45 days after receipt of a correct invoice for reasonable work attributable to the contract or after the date of acceptance of work that meets contract requirements, whichever event occurs later.

B.8.6. All items billed by the Contractor shall be subject to audit.

C. SOLICITATION SPECIFICATIONS

C.1. Overview

The purpose of this acquisition is to establish an Integrated Pest Management Program (IPMP) for the control of pests, including but not limited to; rats, mice, ants, silverfish, scorpions, spiders, moths, carpet beetles, fleas, ticks and all other common pests for the buildings managed by Office of Management Enterprises (OMES), Capitol Assets and Management (CAM), Office of Facilities Management (OFM).

C.2. Contractors Requirements

C.2.1. Contractors shall follow the requirements of the contract bidding documents issued by OFM.

C.2.1.1. There are no guaranteed minimum hours of work under this contract. Hours paid under this contract shall be for productive hours at the job site.

C.2.1.2. Access ID cards for the facilities will be provided on an as-needed basis. When issued, Access ID cards must be worn in plain sight at all times. Exceptions allowed when the Access ID card may create a safety hazard.

C.2.1.3. Upon arrival at building, the Contractor shall, at an area designated by OFM, sign in before work is to start and sign out when leaving the site. The Contractor's billed hours shall commence at sign-in time and cease at the time signed out on log. Failure to sign-in and sign-out is subject to non- authorization of services rendered. A designated team member will escort contractor around the building.

- C.2.1.4.** Upon request, the Contractor shall provide written estimates in electronic format on all projects for budgeting and funding considerations, excluding emergencies. Estimate shall be provided at no cost to the State.
- C.2.1.5.** If the Contractor is unable to respond to the needs of OFM for any reason, OFM reserves the right to call in another Contractor to perform the work required at that time.
- C.2.1.6.** On an as needed basis, request(s) may be made for additional service by OFM.
- C.2.1.7.** The Contractor shall have at least three (3) years local experience at the time of bidding.
- C.2.1.8.** Following award of the Contract, delivery procedures and schedules shall be established. Contractor shall provide a building visitation schedule to each facility one week in advance of scheduled visit.

C.3. Application and Material

- C.3.1.** All chemicals/devices must be applied according to label directions.
- C.3.2.** A copy of a complete set of Safety Data Sheets (SDS) and a copy of a current label for all chemicals used in the building(s) must be submitted to OFM.Programs@omes.ok.gov to be kept on file.
- C.3.3.** Any change in application procedure or chemical/devices must be approved by OFM prior to going into effect. Should a change in chemical/devices or application procedure take place, a new SDS and label shall be submitted to OFM.Programs@omes.ok.gov and the new application procedure noted on the service ticket prior to the application of the chemical.
- C.3.4.** Applicators shall take special precautions to eliminate the possibility of contamination to humans, domestic animals, food or food preparation surfaces, utensils/equipment, etc.

C.4. Monthly Service

- C.4.1.** Each monthly service shall consist of the following:
 - C.4.1.1.** Service will include spraying of all snack bar areas, rest rooms, break rooms, kitchen areas, building entryways (inside & out), common hallways, utility closets, maintenance equipment rooms and baseboards on all floors in all common areas; such as lobbies, hallways, stairwells, etc. including basement floor but excluding private offices.
 - C.4.1.2.** In the areas where contamination from a spray application is a concern (i.e. snack bars and kitchens), bait products shall be used as a primary source to eliminate infestation and control.
 - C.4.1.3.** Provide glue boards as needed.

