



**STATE OF OKLAHOMA STATEWIDE CONTRACT WITH JQH NORMAN
DEVELOPMENT LLC**

This State of Oklahoma Statewide Contract #0131 - Event Planning and Venues (“Contract”) is entered into between the State of Oklahoma by and through the Office of Management and Enterprise Services (“State”) and JQH Norman Development LLC (“Supplier”) and is effective as of the date of last signature to this Contract. The initial term of the Contract shall be for one year with four (4) one-year options to renew.

Purpose

The State is awarding this Contract to Supplier for the provision of event planning and venue services for State Agencies and affiliates to utilize, as more particularly described in certain Contract Documents. Supplier submitted a proposal with no exceptions, additional bidder terms, or confidentiality requests. This Contract memorializes the agreement of the parties with respect to the terms of the Contract that is being awarded to Supplier.

Now, therefore, in consideration of the foregoing and the mutual promises set forth herein, the receipt and sufficiency of which are hereby acknowledged the parties agree as follows:

1. The parties agree that Supplier has not yet begun performance of work under this Contract. Upon full execution of this Contract, Supplier may begin work. Issuance of a purchase order is required prior to payment to a Supplier.
2. The following Contract Documents are attached hereto and incorporated herein:
 - 2.1. Solicitation, Attachment A;
 - 2.2. General Terms, Attachment B;
 - 2.3. Statewide Contract Terms, Attachment C;
 - 2.4. Reserved; Attachment D;
 - 2.5. Price, Attachment E-1
 - 2.6. Response, Attachment E-2 and
 - 2.7. Floor Plan and Capacity, Attachment E-3
3. The parties additionally agree:

- 3.1. Except for information deemed confidential by the State pursuant to applicable law, rule, regulation or policy, the parties agree Contract terms and information are not confidential and are disclosable without further approval of or notice to Supplier.
 - 3.2. To the extent any term or condition in any Contract Document, including via a hyperlink or uniform resource locator, conflicts with an applicable Oklahoma and/or United States law or regulation, such term or condition is void and unenforceable. By executing any Contract Document which contains a conflicting term or condition, the State or Customer makes no representation or warranty regarding the enforceability of such term or condition and the State or Customer does not waive the applicable Oklahoma and/or United States law or regulation which conflicts with the term or condition.
4. Any reference to a Contract Document refers to such Contract Document as it may have been amended. If and to the extent any provision is in multiple documents and addresses the same or substantially the same subject matter but does not create an actual conflict, the more recent provision is deemed to supersede earlier versions.

**STATE OF OKLAHOMA
by and through the
OFFICE OF MANAGEMENT AND
ENTERPRISE SERVICES:**

JQH Norman Development LLC

By: *Amanda L. Otis*
Amanda Otis (Jul 8, 2024 07:46 CDT)

By: *Jessica Henning*
Jessica Henning (Jul 3, 2024 11:04 CDT)

Name: Amanda Otis

Name: Jessica Henning

Title: State Purchasing Director

Title: Sales Manager

Date: Jul 8, 2024

Date: Jul 3, 2024

ATTACHMENT A
SOLICITATION NO. EV00000434

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.

PURPOSE

The Office of Management and Enterprise Services (OMES), Central Purchasing Division, is seeking responses from potential Suppliers to provide Event Planning and Venue Services for State Agencies and Affiliates to utilize on an as-need basis.

The Contract is awarded as a Mandatory Statewide contract on behalf of the State of Oklahoma's Office of Management and Enterprise Services - Central Purchasing (OMES-CP) for a full range of as-needed Event Planning and Venue services. All state agencies and state affiliates may avail themselves of this contract.

1. Contract Term and Renewal Options

The initial Contract term, which begins on the effective date of the Contract, is one year and there are (4) one-year options to renew the Contract.

Extension of Contract

The State may extend the term of this contract for up to ninety (90) days if mutually agreed upon by both parties in writing.

ATTACHMENT B

STATE OF OKLAHOMA GENERAL TERMS

This State of Oklahoma General Terms (“General Terms”) is a Contract Document in connection with the Contract awarded by the State of Oklahoma by and through the Office of Management and Enterprise Services.

In addition to other terms contained in an applicable Contract Document, Supplier and State agree to the following General Terms:

1 Scope and Contract Renewal

- 1.1** Supplier may not add products or services to its offerings under the Contract without the State’s prior written approval. Such request may require a competitive bid of the additional products or services. If the need arises for goods or services outside the scope of the Contract, Supplier shall contact the State.
- 1.2** At no time during the performance of the Contract shall the Supplier have the authority to obligate any Customer for payment for any products or services (a) when a corresponding encumbering document is not signed or (b) over and above an awarded Contract amount. Likewise, Supplier is not entitled to compensation for a product or service provided by or on behalf of Supplier that is neither requested nor accepted as satisfactory.
- 1.3** If applicable, prior to any Contract renewal, the State shall subjectively consider the value of the Contract to the State, the Supplier’s performance under the Contract, and shall review certain other factors, including but not limited to the: a) terms and conditions of Contract Documents to determine validity with current State and other applicable statutes and rules; b) current pricing and discounts offered by Supplier; and c) current products, services and support offered by Supplier. If the State determines changes to the Contract are required as a condition precedent to renewal, the State and Supplier will cooperate in good faith to evidence such required changes in an Amendment. Further, any request for a price increase in connection with a renewal or otherwise will be conditioned on the Supplier providing appropriate documentation supporting the request.
- 1.4** The State may extend the Contract for ninety (90) days beyond a final renewal term at the Contract compensation rate for the extended period. If the State exercises such option to extend ninety (90) days, the State shall notify the

Supplier in writing prior to Contract end date. The State, at its sole option and to the extent allowable by law, may choose to exercise subsequent ninety (90) day extensions at the Contract pricing rate, to facilitate the finalization of related terms and conditions of a new award or as needed for transition to a new Supplier.

- 1.5** Supplier understands that supplier registration expires annually and, pursuant to OAC 260:115-3-3, Supplier shall maintain its supplier registration with the State as a precondition to a renewal of the Contract.

2 Contract Effectiveness and Order of Priority

- 2.1** Unless specifically agreed in writing otherwise, the Contract is effective upon the date last signed by the parties. Supplier shall not commence work, commit funds, incur costs, or in any way act to obligate the State until the Contract is effective.

- 2.2** Contract Documents shall be read to be consistent and complementary. Any conflict among the Contract Documents shall be resolved by giving priority to Contract Documents in the following order of precedence:

- A.** any Amendment;
- B.** any applicable Solicitation;
- C.** any Contract-specific terms contained in a Contract Document including, without limitation, information technology terms and terms specific to a statewide Contract or a State agency Contract;
- D.** the terms contained in this Contract Document;
- E.** any successful Bid as may be amended through negotiation and to the extent the Bid does not otherwise conflict with the Solicitation or applicable law;
- F.** any statement of work, work order, or other similar ordering document as applicable; and
- G.** other mutually agreed Contract Documents.

- 2.3** If there is a conflict between the terms contained in this Contract Document or in Contract-specific terms and an agreement provided by or on behalf of Supplier including but not limited to linked or supplemental documents which alter or diminish the rights of Customer or the State, the conflicting terms provided by Supplier shall not take priority over this Contract Document or

Acquisition-specific terms. In no event will any linked document alter or override such referenced terms except as specifically agreed in an Amendment.

- 2.4 Any Contract Document shall be legibly written in ink or typed. All Contract transactions, and any Contract Document related thereto, may be conducted by electronic means pursuant to the Oklahoma Uniform Electronic Transactions Act.

3 Modification of Contract Terms and Contract Documents

- 3.1 The Contract may only be modified, amended, or expanded by an Amendment. Any change to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials made unilaterally by the Supplier, is a material breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including without limitation, any unauthorized written Contract modification, shall be void and without effect and the Supplier shall not be entitled to any claim under the Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the Contract.
- 3.2 Any additional terms on an ordering document provided by Supplier are of no effect and are void unless mutually executed. OMES bears no liability for performance, payment or failure thereof by the Supplier or by a Customer other than OMES in connection with an Acquisition.
- 3.3 Except for information deemed confidential by the State pursuant to applicable law, rule, regulation, or policy, the parties agree Contract terms and information are not confidential and are disclosable without further approval of or notice to Supplier.
- 3.4 Unless mutually agreed to in writing by the State of Oklahoma by and through the Office of Management and Enterprise Services, no Contract Document or other terms and conditions or clauses, including via a hyperlink or uniform resource locator, shall supersede or conflict with the terms of this Contract or expand the State's or Customer's liability or reduce the rights of Customer or the State. If Supplier is acting as a reseller, any third-party terms provided are also subject to the foregoing.
- 3.5 To the extent any term or condition in any Contract Document, including via a hyperlink or uniform resource locator, conflicts with an applicable Oklahoma and/or United States law or regulation, such term or condition is void and unenforceable. By executing any Contract Document which contains a

conflicting term or condition, the State or Customer makes no representation or warranty regarding the enforceability of such term or condition and the State or Customer does not waive the applicable Oklahoma and/or United States law or regulation which conflicts with the term or condition.

4 Definitions

In addition to any defined terms set forth elsewhere in the Contract, the Oklahoma Central Purchasing Act and the Oklahoma Administrative Code, Title 260, the parties agree that, when used in the Contract, the following terms are defined as set forth below and may be used in the singular or plural form:

- 4.1 **Acquisition** means items, products, materials, supplies, services and equipment acquired by purchase, lease purchase, lease with option to purchase, value provided or rental under the Contract.
- 4.2 **Amendment** means a mutually executed, written modification to a Contract Document.
- 4.3 **Bid** means an offer a Bidder submits in response to the Solicitation.
- 4.4 **Bidder** means an individual or business entity that submits a Bid in response to the Solicitation.
- 4.5 **Contract** means the written, mutually agreed and binding legal relationship resulting from the Contract Documents and an appropriate encumbering document as may be amended from time to time, which evidences the final agreement between the parties with respect to the subject matter of the Contract.
- 4.6 **Contract Document** means this document; any master or enterprise agreement terms entered into between the parties that are mutually agreed to be applicable to the Contract; any Solicitation; any Contract-specific terms; any Supplier's Bid as may be negotiated; any statement of work, work order, or other similar mutually executed ordering document; other mutually executed documents and any Amendment.
- 4.7 **Customer** means the governmental entity receiving goods or services contemplated by the Contract.
- 4.8 **Debarment** means action taken by a debarring official under federal or state law or regulations to exclude any business entity from inclusion on the Supplier list; bidding; offering to bid; providing a quote; receiving an award of contract with the State and may also result in cancellation of existing contracts with the State.

