

**ATTACHMENT A**  
**SOLICITATION NO. 0900000525**

This Solicitation is a Contract Document and is a request for proposal in connection with the Contract awarded by the Office of Management and Enterprise Services, as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract Document.

The contract is awarded as a statewide contract for well-plugging services across the State of Oklahoma.

**1. Contract Term and Renewal Options**

The initial contract term, which begins on the effective date of the Contract, is one (1) year. There are four (4) options to renew the contract with renewal terms of one (1) year, as specified at the time of renewal.

**2. Contract Obligations**

In addition to obligations in other Contract documents, certain Supplier obligations are set forth below in Exhibit 1.

## Exhibit 1

### A. The Supplier shall:

1. Maintain a daily work log showing all work performed and cost(s) encumbered for each day for the subject well(s).
2. Submit the following documents to the appropriate Oklahoma Corporation Commission (“Commission”) district office within 30 days after the subject well(s) is/are plugged:
  - a) Invoice.
  - b) Daily work log.
  - c) Form 1003 - Plugging Record.
  - d) Photo of wellbore cut off 3’ below ground level with ID plate welded on; and
  - e) Photo of the hole backfilled.
3. Obtain all requisite approval(s) from the individuals listed in 3(a)-(c) below, for any and all costs that are in excess of the original estimated dollar amount to plug the subject well(s). Such approvals to increase the cost to plug the subject well(s) are intended to address unknown obstacles within the wellbore(s) or getting rigs and equipment to the well site(s) that were not foreseen at the time the estimate was given prior to beginning work on the subject wellbore(s). The estimated cost, as circumstances are encountered during plugging, must be approved by the following individuals:
  - a) Commission District Manager, and
4. Utilize the specifications for plugging based upon the information contained on Commission Form 1002A. Form 1002A may be accessed here:  
<http://www.occeweb.com/og/OGforms/form%201002A.XLS>.  
  
[In the case of unknown wells, the general information of the area should be included/provided](#)
5. Perform on-site inspection(s) for each well to be plugged.
6. Comply with license requirements as set forth in **OAC 165:10-11-1**.
7. Be a registered vendor with OMES and be on the vendor list.

### B. Process for Selection of well-plugging projects by the Commission Oil & Gas Division (“OGCD”):

- The OGCD will email an offer letter to the Supplier for the plugging of well(s). Once the first well(s) are accepted or declined the Supplier will contact the OGCD at the appropriate District Office email listed below-to let the OGCD District Office know

that the Supplier is ready to receive the next offer letter(s) as long as the well(s) can be plugged in the allotted time frame in B. 7. of this section and it will continue until this contact has expired.

- District 1 [OGBristowOffice@occ.ok.gov](mailto:OGBristowOffice@occ.ok.gov)
  - District 2 [OGKingfisherOffice@occ.ok.gov](mailto:OGKingfisherOffice@occ.ok.gov)
  - District 3 [OGDuncanOffice@occ.ok.gov](mailto:OGDuncanOffice@occ.ok.gov)
  - District 4 [OGAdaOffice@occ.ok.gov](mailto:OGAdaOffice@occ.ok.gov)
- After the initial offer, the Suppliers must email the OGCD District Office in the areas the Supplier wishes to work when they have a rig available and can have the well(s) plugged within the allotted time frame in B. 7. of this section.

1. Plugging costs will be based upon the OGCD's cost estimate for such work based on a well by well basis as determined by each district.
2. Any Supplier selected for a well(s) plugging project will have five (5) business days from the date of receipt of the offer to either accept or reject the offer in writing by emailing the OGCD at the following email address: [OGStateFunds@occ.ok.gov](mailto:OGStateFunds@occ.ok.gov)
3. If a qualified Supplier accepts the offer, the OGCD will issue an award letter to the Supplier via email. The Supplier can not start plugging until the award letter is received.
4. A Supplier receiving an award letter for any well(s) plugging project will have sixty (60) days after receipt of the award letter to plug the subject well(s) or have a rig on site with plugging operations underway, this also counts for multi-well packets. As long as the first well was started and there is continues work being performed the award will not expire. An additional 30 days may be approved by the appropriate District Manager for weather, well problems, or other unforeseen issues that are out of the Supplier's control. The Supplier must email the request for the 30-day extension to the appropriate District Manager before the original 60 days expire.  
Any costs in excess of the original estimate must follow Section A3 as set forth above. In the event that the subject well(s) is/are not plugged within the requisite sixty (60) days, the subject well(s) will be offered to the next Supplier.
5. Any Supplier or affiliate of a Supplier with an OGCD enforcement cause filed with the Court Clerk ("Complaint") will not be eligible to accept any State Funds plugging offers until the cause has been closed.
6. Any Supplier that violates any of the performance terms in this Exhibit 1, including, but not limited to, incomplete work, fieldwork that does not meet minimum standards or does not meet outlined deadlines for submitting reports and claims, will be excluded from consideration for any future State Funds Plugging offers and payment may be adjusted, in the sole discretion of the OGCD, for insufficient work.