C.5. On Call Services

- C.5.1.** The following service are to be provided on an as requested basis. This includes but not limited to:
- C.5.2.** A general application to the exterior of the building shall be done.
- C.5.3.** Private offices shall be treated only when requested by the occupying agency to the Building Manager. Scheduling of these offices shall be coordinated to be completed during one of the monthly visits with the office occupant and OFM.
- C.5.4.** Heavy treatment of plumbing pipe chases or potentially other designated areas.
- C.5.5.** Treatment for other pests such as, but not limited to bed bugs, etc.
- C.5.6.** Furnish devices such as, bait stations, snap traps, etc.
- C.5.7.** Snap traps for mice shall be placed and removed between Friday evening and Sunday evenings.
- C.5.8.** Feral Pigeon shall be made available for all buildings at discretion of OFM.
 - C.5.8.1.** Contractor shall provide all labor, materials and equipment necessary to effectively control 95 - 100% of the feral pigeons.
 - C.5.8.2.** Contractor shall monitor, pick up and dispose of (off State property) all deceased birds resulting from flock reduction.
 - C.5.8.3.** Installation of this program may require the use of scaffolding.
 - C.5.8.4.** Scaffold work that is located around an entryway shall be performed Friday through Sunday. Hours of operation will remain 7:30 a.m. through 5:00 p.m.
 - C.5.8.5.** Scaffolding shall be in place for no more than three (3) consecutive days.
 - C.5.8.6.** During this three day period entryways may be closed by OFM to through traffic.

C.5.8.7. Contractor shall rope area off inside and out to prevent pedestrian traffic in a hazardous work area.

C.5.9. Termites:

C.5.9.1. Services shall be available during contract period.

C.5.9.2. Placement of bait stations shall be provided on an as needed basis.

C.5.9.3. Once installed, bait stations shall be serviced monthly.

C.5.9.4. Placement of termite bait or termite baiting systems and monitoring of the termite bait system stations shall follow the most current Laws and Rules of the Department of Agriculture.

C.6. Safety

Safety of the Contractor's employees, employees of the State, as well as the public is a prime concern of OFM and the Contractor must take all necessary steps to assure proper safety during the performance of this contract.

C.7. Damage to State Property

The Contractor shall perform all work so that no damage to the building or grounds occurs. The Contractor shall repair any damage to buildings or grounds caused by gross negligence or any other means to the satisfaction of OFM at no cost to the State.

C.8. Housekeeping

C.8.1. All materials, tools, equipment, etc. shall be removed or safely stored by the Contractor. OFM is not responsible for theft or damage to the Contractor's property. All safety hazards to workers or the public shall be corrected immediately and the site shall be left in a safe condition at the end of each day.

C.8.2. The Contractor shall be responsible for restoring the building or grounds area where work has been performed back to the former or an improved state prior to final acceptance.

C.8.3. The Contractor shall keep the premises clean of all debris generated by the work involved and shall leave the premises neat and clean.

C.8.4. The Contractor is responsible for the disposal of used fluids and materials from state property in accordance with all applicable laws, guidelines, regulations and codes.

C.9. Parts and Tools

Contractor shall furnish and provide all tools, test equipment, materials and labor required to fulfill this contract.

C.10. Licensure

C.10.1. All applicators shall be certified and licensed by the Department of Agriculture for the State of Oklahoma.

C.10.2. If there is a change in staff by Contractor, a copy of applicator's license shall be submitted to OFM.Programs@omes.ok.gov prior to work being performed by new employee.

C.10.3. OFM reserves the right to check the Contractor's employee licenses at any time during the term of the contract.

C.11. Code Compliances

C.11.1. All work shall be in compliance with all applicable codes and to the complete satisfaction of OFM.

C.11.1.1. Methods of application shall comply with the State of Oklahoma, Department of Agriculture's Combined Pesticide Laws and Rules.

C.11.1.2. It shall be the responsibility of the Contractor to comply with all State, County and City ordinances by securing all necessary permits.

C.12. Scheduling/Availability

C.12.1. Services shall be requested, authorized, and coordinated through OFM only.

C.12.2. The Contractor shall provide a minimum of **three (3) days** advance scheduling to the Building Manager.

C.12.3. The Contractor shall have sufficient resources to be able to respond to multiple jobs at the same time.