- 4.9 Destination** means delivered to the receiving dock or other point specified in the applicable Contract Document.
- 4.10 Governmental Entity** means any governmental entity specified as a political subdivision of the State pursuant to the Governmental Tort Claim Act including any associated institution, instrumentality, board, commission, committee, department, or other entity designated to act on behalf of the state.
- 4.11 Indemnified Parties** means the State and Customer and/or its officers, directors, agents, employees, representatives, contractors, assignees, and designees thereof.
- 4.12 Inspection** means examining and testing an Acquisition (including, when appropriate, raw materials, components, and intermediate assemblies) to determine whether the Acquisition meets Contract requirements.
- 4.13 Moral Rights** means any and all rights of paternity or integrity of the Work Product and the right to object to any modification, translation or use of the Work Product and any similar rights existing under the judicial or statutory law of any country in the world or under any treaty, regardless of whether or not such right is denominated or referred to as a moral right.
- 4.14 OAC** means the Oklahoma Administrative Code.
- 4.15 OMES** means the Office of Management and Enterprise Services.
- 4.16 Solicitation** means the document inviting Bids for the Acquisition referenced in the Contract and any amendments thereto.
- 4.17 State** means the government of the state of Oklahoma, its employees and authorized representatives, including without limitation any department, agency, or other unit of the government of the state of Oklahoma.
- 4.18 Supplier** means the Bidder with whom the State enters into the Contract awarded pursuant to the Solicitation or the business entity or individual that is a party to the Contract with the State.
- 4.19 Suspension** means action taken by a suspending official under federal or state law or regulations to suspend a Supplier from inclusion on the Supplier list; be eligible to submit Bids to State agencies and be awarded a contract by a State agency subject to the Central Purchasing Act.
- 4.20 Supplier Confidential Information** means certain confidential and proprietary information of Supplier that is clearly marked as confidential and agreed by the State Purchasing Director or Customer, as applicable, but does

not include information excluded from confidentiality in provisions of the Contract or the Oklahoma Open Records Act.

4.21 Work Product means any and all deliverables produced by Supplier under a statement of work or similar Contract Document issued pursuant to this Contract, including any and all tangible or intangible items or things that have been or will be prepared, created, developed, invented or conceived at any time following the Contract effective date including but not limited to any (i) works of authorship (such as manuals, instructions, printed material, graphics, artwork, images, illustrations, photographs, computer programs, computer software, scripts, object code, source code or other programming code, HTML code, flow charts, notes, outlines, lists, compilations, manuscripts, writings, pictorial materials, schematics, formulae, processes, algorithms, data, information, multimedia files, text web pages or web sites, other written or machine readable expression of such works fixed in any tangible media, and all other copyrightable works), (ii) trademarks, service marks, trade dress, trade names, logos, or other indicia of source or origin, (iii) ideas, designs, concepts, personality rights, methods, processes, techniques, apparatuses, inventions, formulas, discoveries, or improvements, including any patents, trade secrets and know-how, (iv) domain names, (v) any copies, and similar or derivative works to any of the foregoing, (vi) all documentation and materials related to any of the foregoing, (vii) all other goods, services or deliverables to be provided by or on behalf of Supplier under the Contract and (viii) all Intellectual Property Rights in any of the foregoing, and which are or were created, prepared, developed, invented or conceived for the use of benefit of Customer in connection with this Contract or with funds appropriated by or for Customer or Customer's benefit (a) by any Supplier personnel or Customer personnel or (b) any Customer personnel who then became personnel to Supplier or any of its affiliates or subcontractors, where, although creation or reduction-to-practice is completed while the person is affiliated with Supplier or its personnel, any portion of same was created, invented or conceived by such person while affiliated with Customer.

5 Pricing

5.1 Pursuant to 68 O.S. §§ 1352, 1356, and 1404, State agencies are exempt from the assessment of State sales, use, and excise taxes. Further, State agencies and political subdivisions of the State are exempt from Federal Excise Taxes pursuant to Title 26 of the United States Code. Any taxes of any nature whatsoever payable by the Supplier shall not be reimbursed.

5.2 Pursuant to 74 O.S. §85.40, all travel expenses of Supplier must be included in the total Acquisition price.

5.3 The price of a product offered under the Contract shall include and Supplier shall prepay all shipping, packaging, delivery and handling fees. All product

deliveries will be free on board Customer's Destination. No additional fees shall be charged by Supplier for standard shipping and handling. If Customer requests expedited or special delivery, Customer may be responsible for any charges for expedited or special delivery.

6 Ordering, Inspection, and Acceptance

6.1 Any product or service furnished under the Contract shall be ordered by issuance of a valid purchase order or other appropriate payment mechanism, including a pre-encumbrance, or by use of a valid Purchase Card. All orders and transactions are governed by the terms and conditions of the Contract. Any purchase order or other applicable payment mechanism dated prior to termination or expiration of the Contract shall be performed unless mutually agreed in writing otherwise.

6.2 Services will be performed in accordance with industry best practices and are subject to acceptance by the Customer. Notwithstanding any other provision in the Contract, deemed acceptance of a service or associated deliverable shall not apply automatically upon receipt of a deliverable or upon provision of a service.

Supplier warrants and represents that a product or deliverable furnished by or through the Supplier shall individually, and where specified by Supplier to perform as a system, be substantially uninterrupted and error-free in operation and guaranteed against faulty material and workmanship for a warranty period of the greater of ninety (90) days from the date of acceptance or the maximum allowed by the manufacturer. A defect in a product or deliverable furnished by or through the Supplier shall be repaired or replaced by Supplier at no additional cost or expense to the Customer if such defect occurs during the warranty period.

Any product to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the Customer at Destination. The Customer assumes no responsibility for a product until accepted by the Customer. Title and risk of loss or damage to a product shall be the responsibility of the Supplier until accepted. The Supplier shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.

Pursuant to OAC 260:115-9-1, payment for an Acquisition does not constitute final acceptance of the Acquisition. If subsequent inspection affirms that the Acquisition does not meet or exceed the specifications of the order or that the Acquisition has a latent defect, the Supplier shall be notified as soon as is reasonably practicable. The Supplier shall retrieve and replace the Acquisition at Supplier's expense or, if unable to replace, shall issue a refund to Customer. Refund under this section shall not be an exclusive remedy.

- 6.3** Supplier shall deliver products and services on or before the required date specified in a Contract Document. Failure to deliver timely may result in liquidated damages as set forth in the applicable Contract Document. Deviations, substitutions, or changes in a product or service, including changes of personnel directly providing services, shall not be made unless expressly authorized in writing by the Customer. Any substitution of personnel directly providing services shall be a person of comparable or greater skills, education and experience for performing the services as the person being replaced. Additionally, Supplier shall provide staff sufficiently experienced and able to perform with respect to any transitional services provided by Supplier in connection with termination or expiration of the Contract.
- 6.4** Product warranty and return policies and terms provided under any Contract Document will not be more restrictive or more costly than warranty and return policies and terms for other similarly situated customers for a like product.

7 Invoices and Payment

- 7.1** Supplier shall be paid upon submission of a proper invoice(s) at the prices stipulated in the Contract in accordance with 74 O.S. §85.44B which requires that payment be made only after products have been provided and accepted or services rendered and accepted.

The following terms additionally apply:

- A.** An invoice shall contain the purchase order number, description of products or services provided and the dates of such provision.
- B.** Failure to provide a timely and proper invoice may result in delay of processing the invoice for payment. Proper invoice is defined at OAC 260:10-1-2.
- C.** Payment of all fees under the Contract shall be due NET 45 days. Payment and interest on late payments are governed by 62 O.S. §34.72. Such interest is the sole and exclusive remedy for late payments by a State agency and no other late fees are authorized to be assessed pursuant to Oklahoma law.
- D.** The date from which an applicable early payment discount time is calculated shall be from the receipt date of a proper invoice. There is no obligation, however, to utilize an early payment discount.
- E.** If an overpayment or underpayment has been made to Supplier any subsequent payments to Supplier under the Contract may be adjusted to correct the account. A written explanation of the adjustment will be

issued to Supplier.

- F. Supplier shall have no right of setoff.
- G. Because funds are typically dedicated to a particular fiscal year, an invoice will be paid only when timely submitted, which shall in no instance be later than six (6) months after the end of the fiscal year in which the goods are provided or services performed.
- H. The Supplier shall accept payment by Purchase Card as allowed by Oklahoma law.

8 Maintenance of Insurance, Payment of Taxes, and Workers' Compensation

8.1 As a condition of this Contract, Supplier shall procure at its own expense, and provide proof of, insurance coverage with the applicable liability limits set forth below and any approved subcontractor of Supplier shall procure and provide proof of the same coverage. The required insurance shall be underwritten by an insurance carrier with an A.M. Best rating of A- or better.

Such proof of coverage shall additionally be provided to the Customer if services will be provided by any of Supplier's employees, agents or subcontractors at any Customer premises and/or employer vehicles will be used in connection with performance of Supplier's obligations under the Contract. Supplier may not commence performance hereunder until such proof has been provided. Additionally, Supplier shall ensure each insurance policy includes a notice of cancellation and includes the State and its agencies as certificate holder and shall promptly provide proof to the State of any renewals, additions, or changes to such insurance coverage. Supplier's obligation to maintain insurance coverage under the Contract is a continuing obligation until Supplier has no further obligation under the Contract. Any combination of primary and excess or umbrella insurance may be used to satisfy the limits of coverage for Commercial General Liability, Auto Liability and Employers' Liability. Unless agreed between the parties and approved by the State Purchasing Director, the minimum acceptable insurance limits of liability are as follows:

- A. Workers' Compensation and Employer's Liability Insurance in accordance with and to the extent required by applicable law;
- B. Commercial General Liability Insurance covering the risks of personal injury, bodily injury (including death) and property damage, including coverage for contractual liability, with a limit of liability of not less than \$2,000,000 per occurrence;

- C. Automobile Liability Insurance with limits of liability of not less than \$2,000,000 combined single limit each accident;
- D. If the Supplier will access, process, or store state data, then Security and Privacy Liability insurance, including coverage for failure to protect confidential information and failure of the security of Supplier's computer systems that results in unauthorized access to Customer data with limits \$5,000,000 per occurrence; and
- E. Additional coverage required in writing in connection with a particular Acquisition.

8.2 Supplier shall be entirely responsible during the existence of the Contract for the liability and payment of taxes payable by or assessed to Supplier or Supplier's employees, agents and subcontractors of whatever kind, in connection with the Contract. Supplier further agrees to comply with all state and federal laws applicable to any such persons, including laws regarding wages, taxes, insurance, and Workers' Compensation. Neither Customer nor the State shall be liable to the Supplier, Supplier's employees, agents, or others for the payment of taxes or the provision of unemployment insurance and/or Workers' Compensation or any benefit available to a State or Customer employee.

8.3 Supplier agrees to indemnify Customer, the State, and its employees, agents, representatives, contractors, and assignees for any and all liability, actions, claims, demands, or suits, and all related costs and expenses (including without limitation reasonable attorneys' fees and costs required to establish the right to indemnification) relating to tax liability, unemployment insurance and/or Workers' Compensation in connection with its performance under the Contract.

9 Compliance with Applicable Laws

9.1 As long as Supplier has an obligation under the terms of the Contract and in connection with performance of its obligations, the Supplier represents its present compliance, and shall have an ongoing obligation to comply, with all applicable federal, State, and local laws, rules, regulations, ordinances, and orders, as amended, including but not limited to the following:

- A. Drug-Free Workplace Act of 1988 set forth at 41 U.S.C. §81.
- B. Section 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738, and Environmental Protection Agency Regulations which prohibit the use of facilities included on the EPA

List of Violating Facilities under nonexempt federal contracts, grants or loans;

- C. Prospective participant requirements set at 2 C.F.R. part 376 in connection with Debarment, Suspension and other responsibility matters;
- D. 1964 Civil Rights Act, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and Executive Orders 11246 and 11375;
- E. Anti-Lobbying Law set forth at 31 U.S.C. §1325 and as implemented at 45 C.F.R. part 93;
- F. Requirements of Internal Revenue Service Publication 1075 regarding use, access and disclosure of Federal Tax Information (as defined therein);
- G. Obtaining certified independent audits conducted in accordance with Government Auditing Standards and Office of Management and Budget Uniform Guidance, 2 CFR 200 Subpart F §200.500 et seq. with approval and work paper examination rights of the applicable procuring entity;
- H. Requirements of the Oklahoma Taxpayer and Citizen Protection Act of 2007, 25 O.S. §1312 and applicable federal immigration laws and regulations and be registered and participate in the Status Verification System. The Status Verification System is defined at 25 O.S. §1312, includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security, and is available at www.dhs.gov/E-Verify;
- I. Requirements of the Health Insurance Portability and Accountability Act of 1996; Health Information Technology for Economic and Clinical Health Act; Payment Card Industry Security Standards; Criminal Justice Information System Security Policy and Security Addendum; and Family Educational Rights and Privacy Act; and
- J. Be registered as a business entity licensed to do business in the State, have obtained a sales tax permit, and be current on franchise tax payments to the State, as applicable.