C.12.4. All work shall be scheduled at the convenience of OFM as not to interfere with the State's conduct of business.

C.12.5. The Contractor shall be available seven (7) days a week for on-call and emergency service work during the term of the contract.

C.12.6. All service work shall be performed during normal business hours, 7:30 a.m. to 5:00 p.m., Monday through Friday, unless authorized by OFM.

C.12.7. Normal response time for standard jobs will be within 24 hours of OFM request. Regular or routine work will be completed within ten (10) workdays after notification by OFM.

C.13. Emergencies

For emergency service calls, the Contractor shall respond by returning the telephone call within thirty (30) minutes following notification. The Contractor shall have personnel on site within one (1) hour of an emergency call. The Contractor shall provide twenty-four (24) hour point of contact phone number(s).

C.14. Conduct

C.14.1. The Contractor shall be fully responsible for the actions of their employees while they are at the job site. Contractor employees shall be fully qualified to perform skillfully all the work as required for this contract and shall conduct themselves in a courteous, professional manner at all times while on state property.

C.14.2. OFM reserves the right to have any employee of the Contractor removed from the job site and replaced if they are not compliant with contractual requirements.

C.14.3. All Contractors and their employees shall conform to Executive Orders 2012-01, 2013-43, and Title 63 of the Oklahoma Statutes, Section 1-1523 prohibits smoking (any tobacco product, electronic cigarette or vaping device) in all public places, in any indoor workplace, and all vehicles owned, including but not limited to all buildings, land and vehicles owned, leased or contracted for use by agencies or instrumentalities of the State of Oklahoma.

C.15. Dress Code

The Contractor shall assure that all workers assigned to perform service and/or repairs on state property shall be dressed in an appropriate company uniform with the company name and photo ID displayed at all times.

C.16. Subcontractors

No portion of the work shall be subcontracted without prior written / e-mail approval by OFM. In the event the Contractor desires to subcontract any part of the work specified herein, the Contractor shall furnish OFM, in a timely manner, the names, qualifications and experience of their proposed Subcontractor(s). The Contractor shall, however, remain fully liable and responsible for the work performed by their Subcontractor(s) and shall assure compliance with all requirements of the contract. The Contractor shall be responsible for completely supervising and directing the work under this contract and all Subcontractor(s) that they utilize, using their best skill and attention. Subcontractor(s) who perform work under this contract shall be responsible to the Contractor. The Contractor agrees that they are fully responsible for the acts and omissions of their Subcontractor(s) and of persons employed by them as they are for the acts and omissions of their own employees.

C.17. Inspection, Quality and Reporting Requirements

C.17.1. OFM Programs shall be responsible for monitoring the program for contract compliance.

C.17.2. OFM reserves the right to secure the assistance of The Department of Agriculture to sample and/or monitor any applications.

C.18. On-Call

C.18.1. Labor for service/repair shall be billed as time/hourly rate as bid.

C.18.2. The Contractor shall provide an invoice to OFM indicating services performed, service billed hours and an itemized list of materials the Contractor used at the completion of the job.

C.18.3. All incidental costs, including allowances for profit and overhead including mileage and tools of the trade, must be included in the contract hourly labor rates.

C.19. Cost Reimbursement

C.19.1. The Contractor agrees that payment by OFM to the Contractor for materials used in the performance of any work under the contract shall be reimbursed to the contractor in the following manner:

C.19.1.1. OFM shall reimburse the Contractor, upon completion and acceptance of each assigned job, only for those materials and equipment actually used in the performance of the work that are supported by invoices issued by the suppliers of the Contractor describing the quantity and cost of the materials purchased.

C.19.1.2. Parts purchased at cost by the Contractor shall not exceed fair market value.