- 9.2** The Supplier's employees, agents and subcontractors shall adhere to applicable Customer policies including, but not limited to acceptable use of Internet and electronic mail, facility and data security, press releases, and public relations. As applicable, the Supplier shall adhere to the State Information

Security Policy, Procedures, Guidelines
set forth at
https://oklahoma.gov/content/dam/ok/en/omes/documents/InfoSecPPG_0.pdf

. Supplier is responsible for reviewing and relaying such policies covering the above to the Supplier's employees, agents and subcontractors.

- 9.3** At no additional cost to Customer, the Supplier shall maintain all applicable licenses and permits required in association with its obligations under the Contract.
- 9.4** In addition to compliance under subsection 9.1 above, Supplier shall have a continuing obligation to comply with applicable Customer-specific mandatory contract provisions required in connection with the receipt of federal funds or other funding source.
- 9.5** The Supplier is responsible to review and inform its employees, agents, and subcontractors who provide a product or perform a service under the Contract of the Supplier's obligations under the Contract and Supplier certifies that its employees and each such subcontractor shall comply with minimum requirements and applicable provisions of the Contract. At the request of the State, Supplier shall promptly provide adequate evidence that such persons are its employees, agents or approved subcontractors and have been informed of their obligations under the Contract.
- 9.6** As applicable, Supplier agrees to comply with the Governor's Executive Orders related to the use of any tobacco product, electronic cigarette or vaping device on any and all properties owned, leased, or contracted for use by the State, including but not limited to all buildings, land and vehicles owned, leased, or contracted for use by agencies or instrumentalities of the State.
- 9.7** The execution, delivery and performance of the Contract and any ancillary documents by Supplier will not, to the best of Supplier's knowledge, violate, conflict with, or result in a breach of any provision of, or constitute a default (or an event which, with notice or lapse of time or both, would constitute a default) under, or result in the termination of, any written contract or other instrument between Supplier and any third party.
- 9.8** Supplier represents that it has the ability to pay its debts when due and it does not anticipate the filing of a voluntary or involuntary bankruptcy petition or appointment of a receiver, liquidator or trustee.
- 9.9** Supplier represents that, to the best of its knowledge, any litigation or claim or any threat thereof involving Supplier has been disclosed in writing to the State and Supplier is not aware of any other litigation, claim or threat thereof.

9.10 If services provided by Supplier include delivery of an electronic communication, Supplier shall ensure such communication and any associated support documents are compliant with Section 508 of the Federal Rehabilitation Act and with State standards regarding accessibility. Should any communication or associated support documents be non-compliant, Supplier shall correct and re-deliver such communication immediately upon discovery or notice, at no additional cost to the State. Additionally, as part of compliance with accessibility requirements where documents are only provided in non-electronic format, Supplier shall promptly provide such communication and any associated support documents in an alternate format usable by individuals with disabilities upon request and at no additional cost, which may originate from an intended recipient or from the State.

10 Audits and Records Clause

10.1 As used in this clause and pursuant to 67 O.S. §203, “record” includes a document, book, paper, photograph, microfilm, computer tape, disk, record, sound recording, film recording, video record, 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. Supplier agrees any pertinent federal or State agency or governing entity of a Customer shall have the right to examine and audit, at no additional cost to a Customer, all records relevant to the execution and performance of the Contract except, unless otherwise agreed, costs of Supplier that comprise pricing under the Contract.

10.2 The Supplier 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 or termination of an Acquisition unless otherwise indicated in the Contract terms. If a claim, audit, litigation or other action involving such records is started before the end of the seven-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.

10.3 Pursuant to 74 O.S. §85.41, if professional services are provided hereunder, all items of the Supplier that relate to the professional services are subject to examination by the State agency, State Auditor and Inspector and the State Purchasing Director.

11 Confidentiality

11.1 The Supplier shall maintain strict security of all State and citizen data and records entrusted to it or to which the Supplier gains access, in accordance with

and subject to applicable federal and State laws, rules, regulations, and policies and shall use any such data and records only as necessary for Supplier to perform its obligations under the Contract. The Supplier further agrees to evidence such confidentiality obligation in a separate writing if required under such applicable federal or State laws, rules and regulations. The Supplier warrants and represents that such information shall not be sold, assigned, conveyed, provided, released, disseminated or otherwise disclosed by Supplier, its employees, officers, directors, subsidiaries, affiliates, agents, representatives, assigns, subcontractors, independent contractors, successor or any other persons or entities without Customer's prior express written permission. Supplier shall instruct all such persons and entities that the confidential information shall not be disclosed or used without the Customer's prior express written approval except as necessary for Supplier to render services under the Contract. The Supplier further warrants that it has a tested and proven system in effect designed to protect all confidential information.

11.2 Supplier shall establish, maintain and enforce agreements with all such persons and entities that have access to State and citizen data and records to fulfill Supplier's duties and obligations under the Contract and to specifically prohibit any sale, assignment, conveyance, provision, release, dissemination or other disclosure of any State or citizen data or records except as required by law or allowed by written prior approval of the Customer.

11.3 Supplier shall immediately report to the Customer any and all unauthorized use, appropriation, sale, assignment, conveyance, provision, release, access, acquisition, disclosure or other dissemination of any State or citizen data or records of which it or its parent company, subsidiaries, affiliates, employees, officers, directors, assignees, agents, representatives, independent contractors, and subcontractors is aware or have knowledge or reasonable should have knowledge. The Supplier shall also promptly furnish to Customer full details of the unauthorized use, appropriation, sale, assignment, conveyance, provision, release, access, acquisition, disclosure or other dissemination, or attempt thereof, and use its best efforts to assist the Customer in investigating or preventing the reoccurrence of such event in the future. The Supplier shall cooperate with the Customer in connection with any litigation and investigation deemed necessary by the Customer to protect any State or citizen data and records and shall bear all costs associated with the investigation, response and recovery in connection with any breach of State or citizen data or records including but not limited to credit monitoring services with a term of at least three (3) years, all notice-related costs and toll free telephone call center services.

11.4 Supplier further agrees to promptly prevent a reoccurrence of any unauthorized use, appropriation, sale, assignment, conveyance, provision, release, access,

acquisition, disclosure or other dissemination of State or citizen data and records.

- 11.5** Supplier acknowledges that any improper use, appropriation, sale, assignment, conveyance, provision, release, access, acquisition, disclosure or other dissemination of any State data or records to others may cause immediate and irreparable harm to the Customer and certain beneficiaries and may violate state or federal laws and regulations. If the Supplier or its affiliates, parent company, subsidiaries, employees, officers, directors, assignees, agents, representatives, independent contractors, and subcontractors improperly use, appropriate, sell, assign, convey, provide, release, access, acquire, disclose or otherwise disseminate such confidential information to any person or entity in violation of the Contract, the Customer will immediately be entitled to injunctive relief and/or any other rights or remedies available under this Contract, at equity or pursuant to applicable statutory, regulatory, and common law without a cure period.
- 11.6** The Supplier shall immediately forward to the State Purchasing Director, and any other applicable person listed in the Notices section(s) of the Contract, any request by a third party for data or records in the possession of the Supplier or any subcontractor or to which the Supplier or subcontractor has access and Supplier shall fully cooperate with all efforts to protect the security and confidentiality of such data or records in response to a third party request.
- 11.7** Customer may be provided access to Supplier's Confidential Information. State agencies are subject to the Oklahoma Open Records Act and Supplier acknowledges information marked confidential information will be disclosed to the extent permitted under the Open Records Act and in accordance with this section. Nothing herein is intended to waive the State Purchasing Director's authority under OAC 260:115-3-9 in connection with Bid information requested to be held confidential by a Bidder. Notwithstanding the foregoing, Supplier Confidential Information shall not include information that: (i) is or becomes generally known or available by public disclosure, commercial use or otherwise and is not in contravention of this Contract; (ii) is known and has been reduced to tangible form by the receiving party before the time of disclosure for the first time under this Contract and without other obligations of confidentiality; (iii) is independently developed without the use of any of Supplier Confidential Information; (iv) is lawfully obtained from a third party (without any confidentiality obligation) who has the right to make such disclosure or (v) résumé, pricing or marketing materials provided to the State. In addition, the obligations in this section shall not apply to the extent that the applicable law or regulation requires disclosure of Supplier Confidential Information, provided that the Customer provides reasonable written notice, pursuant to Contract notice provisions, to the Supplier so that the Supplier may promptly seek a protective order or other appropriate remedy.

11.8 Except for information deemed confidential by the State pursuant to applicable law, rule, regulation, or policy, the parties agree Contract terms and information are not confidential and are disclosable without further approval of or notice to the Supplier.

12 Conflict of Interest

In addition to any requirement of law or of a professional code of ethics or conduct, the Supplier, its employees, agents and subcontractors are required to disclose any outside activity or interest that conflicts or may conflict with the best interest of the State. Prompt disclosure is required under this section if the activity or interest is related, directly or indirectly, to any person or entity currently under contract with or seeking to do business with the State, its employees or any other third-party individual or entity awarded a contract with the State. Further, as long as the Supplier has an obligation under the Contract, any plan, preparation or engagement in any such activity or interest shall not occur without prior written approval of the State. Any conflict of interest shall, at the sole discretion of the State, be grounds for partial or whole termination of the Contract.

13 Assignment and Permitted Subcontractors

13.1 Supplier's obligations under the Contract may not be assigned or transferred to any other person or entity without the prior written consent of the State which may be withheld at the State's sole discretion. Should Supplier assign its rights to payment, in whole or in part, under the Contract, Supplier shall provide the State and all affected Customers with written notice of the assignment. Such written notice shall be delivered timely and contain details sufficient for affected Customers to perform payment obligations without any delay caused by the assignment.

13.2 Notwithstanding the foregoing, the Contract may be assigned by Supplier to any corporation or other entity in connection with a merger, consolidation, sale of all equity interests of the Supplier, or a sale of all or substantially all of the assets of the Supplier to which the Contract relates. In any such case, said corporation or other entity shall by operation of law or expressly in writing assume all obligations of the Supplier as fully as if it had been originally made a party to the Contract. Supplier shall give the State and all affected Customers prior written notice of said assignment. Any assignment or delegation in violation of this subsection shall be void.

13.3 If the Supplier is permitted to utilize subcontractors in support of the Contract, the Supplier shall remain solely responsible for its obligations under the terms of the Contract, for its actions and omissions and those of its agents, employees and subcontractors and for payments to such persons or entities. Prior to a subcontractor being utilized by the Supplier, the Supplier shall obtain written

approval of the State of such subcontractor and each employee, as applicable to a particular Acquisition, of such subcontractor proposed for use by the Supplier. Such approval is within the sole discretion of the State. Any proposed subcontractor shall be identified by entity name, and by employee name, if required by the particular Acquisition, in the applicable proposal and shall include the nature of the services to be performed. As part of the approval request, the Supplier shall provide a copy of a written agreement executed by the Supplier and subcontractor setting forth that such subcontractor is bound by and agrees, as applicable, to perform the same covenants and be subject to the same conditions and make identical certifications to the same facts and criteria, as the Supplier under the terms of all applicable Contract Documents. Supplier agrees that maintaining such agreement with any subcontractor and obtaining prior written approval by the State of any subcontractor and associated employees shall be a continuing obligation. The State further reserves the right to revoke approval of a subcontractor or an employee thereof in instances of poor performance, misconduct or for other similar reasons.

13.4 All payments under the Contract shall be made directly to the Supplier, except as provided in 13.1 above regarding the Supplier's assignment of payment. No payment shall be made to the Supplier for performance by unapproved or disapproved employees of the Supplier or a subcontractor.

13.5 Rights and obligations of the State or a Customer under the terms of this Contract may be assigned or transferred, at no additional cost, to other Customer entities.

14 Background Checks and Criminal History Investigations

Prior to the commencement of any services, background checks and criminal history investigations of the Supplier's employees and subcontractors who will be providing services may be required and, if so, the required information shall be provided to the State in a timely manner. Supplier's access to facilities, data and information may be withheld prior to completion of background verification acceptable to the State. The costs of additional background checks beyond Supplier's normal hiring practices shall be the responsibility of the Customer unless such additional background checks are required solely because Supplier will not provide results of its otherwise acceptable normal background checks; in such an instance, Supplier shall pay for the additional background checks. Supplier will coordinate with the State and its employees to complete the necessary background checks and criminal history investigations. Should any employee or subcontractor of the Supplier who will be providing services under the Contract not be acceptable as a result of the background check or criminal history investigation, the Customer may require replacement of the employee or subcontractor in question and, if no suitable replacement is made within a reasonable time, terminate the purchase order or other payment mechanism associated with the project or services.

15 Patents and Copyrights

Without exception, a product or deliverable price shall include all royalties or costs owed by the Supplier to any third party arising from the use of a patent, intellectual property, copyright or other property right held by such third party. Should any third party threaten or make a claim that any portion of a product or service provided by Supplier under the Contract infringes that party's patent, intellectual property, copyright or other property right, Supplier shall enable each affected Customer to legally continue to use, or modify for use, the portion of the product or service at issue or replace such potentially infringing product, or re-perform or redeliver in the case of a service, with at least a functional non-infringing equivalent. Supplier's duty under this section shall extend to include any other product or service rendered materially unusable as intended due to replacement or modification of the product or service at issue. If the Supplier determines that none of these alternatives are reasonably available, the State shall return such portion of the product or deliverable at issue to the Supplier, upon written request, in exchange for a refund of the price paid for such returned goods as well as a refund or reimbursement, if applicable, of the cost of any other product or deliverable rendered materially unusable as intended due to removal of the portion of product or deliverable at issue. Any remedy provided under this section is not an exclusive remedy and is not intended to operate as a waiver of legal or equitable remedies because of acceptance of relief provided by Supplier.

16 Indemnification

16.1 Acts or Omissions

- A.** Supplier shall defend and indemnify the Indemnified Parties, as applicable, for any and all liability, claims, damages, losses, costs, expenses, demands, suits and actions of third parties (including without limitation reasonable attorneys' fees and costs required to establish the right to indemnification) arising out of, or resulting from any action or claim for bodily injury, death, or property damage brought against any of the Indemnified parties to the extent arising from any negligent act or omission or willful misconduct of the Supplier or its agents, employees, or subcontractors in the execution or performance of the Contract.

- B.** To the extent Supplier is found liable for loss, damage, or destruction of any property of Customer due to negligence, misconduct, wrongful act, or omission on the part of the Supplier, its employees, agents, representatives, or subcontractors, the Supplier and Customer shall use best efforts to mutually negotiate an equitable settlement amount to repair or replace the property unless such loss, damage or destruction is of such a magnitude that repair or replacement is not a reasonable

option. Such amount shall be invoiced to, and is payable by, Supplier sixty (60) calendar days after the date of Supplier's receipt of an invoice for the negotiated settlement amount.

16.2 Infringement

Supplier shall indemnify the Indemnified Parties, as applicable, for all liability, claims, damages, losses, costs, expenses, demands, suits and actions of third parties (including without limitation reasonable attorneys' fees and costs required to establish the right to indemnification) arising from or in connection with Supplier's breach of its representations and warranties in the Contract or alleged infringement of any patent, intellectual property, copyright or other property right in connection with a product or service provided under the Contract. Supplier's duty under this section is reduced to the extent a claimed infringement results from: (a) a Customer's or user's content; (b) modifications by Customer or third party to a product delivered under the Contract or combinations of the product with any non-Supplier-provided services or products unless Supplier recommended or participated in such modification or combination; (c) use of a product or service by Customer in violation of the Contract unless done so at the direction of Supplier, or (d) a non-Supplier product that has not been provided to the State by, through or on behalf of Supplier as opposed to its combination with products Supplier provides to or develops for the State or a Customer as a system.

16.3 Notice and Cooperation

In connection with indemnification obligations under the Contract, the parties agree to furnish prompt written notice to each other of any third-party claim. Any Customer affected by the claim will reasonably cooperate with Supplier and defense of the claim to the extent its interests are aligned with Supplier. Supplier shall use counsel reasonably experienced in the subject matter at issue and will not settle a claim without the written consent of the party being defended, which consent will not be unreasonably withheld or delayed, except that no consent will be required to settle a claim against Indemnified Parties that are not a State agency, where relief against the Indemnified Parties is limited to monetary damages that are paid by the defending party under indemnification provisions of the Contract.

16.4 Coordination of Defense

In connection with indemnification obligations under the Contract, when a State agency is a named defendant in any filed or threatened lawsuit, the defense of the State agency shall be coordinated by the Attorney General of

Oklahoma, or the Attorney General may authorize the Supplier to control the defense and any related settlement negotiations; provided, however, Supplier shall not agree to any settlement of claims against the State without obtaining advance written concurrence from the Attorney General. If the Attorney General does not authorize sole control of the defense and settlement negotiations to Supplier, Supplier shall have authorization to equally participate in any proceeding related to the indemnity obligation under the Contract and shall remain responsible to indemnify the applicable Indemnified Parties.

16.5 Limitation of Liability

- A.** With respect to any claim or cause of action arising under or related to the Contract, neither the State nor any Customer shall be liable to Supplier for lost profits, lost sales or business expenditures, investments, or commitments in connection with any business, loss of any goodwill, or for any other indirect, incidental, punitive, special or consequential damages, even if advised of the possibility of such damages.
- B.** Notwithstanding anything to the contrary in the Contract, no provision shall limit damages, expenses, costs, actions, claims, and liabilities arising from or related to property damage, bodily injury or death caused by Supplier or its employees, agents or subcontractors; indemnity, security or confidentiality obligations under the Contract; the bad faith, negligence, intentional misconduct or other acts for which applicable law does not allow exemption from liability of Supplier or its employees, agents or subcontractors.
- C.** The limitation of liability and disclaimers set forth in the Contract will apply regardless of whether Customer has accepted a product or service. The parties agree that Supplier has set its fees and entered into the Contract in reliance on the disclaimers and limitations set forth herein, that the same reflect an allocation of risk between the parties and form an essential basis of the bargain between the parties. These limitations shall apply notwithstanding any failure of essential purpose of any limited remedy.

17 Termination for Funding Insufficiency

- 17.1** Notwithstanding anything to the contrary in any Contract Document, the State may terminate the Contract in whole or in part if funds sufficient to pay obligations under the Contract are not appropriated or received from an intended third-party funding source. In the event of such insufficiency,

Supplier will be provided at least fifteen (15) calendar days' written notice of termination. Any partial termination of the Contract under this section shall not be construed as a waiver of, and shall not affect, the rights and obligations of any party regarding portions of the Contract that are not terminated. The determination by the State of insufficient funding shall be accepted by, and shall be final and binding on, the Supplier.

17.2 Upon receipt of notice of a termination, Supplier shall immediately comply with the notice terms and take all necessary steps to minimize the incurrence of costs allocable to the work affected by the notice. If a purchase order or other payment mechanism has been issued and a product or service has been accepted as satisfactory prior to the effective date of termination, the termination does not relieve an obligation to pay for the product or service but there shall not be any liability for further payments ordinarily due under the Contract or for any damages or other amounts caused by or associated with such termination. Any amount paid to Supplier in the form of prepaid fees that are unused when the Contract or certain obligations are terminated shall be refunded.

17.3 The State's exercise of its right to terminate the Contract under this section shall not be considered a default or breach under the Contract or relieve the Supplier of any liability for claims arising under the Contract.

18 Termination for Cause

18.1 Supplier may terminate the Contract if (i) it has provided the State with written notice of material breach and (ii) the State fails to cure such material breach within thirty (30) days of receipt of written notice. If there is more than one Customer, material breach by a Customer does not give rise to a claim of material breach as grounds for termination by Supplier of the Contract as a whole. The State may terminate the Contract in whole or in part if (i) it has provided Supplier with written notice of material breach, and (ii) Supplier fails to cure such material breach within thirty (30) days of receipt of written notice. Any partial termination of the Contract under this section shall not be construed as a waiver of, and shall not affect, the rights and obligations of any party regarding portions of the Contract that are not terminated.

18.2 The State may terminate the Contract in whole or in part immediately without a thirty (30) day written notice to Supplier if (i) Supplier fails to comply with confidentiality, privacy, security, environmental or safety requirements applicable to Supplier's performance or obligations under the Contract; (ii) Supplier's material breach is reasonably determined to be an impediment to the function of the State and detrimental to the State or to cause a condition precluding the thirty (30) day notice or (iii) when the State determines

that an administrative error in connection with award of the Contract occurred prior to Contract performance.

18.3 Upon receipt of notice of a termination, Supplier shall immediately comply with the notice terms and take all necessary steps to minimize the incurrence of costs allocable to the work affected by the notice. If a purchase order or other payment mechanism has been issued and a product or service has been accepted as satisfactory prior to the effective date of termination, the termination does not relieve an obligation to pay for the product or service but there shall not be any liability for further payments ordinarily due under the Contract or for any damages or other amounts caused by or associated with such termination. Such termination is not an exclusive remedy but is in addition to any other rights and remedies provided for by law. Any amount paid to Supplier in the form of prepaid fees that are unused when the Contract or certain obligations are terminated shall be refunded. Termination of the Contract under this section, in whole or in part, shall not relieve the Supplier of liability for claims arising under the Contract.

18.4 The Supplier's repeated failure to provide an acceptable product or service; Supplier's unilateral revision of linked or supplemental terms that have a materially adverse impact on a Customer's rights or obligations under the Contract (except as required by a governmental authority); actual or anticipated failure of Supplier to perform its obligations under the Contract; Supplier's inability to pay its debts when due; assignment for the benefit of Supplier's creditors; or voluntary or involuntary appointment of a receiver or filing of bankruptcy of Supplier shall constitute a material breach of the Supplier's obligations, which may result in partial or whole termination of the Contract. This subsection is not intended as an exhaustive list of material breach conditions. Termination may also result from other instances of failure to adhere to the Contract provisions and for other reasons provided for by applicable law, rules or regulations; without limitation, OAC 260:115-9-1 is an example.