C.19.1.3. Parts, equipment rental, special equipment and/or operator required by the Contractor in the performance of this contract shall be billed at the Contractor's invoice rate plus 15%, added to the final invoice, as a separate line item with a copy of the invoice attached. OFM will monitor and audit parts tickets to ensure parts purchased are not over-priced.

C.19.1.4. In the event of work performed by an approved subcontractor(s), the Contractor will submit the subcontractor(s) invoice plus a rate not to exceed a 2% mark up.

C.19.1.5. OFM obligation to pay amounts due under the contract shall be contingent upon receipt by OFM of invoices in sufficient detail to permit proper identification of the terms as described in the specifications.

C.19.1.6. Project Location Information

C.19.2. Look at website to view current information: www.omes.ok.gov

C.19.3. Services / Facilities Management / Facilities Services / Managed Properties & Contacts.

C.19.4. These navigation instructions may not be accurate in the future.

C.19.5. Any building managed by OMES. OMES may include or exclude any buildings as needed throughout the life of the contract.

C.19.6. Department contact for questions regarding these specifications: OFM Programs: OFM.Programs@omes.ok.gov

C.20. Unit Pricing

C.20.1. Please refer to Section H and Attachment A

C.20.2. It will be the responsibility of the bidder to inventory the bait stations per building.

C.20.3. Overtime Rate per Hour shall be 1.5 times Applicator's On Call Rate.

C.20.4. Holiday (recognized by the State of Oklahoma) rate per hour shall be 2 times Applicator's On Call Rate.

C.20.5. In the event that two or more bids are equal, award to be decided by coin toss.

C.21. Contacts

Provide contact information requested on Attachment B.

C.22. License/Permit Requirements

C.22.1. A current copy of Applicator's License/permit through Department of Agriculture shall be included with Contractor's bid packet.

C.22.1.1. Please provide requested information in Attachment C.

C.22.2. A complete copy of all chemical Safety Data Sheets (SDS) that the contractor intends to use upon award of contract shall be included with Contractor's bid packet.

D. EVALUATION

D.1. Evaluation Criteria

Award will be made based upon the lowest and best responsive vendor that is able to meet the requirements of the solicitation.

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. Site Inspection

There will be a site inspection on Friday, July 12, 2019, beginning at 8:30 am at the Will Rogers Building Lobby. Bidder(s) will follow via their own vehicle(s). Bidders are encouraged to attend the site inspection to familiarize themselves with the buildings, but it is not mandatory in order to submit a bid.

E.2. Introduction

E.2.1. 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.3. Proposal Format

- E.3.1. Completed "Responding Bidder Information" OMES Form CP076
- E.3.2. Completed "Certification for Competitive Bid and Contract" OMES Form CP004
- E.3.3. All Amendments signed (if applicable)
- E.3.4. Proof of Liability and Workers' Compensation Insurance
- E.3.5. Completed Attachments

E.4. Bid Submission

- E.4.1. Two (2) complete copies of bid response on two (2) separate USB/Flash Drives which includes the completed proposal, including the scanned images of the OMES signed forms. USB/Flash Drives must be an unprotected document. Original hard copies are not required or preferred. This overrides hard copy submittal requirements of A.2.4.

F. CHECKLIST

F.1. Listed below is a checklist of items that are to be completed and returned with the proposal. This is not an all-inclusive list and it is the vendor's responsibility to ensure that they submit all required/requested documentation:

- F.1.1. OMES Form CP076 – Responding Bidder Information
- F.1.2. OMES Form CP004 – Certification for Competitive Bid and/or Contract (Non-Collusion Certification)
- F.1.3. Signed Amendment(s), if any
- F.1.4. Two (2) electronic copies of bid response
- F.1.5. Attachment A (Section H.)
- F.1.6. Attachment B (Section C.21.)
- F.1.7. Attachment C (Section C.22.1.1.)