19 Termination for Convenience

19.1 The State may terminate the Contract, in whole or in part, for convenience if it is determined that termination is in the State's best interest. In the event of a termination for convenience, Supplier will be provided at least thirty (30) days' written notice of termination. Any partial termination of the Contract shall not be construed as a waiver of, and shall not affect, the rights and obligations of any party regarding portions of the Contract that remain in effect.

19.2 Upon receipt of notice of such termination, Supplier shall immediately comply with the notice terms and take all necessary steps to minimize the incurrence of costs allocable to the work affected by the notice. If a purchase order or other payment mechanism has been issued and a product or service has been

accepted as satisfactory prior to the effective date of termination, the termination does not relieve an obligation to pay for the product or service but there shall not be any liability for further payments ordinarily due under the Contract or for any damages or other amounts caused by or associated with such termination. Such termination shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law. Any amount paid to Supplier in the form of prepaid fees that are unused when the Contract or certain obligations are terminated shall be refunded. Termination of the Contract under this section, in whole or in part, shall not relieve the Supplier of liability for claims arising under the Contract.

20 Suspension of Supplier

20.1 Supplier may be subject to Suspension without advance notice and may additionally be suspended from activities under the Contract if Supplier fails to comply with confidentiality, privacy, security, environmental or safety requirements applicable to Supplier's performance or obligations under the Contract.

20.2 Upon receipt of a notice pursuant to this section, Supplier shall immediately comply with the notice terms and take all necessary steps to minimize the incurrence of costs allocable to the work affected by the notice. If a purchase order or other payment mechanism has been issued and a product or service has been accepted as satisfactory prior to receipt of notice by Supplier, the Suspension does not relieve an obligation to pay for the product or service but there shall not be any liability for further payments ordinarily due under the Contract during a period of Suspension or suspended activity or for any damages or other amounts caused by or associated with such Suspension or suspended activity. A right exercised under this section shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law. Any amount paid to Supplier in the form of prepaid fees attributable to a period of Suspension or suspended activity shall be refunded.

20.3 Such Suspension may be removed, or suspended activity may resume, at the earlier of such time as a formal notice is issued that authorizes the resumption of performance under the Contract or at such time as a purchase order or other appropriate encumbrance document is issued. This subsection is not intended to operate as an affirmative statement that such resumption will occur.

21 Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The certification made by Supplier with respect to Debarment, Suspension, certain indictments, convictions, civil judgments and terminated public contracts is a material representation of fact upon which reliance was placed when entering into the Contract. A determination that Supplier knowingly rendered an erroneous certification, in

addition to other available remedies, may result in whole or partial termination of the Contract for Supplier's default. Additionally, Supplier shall promptly provide written notice to the State Purchasing Director if the certification becomes erroneous due to changed circumstances.

22 Certification Regarding State Employees Prohibition From Fulfilling Services

Pursuant to 74 O.S. § 85.42, the Supplier certifies that no person involved in any manner in development of the Contract employed by the State shall be employed to fulfill any services provided under the Contract.

23 Force Majeure

23.1 Either party shall be temporarily excused from performance to the extent delayed as a result of unforeseen causes beyond its reasonable control including fire or other similar casualty, act of God, strike or labor dispute, war or other violence, or any law, order or requirement of any governmental agency or authority provided the party experiencing the force majeure event has prudently and promptly acted to take any and all steps within the party's control to ensure continued performance and to shorten duration of the event. If a party's performance of its obligations is materially hindered as a result of a force majeure event, such party shall promptly notify the other party of its best reasonable assessment of the nature and duration of the force majeure event and steps it is taking, and plans to take, to mitigate the effects of the force majeure event. The party shall use commercially reasonable best efforts to continue performance to the extent possible during such event and resume full performance as soon as reasonably practicable.

23.2 Subject to the conditions set forth above, non-performance as a result of a force majeure event shall not be deemed a default. However, a purchase order or other payment mechanism may be terminated if Supplier cannot cause delivery of a product or service in a timely manner to meet the business needs of Customer. Supplier is not entitled to payment for products or services not received and, therefore, amounts payable to Supplier during the force majeure event shall be equitably adjusted downward.

23.3 Notwithstanding the foregoing or any other provision in the Contract, (i) the following are not a force majeure event under the Contract: (a) shutdowns, disruptions or malfunctions in Supplier's system or any of Supplier's telecommunication or internet services other than as a result of general and widespread internet or telecommunications failures that are not limited to Supplier's systems or (b) the delay or failure of Supplier or subcontractor personnel to perform any obligation of Supplier hereunder unless such delay or failure to perform is itself by reason of a force majeure event and (ii) no force majeure event modifies or excuses Supplier's obligations related to confidentiality,

indemnification, data security or breach notification obligations set forth herein.

24 Security of Property and Personnel

In connection with Supplier's performance under the Contract, Supplier may have access to Customer personnel, premises, data, records, equipment and other property. Supplier shall use commercially reasonable best efforts to preserve the safety and security of such personnel, premises, data, records, equipment, and other property of Customer. Supplier shall be responsible for damage to such property to the extent such damage is caused by its employees or subcontractors and shall be responsible for loss of Customer property in its possession, regardless of cause. If Supplier fails to comply with Customer's security requirements, Supplier is subject to immediate suspension of work as well as termination of the associated purchase order or other payment mechanism.

25 Notices

All notices, approvals or requests allowed or required by the terms of any Contract Document shall be in writing, reference the Contract with specificity and deemed delivered upon receipt or upon refusal of the intended party to accept receipt of the notice. In addition to other notice requirements in the Contract and the designated Supplier contact provided in a successful Bid, notices shall be sent to the State at the physical address set forth below. Notice information may be updated in writing to the other party as necessary. Notwithstanding any other provision of the Contract, confidentiality, breach and termination-related notices shall not be delivered solely via e-mail.

If sent to the State:

State Purchasing Director
2401 N. Lincoln Blvd., Second Floor
Oklahoma City, Oklahoma 73105

With a copy, which shall not constitute notice, to:

Purchasing Division Deputy General Counsel
2401 N. Lincoln Blvd., Second Floor
Oklahoma City, Oklahoma 73105

26 Miscellaneous

26.1 Choice of Law and Venue

Any claim, dispute, or litigation relating to the Contract Documents, in the singular or in the aggregate, shall be governed by the laws of the State without regard to application of choice of law principles. Pursuant to 74 O.S. §85.7(F),

where federal granted funds are involved, applicable federal laws, rules and regulations shall govern to the extent necessary to insure benefit of such federal funds to the State. Venue for any action, claim, dispute, or litigation relating in any way to the Contract Documents, shall be in Oklahoma County, Oklahoma. The State expressly declines any terms that minimize its rights under Oklahoma law, including but not limited to, Statutes of Limitations.

26.2 No Guarantee of Products or Services Required

The State shall not guarantee any minimum or maximum amount of Supplier products or services required under the Contract.

26.3 Employment Relationship

The Contract does not create an employment relationship. Individuals providing products or performing services pursuant to the Contract are not employees of the State or Customer and, accordingly are not eligible for any rights or benefits whatsoever accruing to such employees.

26.4 Transition Services

If transition services are needed at the time of Contract expiration or termination, Supplier shall provide such services on a month-to-month basis, at the contract rate or other mutually agreed rate. Supplier shall provide a proposed transition plan, upon request, and cooperate with any successor supplier and with establishing a mutually agreeable transition plan. Failure to cooperate may be documented as poor performance of Supplier.

26.5 Publicity

The existence of the Contract or any Acquisition is in no way an endorsement of Supplier, the products or services and shall not be so construed by Supplier in any advertising or publicity materials. Supplier agrees to submit to the State all advertising, sales, promotion, and other publicity matters relating to the Contract wherein the name of the State or any Customer is mentioned or language used from which, in the State's judgment, an endorsement may be inferred or implied. Supplier further agrees not to publish or use such advertising, sales promotion, or publicity matter or release any informational pamphlets, notices, press releases, research reports, or similar public notices concerning the Contract or any Acquisition hereunder without obtaining the prior written approval of the State.

26.6 Open Records Act

Supplier acknowledges that all State agencies and certain other Customers are subject to the Oklahoma Open Records Act set forth at 51 O.S. §24A-1 *et seq.*

Supplier also acknowledges that compliance with the Oklahoma Open Records Act and all opinions of the Oklahoma Attorney General concerning the Act is required.

26.7 Failure to Enforce

Failure by the State or a Customer at any time to enforce a provision of, or exercise a right under, the Contract shall not be construed as a waiver of any such provision. Such failure to enforce or exercise shall not affect the validity of any Contract Document, or any part thereof, or the right of the State or a Customer to enforce any provision of, or exercise any right under, the Contract at any time in accordance with its terms. Likewise, a waiver of a breach of any provision of a Contract Document shall not affect or waive a subsequent breach of the same provision or a breach of any other provision in the Contract.

26.8 Mutual Responsibilities

- A.** No party to the Contract grants the other the right to use any trademarks, trade names, other designations in any promotion or publication without the express written consent by the other party.
- B.** The Contract is a non-exclusive contract and each party is free to enter into similar agreements with others.
- C.** The Customer and Supplier each grant the other only the licenses and rights specified in the Contract and all other rights and interests are expressly reserved.
- D.** The Customer and Supplier shall reasonably cooperate with each other and any Supplier to which the provision of a product and/or service under the Contract may be transitioned after termination or expiration of the Contract.
- E.** Except as otherwise set forth herein, where approval, acceptance, consent, or similar action by a party is required under the Contract, such action shall not be unreasonably delayed or withheld.

26.9 Invalid Term or Condition

To the extent any term or condition in the Contract conflicts with a compulsory applicable State or United States law or regulation, such Contract term or condition is void and unenforceable. By executing any Contract Document which contains a conflicting term or condition, no representation or warranty is made regarding the enforceability of such term or condition. Likewise, any applicable State or federal law or regulation which conflicts with the Contract

or any non-conflicting applicable State or federal law or regulation is not waived.

26.10 Severability

If any provision of a Contract Document, or the application of any term or condition to any party or circumstances, is held invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable and the application of such provision to other parties or circumstances shall remain valid and in full force and effect. If a court finds that any provision of this contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

26.11 Section Headings

The headings used in any Contract Document are for convenience only and do not constitute terms of the Contract.

26.12 Sovereign Immunity

Notwithstanding any provision in the Contract, the Contract is entered into subject to the State's Constitution, statutes, common law, regulations, and the doctrine of sovereign immunity, none of which are waived by the State nor any other right or defense available to the State.

26.13 Survival

As applicable, performance under all license, subscription, service agreements, statements of work, transition plans and other similar Contract Documents entered into between the parties under the terms of the Contract shall survive Contract expiration. Additionally, rights and obligations under the Contract which by their nature should survive including, without limitation, certain payment obligations invoiced prior to expiration or termination; confidentiality obligations; security incident and data breach obligations and indemnification obligations, remain in effect after expiration or termination of the Contract.

26.14 Entire Agreement

The Contract Documents taken together as a whole constitute the entire agreement between the parties. No statement, promise, condition, understanding, inducement or representation, oral or written, expressed or implied, which is not contained in a Contract Document shall be binding or valid. The Supplier's representations and certifications, including any completed electronically, are incorporated by reference into the Contract.

26.15 Gratuities

The Contract may be immediately terminated, in whole or in part, by written notice if it is determined that the Supplier, its employee, agent, or another representative violated any federal, State or local law, rule or ordinance by offering or giving a gratuity to any State employee directly involved in the Contract. In addition, Suspension or Debarment of the Supplier may result from such a violation.

26.16 Import/Export Controls

Neither party will use, distribute, transfer or transmit any equipment, services, software or technical information provided under the Contract (even if incorporated into other products) except in compliance with all applicable import and export laws, conventions and regulations.

ATTACHMENT C

OKLAHOMA STATEWIDE CONTRACT TERMS

1. Statewide Contract Type

- 1.1 The Contract is a non-mandatory statewide contract for use by State agencies. Additionally, the Contract may be used by any governmental entity specified as a political subdivision of the State pursuant to the Governmental Tort Claims Act including any associated institution, instrumentality, board, commission, committee, department or other entity designated to act on behalf of the political subdivision; a state, county or local governmental entity in its state of origin; and entities authorized to utilize contracts by the State via a multistate or multigovernmental contract.
- 1.2 The Contract is a firm, fixed price contract for indefinite delivery and quantity for the Acquisitions available under the Contract.

2. Orders and Addendums

- 2.1 Unless mutually agreed in writing otherwise, orders shall be placed directly with the Supplier by issuance of written purchase orders or by Purchase Card by state agencies and other authorized entities. All orders are subject to the Contract terms and any order dated prior to Contract expiration shall be performed. Delivery to multiple destinations may be required.
- 2.2 Any ordering document shall be effective between Supplier and the Customer only and shall not be an Addendum to the Contract in its entirety or apply to any Acquisition by another Customer.
- 2.3 Additional terms added to a Contract Document by a Customer shall be effective if the additional terms do not conflict with the General Terms and are acceptable to Supplier. However, an Addendum to the Contract shall be signed by the State Purchasing Director or designee. Regarding information technology and telecommunications contracts, pursuant to 62 O.S., §34.11.1, the Chief Information Officer acts as the Information Technology and Telecommunications Purchasing Director.

3. Termination for Funding Insufficiency

In addition to Contract terms relating to termination due to insufficient funding, a Customer may terminate any purchase order or other payment mechanism if funds sufficient to pay obligations under the Contract are not appropriated or received from an intended third-party funding source. The determination by the Customer of insufficient funding shall be accepted by, and shall be final and binding on, the Supplier.

4. Termination for Cause

In addition to Contract terms relating to termination for cause, a customer may terminate its obligations, in whole or in part, to Supplier if it has provided Supplier with written notice of material breach and Supplier fails to cure such material breach within thirty (30) days of receipt of written notice. The Customer may also terminate a purchase order or other payment mechanism or Supplier's activities under the Contract immediately without a thirty (30) day written notice to Supplier, if Supplier fails to comply with confidentiality, privacy, security, environmental or safety requirements if such non-compliance relates or may relate to Supplier provision of products or services to the Customer or if Supplier's material breach is reasonably determined (i) to be an impediment to the function of the Customer and detrimental to the Customer, or (ii) when conditions preclude the thirty (30) day notice.

5. Termination for Convenience

In addition to any termination for convenience provisions in the Contract, a Customer may terminate a purchase order or other payment mechanism for convenience if it is determined that termination is in the Customer's best interest. Supplier will be provided at least thirty (30) days' written notice of termination.

6. Contract Management Fee and Usage Report

6.1 Pursuant to 74 O.S. § 85.33A, the State assesses a contract management fee on all transactions under a statewide contract. The payment of such fee will be calculated for all transactions, net of returns and the Supplier has no right of setoff against such fee regardless of the payment status of any Customer or any aggregate accounts receivable percentage. Supplier acknowledges and agrees that all prices quoted under any statewide contract shall include the contract management fee and the contract

management fee shall not be reflected as a separate line item in Supplier's billing. The State reserves the right to change this fee upward or downward upon sixty (60) calendar days' written notice to Supplier without further requirement for an Addendum.

6.2 While Supplier is the awardee of a statewide contract, transactions that occur under the terms of the statewide contract are subject to a one percent (1%) contract management fee to be paid by Supplier. Supplier shall submit a Contract Usage Report on a quarterly basis for each contract using a form provided by the State and such report shall include applicable information for each transaction. Reports shall include usage of the statewide contract by every Customer during the applicable quarter. A singular report provided late will not be considered a breach of the statewide contract; provided, however, repeated failure to submit accurate quarterly usage reports and submit timely payments may result in suspension or termination, in whole or in part, of the Contract.

6.3 All Contract Usage Reports shall meet the following criteria:

- i.** Electronic submission in Microsoft Excel format to strategic.sourcing@omes.ok.gov;
- ii.** Quarterly submission regardless of whether there were transactions under the Contract during the applicable quarterly reporting period;
- iii.** Submission no later than forty-five (45) days following the end of each calendar quarter;
- iv.** Contract quarterly reporting periods shall be as follows:
 - a.** January 01 through March 31;
 - b.** April 01 through June 30;
 - c.** July 01 through September 30; and
 - d.** October 01 through December 31.
- v.** Reports must include the following information:

- a. Procuring entity;
- b. Order date;
- c. Purchase Order number or note that the transaction was paid by Purchase Card;
- d. City in which products or services were received or specific office or subdivision title;
- e. Product manufacturer or type of service;
- f. Manufacturer item number, if applicable;
- g. Product description;
- h. General product category, if applicable;
- i. Quantity;
- j. Unit list price or MSRP, as applicable;
- k. Unit price charged to the purchasing entity; and
- l. Other Contract usage information requested by the State.

6.4 Payment of the contract management fee shall be delivered to the following address within forty-five (45) calendar days after the end of each quarterly reporting period:

State of Oklahoma
Office of Management and Enterprise Services, Central Purchasing
2401 North Lincoln Boulevard, Suite 118
Oklahoma City, Oklahoma 73105

To ensure payment is properly accounted for, Supplier shall provide the following information with payment: (i) reference to the applicable Contract Usage Report and quarterly reporting period and (ii) the applicable statewide contract number(s) and the amount of the contract management fee being paid for each contract number.

ATTACHMENT D

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Attachment E-1 Pricing

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EVENTS

Embassy Suites by Hilton Norman – Hotel & Conference Center
2501 Conference Drive
Norman, Oklahoma 73069

www.embassysuitesnorman.com | (405) 364-8040

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Prices per person

Plated Breakfast Include:
Coffee & Orange Juice
Breakfast Pastries
Whole Fruit

*See Sales Associate for
Gluten Free/Specialty Options

Good Ol' Boy | \$28

Cheesy Scrambled Eggs
Sausage Links
Biscuit & Gravy

Classic American | \$27

Scrambled Eggs
Short Stack of Pancakes w/ Maple Syrup
Applewood Smoked Bacon

Steak & Eggs | \$30

Flat Iron Steak
Scrambled Eggs
Breakfast Potatoes w/ Peppers & Onions

Quiche | \$32

Spinach, Sun-Dried Tomato, Mushroom, Boursin Cheese
Sausage Links
Breakfast Potatoes w/ Peppers & Onions

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Continental Breakfast | \$26

Sliced Fresh Seasonal Fruit & Berries
Variety of Freshly Baked Danish & Muffins
Mini Chocolate Croissants
Butter, Jams, Fruit Preserves

Healthy Start | \$28

Hard-Boiled Eggs
Sliced Fresh Seasonal Fruit & Berries
Assorted Yogurts
Granola
Assorted Muffins

Prices per person.

Buffets Include:
Coffee, Hot Herbal Teas,
Dispensers of Assorted Juice

Based on 1 hour of service

Minimum 40 people required
Additional \$5 per person for
groups less than 40

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Southern Charm | \$35

Scrambled Eggs
Breakfast Potatoes
Biscuits & Gravy
Pecan Smoked Bacon
Sausage Patties
Sweet Vanilla Pancakes w/ Maple Syrup
Assorted Cold Cereal & Granola
Assorted Breakfast Pastries
Seasonal Sliced Fruit

Morning in the Plains | \$30

Scrambled Eggs
Pecan Smoked Bacon
Sausage Patties
Breakfast Potatoes
Assorted Cold Cereal & Granola
Assorted Breakfast Pastries
Seasonal Sliced Fruit

Add On Stations | Chef Attendant Required - \$175 Fee

Omelet Station | \$18

Made-to-Order w/ Your Choice Of:
Meats: Diced Ham, Bacon, Sausage
Fixins: Sliced Mushrooms, Diced Onions, Diced Bell Peppers, Monterey Jack Cheese, Jalapenos,
Spinach, Tomatoes, Salsa

Avocado Toast Station* | \$18

Sourdough & Wheatberry Toast, Avocado, Pecan Smoked Bacon, Sliced Hard Boiled Eggs, Tomato, Bell Peppers, Shredded Cheese, Lemon Aioli
*No Attendant Required

Oatmeal Station* | \$14

Steel Cut Oatmeal w/ Assorted Toppings: Sliced Apples & Bananas, Pecans, Almonds, Brown Sugar, Cinnamon, Chocolate Chips, Caramel & Butter
*No Attendant Required

French Toast Station \$14

French Toast, Fresh Berries, Fruit Topping, Maple Syrup, Powdered Sugar, Whipped Cream, Butter
*No Attendant Required

Prices per person.

Buffets Include:
Coffee, Hot Herbal Teas,
Dispensers of Assorted Juice

Based on 1 hour of service

Minimum 40 people required
Additional \$5 per person for
groups less than 40

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By the Dozen

Assorted Danish, Muffins, or Scones	\$40
Assorted Bagels w/ Cream Cheese	\$40
Mini Chocolate Croissants	\$40
Cinnamon Rolls	\$44
Breakfast Croissant w/ Fried Egg & Bacon or Honey Ham & Swiss	\$46
Fruit & Yogurt Parfaits	\$40
Fudge Brownies	\$46
Lemon Bars	\$46
Assorted Freshly Baked Cookies	\$46

A La Carte

Assorted Regular and Diet Soda	\$5
Icelandic Glacial Bottled Water	\$5
Sparkling Water	\$5
Assorted Bottled Juices	\$5
Gatorade	\$5
Energy Drinks	\$8
Whole Fruit	\$3
Mixed Nuts by the Pound	\$10
Assorted Yogurt	\$3
Assorted Candy Bars	\$4
Assorted Bagged Chips	\$5

All Day Beverage Package (8 hrs) | \$24 per person

Includes unlimited freshly brewed regular and decaffeinated coffee, herbal teas, bottled water and assorted soft drinks

Half-Day Beverage Package (4 hrs) | \$14 per person

Includes unlimited freshly brewed regular and decaffeinated coffee, herbal teas, bottled water and assorted soft drinks

By the Gallon

Freshly Brewed Coffee / Assorted Herbal Teas	\$66
Iced Tea	\$44
Orange, Apple or Cranberry Juice	\$44
Lemonade or Fruit Punch	\$44



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Pretzel Dippers | \$18

Crispy Pretzel Twists & Rods
Plain & Cinnamon Sugar Pretzel Bites
Beer Cheese, Grain Mustard,
Creamy Peanut Butter, Chocolate Sauce

Stadium Break | \$20

Mixed Nuts
Freshly Popped Buttered Popcorn
Mini Corn Dogs w/ Ketchup & Mustard
Funnel Cake Fries

Includes: Bottled Water,
Assorted Soda

Prices per person
Based on 1 hour of service

Minimum 40 people required
Additional \$5 per person for
groups less than 40

Gourmet Popcorn | \$17 (4 Flavors)

Mini Bags From Oklahoma Gourmet
Popcorn - Flavors Include:
Sea Salt Caramel, Cheesy Cheese,
Chocolate Drizzle, Loaded Baked Potato,
Jalapeno Ranch, Lemon Cake

Pick Me Up | \$18

Assorted Packaged Trail Mix
Assorted Freshly Baked Cookies
Assorted Energy Drinks