G. OTHER

All questions regarding this solicitation must be submitted in writing and are to be emailed no later than Tuesday, July 16, 2019 at 4:00 PM CST/CDT. Questions are to be emailed to Holly.Williams@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. Any communication regarding this solicitation must be sent to the Contracting Officer listed above. Failure to do so (contacting agency directly) may result in your proposal being deemed as non-responsive. Please be sure to reference the solicitation number when emailing questions.

H. PRICE AND COST

H.1. Please submit pricing on Attachment A.

ATTACHMENT A

BUILDING ADDRESS	BUILDING SPECIFICATIONS	PRICE PER MONTH (*Unless otherwise denoted)
Capitol 2300 N. Lincoln Blvd. Oklahoma City, OK 73105	This is a 6 story building plus a ground floor, approximately 449,507 sq. ft. There are 10 entryways, 7 stairwells, 26 restrooms, 28 equipment rooms/utility closets, 2 snack bars, and 16 kitchen areas.	
Jim Thorpe 2101 N Lincoln Blvd. Oklahoma City, 73105	This is a 6 story building plus a ground floor and a basement area, approximately 158,894 sq. ft. There are 4 entryways, 2 stairwells, 18 restrooms, 15 utility closets, 8 kitchen areas, 1 snack bar, and 2 main building equipment rooms.	
Judicial 2100 N Lincoln Blvd. Oklahoma City, OK 73105	This is a 3 story building plus ground floor and lower level, approximately 145,500 sq. ft. There are 3 entryways plus a garage door, 16 restrooms, 14 judges toilet restroom, 14 judges kitchen areas, 4 open kitchen areas, 12 utility/ equip. rooms and 3 stairwells.	
Library 200 NE 18 th St. Oklahoma City, OK 73105	This is a 3 story building plus a partial basement area, approximately 79,878 sq. ft. There are 2 entryways, 2 stairwells, 8 restrooms, 3 utility closets, 1 kitchen area on the 2nd floor (approximately 515 sq. ft.), and 4 main building equipment rooms.	
Governor's Mansion 820 NE 23 rd St. Oklahoma City, OK 73105	This is a 4-story building with a basement, approximately 14,000 sq. ft. There are 5 entryways, 2 staircases, 7 restrooms, 5 utility closet (areas) some are used for partial storage with some containing mechanical or electrical equipment, 2 kitchen areas.	
Governor's Mansion (Pavilion) 800 NE 23rd St. Oklahoma City, OK 73105	This is a 1 story building, approximately 5,000 sq. ft. There are 11 entryways, 4 restrooms, 2 utility closets and 1 kitchen area.	
Governor's Mansion (Fire House) 800 NE 23rd St. Oklahoma City, OK 73105	This is a 1 story building, approximately 3,000 sq. ft. There are 2 entryways, 3 restrooms 1 with a shower, 1 utility closet located in a bathroom, and 1 food prep service area.	
Governor's Mansion (Carriage House) 800 NE 23rd St. Oklahoma City, 73105	This is a 2 story building, approximately 18,000 sq. ft.	