Chips + Dips | \$16

House Potato Chips
Pita Chips
French Onion Dip,
Ranch Dip, Hummus

Happy Trails | \$18

Build Your Own: Assorted Nuts,
Granola, Dried Fruit, Chocolate Candies

Tailgate | \$22

Boneless Buffalo Wings
Celery & Carrot Sticks
Ranch Dip
5-Layer Dip & Salsa
Potato Chips & Tortilla Chips

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Embassy Sweets **\$25**
Chocolate Dipped Strawberries
Cheesecake Bites
Assorted Freshly Baked Cookies
Fudge Brownies
w/ Assorted Sodas & Bottled Water

Ice Cream Sundae & Float Station **\$25**
Vanilla & Chocolate Ice Cream
Fudge Sauce, Caramel, Strawberry Compote,
Sliced Bananas, Cherries, Toasted Nuts,
Whipped Cream, Sprinkles
Assorted Soda & Root Beer

Includes: Bottled Water,
Assorted Soda

Prices per person
Based on 1 hour of service

Minimum 40 people required
Additional \$5 per person for
groups less than 40

The following items are priced per dozen

Assorted Petit Fours \$30

Chocolate Covered Strawberries \$40

Assorted Chocolate Dipped Fruit \$35

Mini Cheesecake Bites \$33

Nothing Bundt Cakes® Bundtins \$35

- Vanilla, Chocolate, White Chocolate Raspberry, Lemon

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Box Lunches | \$33

Herbed Chicken Breast w/ Lettuce,
Tomato, Mozzarella & Pesto Mayo on
Potato Bun

Marinated Flat Iron w/ Roasted Red
Peppers, Wild Arugula & Boursin
Cheese Spread on French Bread

Honey Baked Ham, Lettuce, Tomato,
Swiss Cheese & Dijonaise on Butter
Croissant

Marinated Roast Beef w/ Horseradish
Cream, Caramelized Onions & Swiss
Cheese on French Bread

Roasted Turkey Breast w/ Lettuce,
Tomato, Provolone Cheese & Chipotle
Mayo on Wheatberry Bread

Mediterranean Veggie Wrap w/
Cucumbers, Sun-Dried Tomatoes,
Spinach, Red Onion, Feta, Garlic
Hummus, Balsamic Glaze

Chicken Salad Sandwich w/ Carrot, Red
Onion, Celery, Roasted Garlic, and Butter
Lettuce on Croissant

*Request No Feta for Vegan Option

Box Lunches Include:

Assorted Soft Drinks

Assorted Chips & Pasta Salad

Whole Fruit

Brownie or Cookie

Plastic Cutlery Pack

Limit of (2) Choices + Vegetarian Per
Event

* Display of Assorted Sandwiches \$30

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Cold Plated Lunches

Classic Grilled Chicken Caesar Salad | \$26

Grilled Chicken, Chopped Romaine, Garlic Croutons, Parmesan Curis with a Rich Creamy Caesar Dressing

Substitute Shrimp or Beef Flat Iron | \$35

Chicken BLT Salad | \$24

Grilled Chicken Breast, Mixed Field Greens, Chopped Applewood Smoked Bacon, Jack Cheeses, Tomatoes

Blackened Salmon Salad | \$32

Spiced Blackened Salmon, Fresh Greens, Spanish Onions, English Cucumbers, Roma Tomatoes and Sliced Hard Boiled Egg

Garlic & Herb Marinated Flat Iron Steak | \$36

Grilled Flat Iron, Romaine, Tomatoes, Shaved Parmesan

Okie Cobb Salad | \$28

Grilled Chicken, Iceberg Lettuce, Pecans, Blueberries, Bleu Cheese, Tomato, Cucumber

Chicken Salad | \$28

Chicken, Grapes, Walnuts, and Tarragon w/ Pita Chips or Croissant

Sandwich & Salad | \$30

House or Caesar Salad w/ Half Sandwich or Wrap



Available Dressings

Balsamic Vinaigrette, Creamy Ranch, Raspberry Vinaigrette, Bleu Cheese, Caesar, Italian

Prices per person

Make any salad a wrap for no additional charge

Cold plated lunches include:
Artisan Rolls & Butter,
Chef's Choice Dessert
& Iced Tea, Water, Coffee

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Plated Lunches

Salads

House
Spring Mix, Cherry Tomatoes, Shredded Carrots, Cucumbers

Embassy
Spring Mix, Cherry Tomatoes, Shredded Carrots, Cucumbers, Candied Pecans, Dried Cranberry

Caesar
Crisp Romaine w/ Shaved Parmesan & Garlic Croutons

Upgraded Salads +\$4

The Italian
Iceberg Lettuce w/ Red Onions, Pepperoncini, Black Olives, Parmesan, Croutons, Salami

Chef's Salad
Spring Mix, Cherry Tomatoes, Cucumbers, Cheese, Bacon, Diced Egg

Entrees

Honey Mustard Chicken Breast
Seared Bone-In Chicken w/ Chipotle Honey Mustard Sauce
Wild Rice Pilaf
Charred Broccoli

Fried Herb Chicken
Lightly Breaded Boneless Chicken Breast w/ Cracked Pepper Gravy
Garlic Whipped Potatoes
Green Beans

Chicken Pennetta Pasta

Penne Pasta in Pesto Cream Sauce w/ Roasted Vegetables & Parmesan Cheese

Rustic Grilled Pork Chop (GF)

Pork Chop w/ Dijon Cream Sauce
Skillet Potatoes
Asparagus

Sliced Flank Steak Pasta

Steak w/ Asparagus & Blistered Tomato with Bowtie Pasta in Peppercorn Cream Sauce

Blackened Salmon (GF)

Salmon w/ Pineapple Pico
Cilantro-Lime Rice
Seared Squash & Zucchini

\$42

\$38

\$38

\$40

\$44

\$43

Vegetarian Entrees

Fried Eggplant Parmesan
Spaghetti, Mozzarella, Herbed Red Sauce

Stuffed Bell Pepper
(GF, Vegan, Keto)
Broccoli, Cauliflower, Mushroom, Sun-dried Tomato, Squash, Zucchini

Available Dressings

Balsamic Vinaigrette, Creamy Ranch, Raspberry Vinaigrette, Bleu Cheese, Caesar, Italian

Prices per person

Includes: Salad, Entrée & Dessert, Artisan Rolls
Coffee, Iced Water & Iced Tea

If Two Or More Entrees Are Selected, the Higher Price Will Apply and All Plates Will Have the Same Sides

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Desserts

Cheesecake

Choose From: New York w/ Strawberry Compote; Brûléed w/ Caramel Sauce; Salted Caramel w/ Almond Crust (GF)

Angel Food Cake

w/ Lemon Icing, Fresh Berries

Strawberry Shortcake

w/ Whipped Cream & Strawberry Topping

Lemon Mixed-Berry Cake

w/ Fresh Berries & Cream Filling

Upgraded Desserts **+\$5**

Tuxedo Bomb

Dark and White Chocolate Mousse Coated with Milk Chocolate Ganache

Raspberry Lemon Drop

Yellow Sponge Cake, Lemon Mousse, Raspberry Preserves, White Chocolate Curls

Nothing Bundt Cake®

Vanilla, Chocolate Chocolate Chip, White Chocolate Raspberry, or Lemon Cakes



Desserts

Carrot Cake

w/ Cream Cheese Icing & Candied Pecans

Chocolate Mousse Cake

w/ Chocolate Ganache & Chocolate Sauce

Mascarpone Tiramisu

Espresso Pastry w/ Cream & Chocolate Sauce

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Lunch Buffets

Embassy Deli | \$40

Chef's Choice Soup
Caesar Salad, Red Potato Salad w/ Bacon & Chives,
Balsamic Marinated Cucumber & Tomato Salad

Build Your Own Sandwich:

Meats: Sliced Turkey, Smoked Ham, NY Pastrami, Genoa
Salami, Roast Beef

Cheeses: Provolone, Cheddar, American, Swiss

Toppings: Lettuce, Tomato, Sport Peppers, Dill Pickle Slices,
Dijon Mustard, Mayo, Horseradish Cream

Assorted Breads, House Chips
Assorted Cookies & Brownies

Classic Embassy | \$45

Mixed Greens Salad w/ Assorted Toppings,
Bowtie Pasta Salad, Grilled Vegetable Salad

Herb Roasted Chicken Breast w/ Basil Cream
Salt Crusted Sirloin w/ Caramelized Onion Demi

Cheddar Whipped Potatoes, Chef's Choice Vegetables

Chocolate Mousse Cake & Brûléed Cheesecake

Tuscan | \$45

Tomato Bisque, Caesar Salad, Chilled Rotini Pasta Salad

Tuscan Style Flat Iron Steak w/ Wild Mushrooms, Olives, Capers & Lemon
Pan Seared Chicken Breast w/ Artichokes & Sundried Tomatoes

Roasted Zucchini, Squash, Asparagus & Plum Tomatoes
Rosemary Roasted Red Potatoes

Italian Cream Cake & Lemon Mixed-Berry Cake

Soup, Salad & Baked Potato Bar | \$38

Chef's Choice Soup
Mixed Greens Salad w/ Assorted Toppings

Baked Potatoes

Toppings: Butter, Cheese, Sour Cream, Green Onion, Jalapenos, Broccoli,
Sautéed Mushrooms, Caramelized Onions, Chopped Bacon, Pulled
Chicken, Chili

Cheesecake w/ Assorted Sauces

Buffets Include Coffee, Iced Tea, Iced Water

Prices per person
Based on 1 hour of service

Minimum 40 people required
Additional \$5 per person for groups less than 40

*See Sales Associate for Gluten Free/Specialty Options

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Lunch Buffets

Southwestern | \$45

Southwestern Chopped Salad w/ Tomatoes, Corn, Red Onion, Black Beans & Chipotle Ranch
Beer Braised Black Beans, Cilantro-Lime Rice
Off-the-Cob Street Corn

Marinated & Grilled Beef & Chicken Fajitas
w/ Grilled Peppers & Onions
Cotija Cheese, Sour Cream, Cilantro, Lime Wedges
Steamed Flour Tortillas

Tortilla Chips, Salsa, Salsa Verde, Guacamole

Bavarian Crème Filled Churros

Oklahoma BBQ | \$48

Range Chili, Mixed Greens Salad w/ Assorted Toppings
Fried Okra, Baked Beans, Corn on the Cob

Pick 2 Meats: St. Louis Pork Ribs, Pulled Pork, Chopped Beef Brisket, Smoked Bone-In Chicken, Smoked Turkey Breast, Assorted Sausages & Links
+ 3rd Meat option \$5

Smoky BBQ Sauce, Tangy Alabama White BBQ Sauce

Pound Cake w/ Assorted Toppings

All American | \$40

Mixed Greens Salad w/ Assorted Toppings
Macaroni Salad, Potato Salad
House Potato Chips
Brown Sugar Baked Beans

Build Your Own Burgers:
Angus Beef, Grilled Chicken

Toppings: Assorted Cheeses, House Smoked Bacon, Lettuce, Tomato, Onion, Pickles, Peppers, Ketchup, Mustard, Mayo

Layered Banana Pudding & Apple Pie

Buffets Include Coffee, Iced Tea, Iced Water

Prices per person

Based on 1 hour of service

Minimum 40 people required

Additional \$5 per person for groups less than 40

*See Sales Associate for Gluten Free/Specialty Options

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Salads

Chopped Salad
Iceberg Lettuce, Cherry Tomatoes,
Chopped Bacon, Bleu Cheese

Embassy Salad
Spring Mix, Cherry Tomatoes, Shredded
Carrots, Cucumbers, Candied Pecans,
Dried Cranberry