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<p>Denver Davison 1915 N Stiles Oklahoma City, OK 73105</p>	<p>This is a 4 story building plus a penthouse and basement area, approximately 88,714 sq. ft. There are 3 entryways, 2 stairwells, 19 restrooms, 10 utility closets, 7 kitchen areas, 1 snack bar, and 3 main building equipment rooms.</p>	
<p>Agriculture 2800 N Lincoln Blvd. Oklahoma City, OK 73105</p>	<p>This is a 3 story building plus a basement area, approximately 98,713 sq. ft. There are 5 entryways, 3 stairwells, 8 restrooms, 3 utility closets, 7 kitchen areas, 1 snack bar, and 3 main building equipment rooms.</p>	
<p>Attorney General 313 NE 21st St. Oklahoma City, OK 73105</p>	<p>This is a 3 story building plus a below ground parking garage and a penthouse, approximately 74,469 sq. ft. There are 8 entryways, 2 kitchen areas, 9 restrooms, and 8 utility closets.</p>	
<p>CAP 50 NE 23rd. St. Oklahoma City, OK 73105</p>	<p>This is single story building, approximately 11,427 sq. ft. There are 3 entryways, 3 restrooms, 1 kitchen area (approximately 293 sq. ft.), 1 mechanical room, and 1 utility closet.</p>	
<p>Agriculture Lab 2800 N Lincoln Blvd. Oklahoma City, OK 73105</p>	<p>This is a 3 story building, approximately 39,444 sq. ft. There are 3 main entryways, 1 exit, and 3 dock bay entrances. The interior of the Laboratory is not to be sprayed unless specifically requested by the Lab director, due to environmental standards for lab testing.</p>	
<p>Will Rogers 2401 N Lincoln Blvd. Oklahoma City, OK 73105</p>	<p>This is a 5 story building plus a basement and sub-basement area and 2 penthouses, approximately 170,534 sq. ft. There are 5 entryways, 3 stairwells, 22 restrooms, 25 utility closets, 11 kitchen areas (approx. 222 sq. ft. each), and 4 main building equipment rooms.</p>	
<p>Sequoyah 2400 N Lincoln Blvd. Oklahoma City, OK 73105</p>	<p>This is a 5 story building plus a basement and sub-basement area and 2 penthouses, approximately 176,120 sq. ft. There are 5 entryways, 3 stairwells, 22 restrooms, 25 utility closets, 11 kitchen areas (approx. 222 sq. ft. each), and 4 main building equipment rooms.</p>	
<p>Banking 2900 N Lincoln Blvd. Oklahoma City, OK 73105</p>	<p>This is a single story building, approximately 10,000 sq. ft. There are 4 entryways, 1 kitchen area, 2 restrooms, 1 mechanical room and 1 utility closet.</p>	

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<p>Facilities Annex 2222 N Walnut Ave. Oklahoma City, OK 73105</p>	<p>This is a story and a half 65,00 square foot building with 2 entry doors and a 14 foot garage bay door, 1 break room area, 1 restroom, 1 mechanical are, 1 locker room area, 2 large bay area workshops and 4 offices.</p>	
<p>OEM Tunnel between Sequoyah & Will Rogers Buildings</p>	<p>Civil Emergency Management located off the concourse tunnel has 1 mechanical room and a sub-basement equipment room, 2 restrooms, 1 kitchen area, and 4 utility closets.</p>	
<p>Operations 2307 N Central Oklahoma City, OK 73105</p>	<p>This is single story building, approximately 10,000 sq. ft. There are 2 entryways plus 4 overhead doors, 2 restrooms, 1 vehicle wash area (approximately 400 sq. ft.), and 6 office spaces.</p>	
<p>Connors 2501 N Lincoln Blvd. Oklahoma City, OK 73105</p>	<p>This is a 5 story building plus a basement and sub-basement area and 2 penthouse areas, approximately 141,712 sq. ft. There are 9 kitchen areas, 1 snack bar, 3 stairwells, 15 restrooms, 21 utility closets, 7 mop sink closets, 4 equipment rooms, and 8 entryways.</p>	
<p>Hodge 2500 N Lincoln Blvd. Oklahoma City, OK 7310</p>	<p>This is a 5 story building plus basement area and t2 penthouses, approximately 119,583 sq. ft. There are 9 kitchen areas, 3 stairwells, 16 restrooms, 18 utility closets, 6 mop sink closets, 1 snack bar, 3 equipment rooms, and 6 entryways.</p>	
<p>DOT 200 NE 21st St. Oklahoma City, OK 73105</p>	<p>This is a 4 story building, approximately 204,873 sq. ft. There are 5 kitchen areas, 5 stairwells, 23 restrooms, 37 utility closets, 1 snack bar (the snack bar manager provides his/her own pest control management) 4 equipment rooms, and 8 entryways.</p>	
<p>Central Garage 200 NE 21st St. Oklahoma City, OK 73105</p>	<p>This is a 2 story building, approximately 13,573 sq. ft. There is 1 kitchen, 2 enclosed stairwells, 1 open stairwell, 2 restrooms, 1 utility closet/equipment room, and 3 entryways.</p>	
<p>Robert S. Kerr 440 S Houston Tulsa, OK 74127</p>	<p>This is an 8 story building, approximately 131,646 sq. ft. There are 3 entryways, 2 stairwells, 22 restrooms, 8 utility closets, 17 kitchen areas, 1 snack bar, and 9 main building equipment rooms.</p>	
<p>Edmondson 444 S Houston Tulsa, OK 74127</p>	<p>This is a 4 story building, approximately 113,900 sq. ft. There are 4 entryways, 4 stairwells, 14 restrooms, 4 utility closets, and 7 kitchen areas.</p>	

ATTACHMENT A

<p>ISD 3115 N Lincoln Oklahoma City, OK 73105</p>	<p>This is a 2 story building, approximately 93,000 sq. ft. There are 7 entryways. 3 kitchen areas, 8 restrooms, 3 equipment rooms, and 1 exterior overhead door.</p>	
<p>Pharmacy Board 2920 N Lincoln Oklahoma City, OK 73105</p>	<p>This is a 1 story building, approximately 7,923 sq. ft. There are 5 entryways, 4 kitchen areas, and 2 restrooms.</p>	
<p>Central Printing 2120 NE 36th Oklahoma City, OK 73105</p>	<p>This is single story building, approximately 16,900 sq. ft. There are 4 entryways plus 2 overhead doors, 2 restrooms, and 1 kitchen area (approximately 550 sq. ft.).</p>	
<p>Vezev Veterans Complex 2132 NE36th St. Oklahoma City, OK 73105</p>	<p>This s is a single story building with a basement level in part of the building, approximately 17,760 sq. ft. There is 1 entryway, 1 stairwell, 5 restrooms, 9 utility closets, which also included mechanical room(s), and 2 break areas</p>	
<p>State Surplus 2530 West Reno Oklahoma City, OK 73107</p>	<p>This is a single story warehouse type building, approximately 36,000 sq. ft.</p>	
<p>Federal Surplus 3100 North Creston Oklahoma City, OK 73111</p>	<p>This is a warehouse, single story, approximately 24,000 sq. ft. 6 office areas, 1 large restroom, holding area, mechanic shop. Administration section has 2 restrooms, 6 offices, breakroom, mechanic room, 2 entryways, 1 corridor, and 7 storage areas. This area will be removed once occupants move into the 300 /304 S. Miller Building.</p>	
<p>Federal Surplus 300 and 304 S. Miller Oklahoma City, OK 73107</p>	<p>This consists of 2 buildings, approximately 29,575 sq. ft. combined. Administration and warehouse. This building will be added once the 3100 N. Creston Building is vacated.</p>	
<p>On Call Services (*Price Per Each)</p>	<p>Spraying of pipe chases and other potential areas</p>	
<p>On Call Services (*Price Sq. Ft.)</p>	<p>Treatment for other pests such as, but not limited to bed bugs, etc.</p>	

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Feral Pigeon On Call Services (*Price Per Hour)		
Termite Bait Station (*Price Per Each)		
Termite Bait Station Monthly Servicing (*Price Per Each)		
Attorney General – Bait Stations (*Price Per Month)	Service for approximately 29 bait stations.	
Jim Thorpe – Bait Stations (*Price Per Month)	Service for approximately 14 bait stations	
Judicial – Bait Stations (*Price Per Month)	Service for approximately 16 bait stations	
CAP – Bait Stations (*Price Per Month)	Service for approximately 13 bait stations	
Agriculture – Bait Stations (*Price Per Month)	Service for approximately 24 bait stations	
Will Rogers – Bait Stations (*Price Per Month)	Service for approximately 10 bait stations	
Sequoyah – Bait Stations (*Price Per Month)	Service for approximately 11 stations	

ATTACHMENT A

Connors – Bait Stations (*Price Per Month)	Service for approximately 12 bait stations	
Hodge – Bait Stations (*Price Per Month)	Service for approximately 12 bait stations	

CONTACTS

Emergency (24 hour) Phone Number: _____

Accounts Receivable Phone Number: _____

Office Manager Phone Number: _____

CONTRACTOR'S LICENSE INFORMATION

Contractor's License Number: _____

Vendor Name: _____

Printed Name of Authorized Representative: _____

Signature of Authorized Representative: _____



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 Employee Vendor Request Form](#)
- > **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 representative should provide form to payee for completion of the vendor section shown below. Upon receipt of the completed form the agency should enter request instructions below. Please email completed and signed form to vendor.form@omes.ok.gov or fax to 405-522-3663.

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 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		Contact Title					
DBA Name		Phone #					
Doing Business As "DBA", or Disregarded Entity Name if different than Legal Name		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 address as reflected on payee's annual U.S. Internal Revenue Service tax documentation							
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			

The information below is requested under U.S. Tax Laws. Failure to provide this information may prevent you from being able to do business with the state, or may result in the state having to deduct backup withholding amounts from future payments.

U.S. Taxpayer Identification Number (TIN)

Please provide tax identification number applicable for payee IRS tax reporting

Federal Employer Identification Number (FEIN) _____ If none, but applied for, date applied _____

U.S. Social Security Number (SSN) _____ If none, but applied for, date applied _____

Entity Filing Classification:

Domestic (U.S.) Sole Proprietor or Individual Domestic (U.S.) Partnership Domestic (U.S.) Corporation Type: _____

Limited Liability Company Type: _____

LLC Disregarded Entity: YES NO **Must be verified by LLC's tax division. If applicable, parent name/tax id is required.**

Domestic (U.S.) Other Explain: _____

Foreign (Non-U.S.) Sole Proprietor or Individual* Foreign (Non-U.S.) Partnership* Foreign (Non-U.S.) Type: _____

Foreign (Non-U.S.) Other* Explain: _____

FOREIGN VENDOR INSTRUCTIONS: * ADDITIONAL DOCUMENTATION IS REQUIRED.

Please submit the proper U.S. Internal Revenue Service (IRS) Form W-8, Certificate of Foreign Status. Select form below matching the payee's entity or individual description. Please refer to IRS for additional instructions (<http://www.irs.gov/pub/irs-pdf/fw8.pdf>).

- **Form W-8BEN:** Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals). <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>
- **Form W-8BEN-E:** Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities). <http://www.irs.gov/pub/irs-pdf/fw8bene.pdf>
- **Form W-8ECI:** Certificate of Foreign Person's Claim That Income is Effectively Connected With the Conduct of a Trade or Business in the United States. <http://www.irs.gov/pub/irs-pdf/fw8eci.pdf>
- **Form W-8EXP:** Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding and Reporting. <http://www.irs.gov/pub/irs-pdf/fw8exp.pdf>
- **Form W-8IMY:** Certificate of Foreign Intermediary, Foreign Flow-Through Entity, or Certain U.S. Branches for United States Tax Withholding and Reporting. <http://www.irs.gov/pub/irs-pdf/fw8imy.pdf>

This may exempt you from backup withholding. Form W-8 does not exempt you from the 30% (or lower percentage by treaty) non-resident withholding taxes. To claim this exemption, you must file IRS Form 8233 with us. For more information, refer to IRS Publication 519.

SIGNATURE - AND SUBSTITUTE IRS FORM W-9 CERTIFICATION

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement account (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

Signature of Vendor Representative or Individual Payee

Date

Title of individual signing form for company

Vendor/Payee (Must be the same as Payee Name from page 1)

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		