Caesar Salad
Crisp Romaine w/ Shaved Parmesan &
Garlic Croutons

Garden Salad
Mixed Greens, Shaved Fennel, Orange
Segments, Red Onion, Tomato

Very Berry Salad
Mixed Greens, Strawberries, Blueberries,
Red Onions, Feta, Candied Pecans

Upgraded Salads **+\$4**

Italian Salad
Iceberg Lettuce w/ Red Onions,
Pepperoncini, Black Olives, Salami,
Parmesan, Croutons

Chef's Salad
Spring Mix, Cherry Tomatoes,
Cucumbers, Cheese, Bacon, Diced Egg

Entrees

Pan Seared Chicken Breast & Thigh
Bone-In Chicken w/ Grain Mustard Jus
Wild Rice Pilaf
Roasted Baby Carrots

Tamari Braised Short Rib
Short Rib w/ Hoisin Glaze
Horseradish Mashed Potatoes
Juliened Squash, Zucchini & Carrots

Herb Roasted Chicken (GF)
Bone-In Chicken w/ Bacon Chimichurri
Garlic Mashed Potatoes
Seared Squash and Zucchini

Vegetarian Entrees
Seared Cauliflower Steak
(GF, Vegan, Keto)
Topped w/ Wilted Spinach,
Blistered Tomatoes & Crispy Chickpeas

Smothered Pork Chop (GF)
w/ Caramelized Onion Jus
Scalloped Potatoes
Vegetable Medley

\$45

Boneless Braised Beef Short Rib (GF)
w/ Merlot Pan Sauce
Smoked Cheddar Risotto
Roasted Asparagus

\$55

Marinated & Grilled Flat Iron
w/ Cabernet Balsamic Reduction
Smoked Butter Mashed Potatoes
Brown Sugar Seared Carrots

\$52

Lemon Garlic Grilled Manhattan Steak
Double Roasted Fingerling Potatoes
Seared Brussel Sprouts

\$54

Pan-Seared Salmon (GF)
w/ Dill Cream Sauce
Skillet Potatoes
Roasted Green Beans

\$47

Available Dressings

Balsamic Vinaigrette, Creamy
Ranch, Raspberry Vinaigrette,
Bleu Cheese, Caesar

Prices per person

Includes: Salad, Entrée &
Dessert, Artisan Rolls
Coffee, Iced Water & Iced Tea

If Two Or More Entrees Are
Selected, the Higher Price Will
Apply and All Plates Will Have
the Same Sides

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Duo Plates

Steak & Chicken \$70

Grilled Flat Iron w/ Mushroom Demi & Herb Roasted Chicken Breast
Stacked Gratin Potatoes
Roasted Asparagus

Short Rib & Chicken \$75

Braised Beef Boneless Short Rib & Roasted Organic Chicken
Sweet Potato Mash
Brown Sugar Seared Carrots

Steak & Shrimp Market

Grilled Sirloin Steak w/ Lemon Herb Butter & Jumbo Shrimp
Garlic Whipped Potatoes
Charred Brussel Sprouts



Desserts

Cheesecake

Choose From: New York w/ Strawberry Compote; Brûléed w/ Caramel Sauce; Salted Caramel w/ Almond Crust (GF)

Angel Food Cake

w/ Lemon Icing & Fresh Berries

Strawberry Shortcake

w/ Whipped Cream & Strawberry Topping

Lemon Mixed-Berry Cake

w/ Fresh Berries & Cream Filling

Carrot Cake

w/ Cream Cheese Icing & Candied Pecans

Chocolate Mousse Cake

w/ Chocolate Ganache & Chocolate Sauce

Mascarpone Tiramisu

Espresso Pastry w/ Cream & Chocolate Sauce

Upgraded Desserts +\$5

Tuxedo Bomb

Dark and White Chocolate Mousse
Coated with Milk Chocolate Ganache

Raspberry Lemon Drop

Yellow Sponge Cake, Lemon Mousse, Raspberry Preserves
& White Chocolate Curls

Nothing Bundt Cake®

Vanilla, Chocolate Chocolate Chip, White Chocolate Raspberry,
or Lemon Cakes

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Dinner Buffets



Classic Sooner | \$55

Chicken Noodle Soup
Rustic Caesar Salad
Grilled Asparagus & Tomato Salad
Rotini Pesto Salad
Grilled Petite NY Steak w/ Caramelized Onions & Red Wine Sauce
Free Range Chicken w/ Braised Mushrooms & Madeira Jus
Seared Squash & Zucchini
Rosemary Red Potatoes
Lemon Mixed-Berry Cake & Carrot Cake

Mediterranean | \$54

Fire-Roasted Tomato Basil Soup
Caprese Salad
Greek Salad w/ Sherry Vinaigrette
Chicken Provencal
Lemon-Garlic Baked Cod w/ Pineapple Pico
Roasted Cauliflower, Blistered Tomato, Olive Medley w/ Fresh Herbs
Wild Mushroom Risotto w/ Brie
Brûléed Cheesecake, Lemon Cake

The Executive | \$70

French Onion Soup
Mixed Greens Salad
Red Quinoa Kale Salad
Black Peppercorn Dusted Chicken Breast w/ Porcini Mushroom Sauce
Braised Beef Short Rib w/ Red Wine Reduction
Roasted Salmon w/ Tomato, Herbs & Lemon
White Cheddar-Chive Mac & Cheese
Honey Roasted Carrots
Raspberry Lemon Drop,
Double Chocolate Cake, NY Cheesecake

Oklahoma BBQ Dinner | \$55

Range Chili, Mixed Greens Salad w/ Assorted Toppings
Fried Okra, Baked Beans,
Collard Greens, Corn on the Cob
Pick 3 Meats: St. Louis Pork Ribs, Pulled Pork, Chopped Beef Brisket, Smoked Bone-In Chicken, Smoked Turkey Breast, Assorted Sausages & Links
+Additional Meat Option \$5
Smoky BBQ Sauce &
Tangy Alabama White BBQ Sauce
Peach Crumble & Chocolate Bread Pudding

Buffets include Artisan Breads, Coffee, Iced Tea, Iced Water

Prices per person
Based on 1 hour of service

Minimum 40 people required
Additional \$5 per person for groups less than 40

*See Sales Associate for Gluten Free/Specialty Options

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Dinner Buffets



Buffets Include Coffee, Iced Tea, Iced Water

Prices per person

Based on 1 hour of service

Minimum 40 people required

Additional \$5 per person for groups less than 40

*See Sales Associate for Gluten Free/Specialty Options

Tex-Mex | \$58

Pozole Verde Soup

Southwestern Chopped Salad w/ Tomatoes, Corn, Red Onion, Black Beans & Chipotle Ranch

Beer Braised Black Beans,

Cilantro-Lime Rice

Street Corn on the Cob

Pick 3:

Marinated & Grilled Beef Fajitas

Marinated & Grilled Chicken Fajitas

(Fajitas Served w/ Steamed Flour Tortillas and Grilled Onions & Peppers)

Pulled Pork Carnitas w/ Peppers & Onions

Cheese Enchiladas w/ Ranchero Sauce

Adobo Grilled Pork Medallions

Tortilla Chips, Salsa, Salsa Verde,

Guacamole, Sour Cream, Cotija Cheese

Bavarian Crème Filled Churros

Italian Table | \$54

Minestrone

Italian Salad w/ Black Olives, Parmesan,

Sun-Dried Tomatoes & Artichokes

Rotini Pasta Salad

w/ Roasted Peppers & Artichokes

Chicken Parmesan

Seared Pork Chop Piccata w/ Crispy Capers

Cheese Tortellini w/ Roasted Garlic, Basil Cream

Herb Roasted Vegetables

Italian Crème Cake & Chocolate Mousse Cake

Southern Plains | \$54

Broccoli Cheese Soup

Mixed Greens Salad w/ Cucumbers, Tomatoes,

Croutons, Shredded Cheese

Cucumber & Tomato Salad

Rotini Pasta Salad

Bone-In Fried Chicken

Slow Roasted Beef Loin w/ Mushroom Demi

Sauteed Green Beans

Garlic Whipped Potatoes

Apple & Cherry Cobblers

All food and beverage pricing is subject to the prevailing service charge and sales tax, currently at 25% service charge and 8.75% sales tax

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Hors D'oeuvres

Cold Selection

\$7 Each

Loaded Deviled Egg

Fruit Kabob w/ Lemon Poppyseed Dressing

Whipped Feta Crostini w/ Overnight Tomato

Prosciutto Wrapped Asparagus w/ Balsamic Glaze

Roasted Beef Tenderloin Crostini w/ Caramelized Onions & Truffle Aioli

Sun-Dried Tomato Hummus Crostini w/ Basil Goat Cheese

Antipasto Kabob w/ Olives, Artichoke, Cheese & Salami

Cucumber w/ Feta & Kalamata Olives

Smoked Salmon on Crostini w/ Dill Cream Cheese

Hot Selection

\$8 Each

Parmesan Meatballs w/ Roasted Tomato Sauce

Coconut Shrimp w/ Sriracha Remoulade

Chicken Wings: Choose from Buffalo, BBQ or Asian

Bacon Wrapped Jalapeno w/ Smoked Cheddar Filling

Pan Fried Pot Stickers w/ Thai Chili Sauce

Hot & Crunchy Crab Cakes w/ Sriracha Aioli

Cheese Quesadillas w/ Lime Crema & Pico

Fried Mac & Cheese w/ Garlic-Cilantro Aioli

Crispy Beef Ravioli w/ Smoked Gouda Cream

Bacon Wrapped Chicken & Jalapeno Skewer w/ Pineapple Teriyaki Glaze

All Prices Per Piece

Minimum Order of 40 Pieces of Each Item

Optional: Attendant to Hand-Pass Trays, \$175 Each

All food and beverage pricing is subject to the prevailing service charge and sales tax, currently at 25% service charge and 8.75% sales tax

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Gourmet Displays



All Prices Per Person

Minimum of 40 People

Antipasto Display	\$18	Charcuterie	\$23
Grilled Vegetables, Olives, Pepperoncini, Fresh Mozzarella and Imported Cured Meats, Roasted Peppers, Artichokes & Crostini's		Artisan Cheeses, Imported Cured Meats, Mustards, Pickled Vegetables, Artisan Crackers & Breads	
Market Style Crudité	\$17	Salsa Bar	\$20
Assorted Fresh Vegetables with Herb Buttermilk Dip and Hummus		Tortilla Chips, Roasted Tomato Salsa, Salsa Verde, Spanish Queso Dip, Fundido, Guacamole	
Market Style Fruit Display	\$15	Shrimp	Market Price
Assorted Seasonal Sliced Fruit with Lemon Poppyseed Dressing		Chilled & Peeled Shrimp (3 Per Person), Horseradish Cocktail Sauce, Whole Grain Mustard & Lemons	
Artisan Cheese Display	\$18	Bruschetta	\$17
Assorted International and American Cheeses, Dried Fruit, Spiced Walnuts, Artisan Crackers & Breads		Tomato w/ Mozzarella Mushroom w/ Brie Smoked Salmon Cantaloupe w/ Prosciutto	

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Gourmet Stations

Salad Bar | \$20

Mixed Greens & Iceberg
Tomatoes, Carrots, Cucumbers, Red Onion, Black Olives
Artichokes, Parmesan, Cheddar, Bleu Cheese
Bacon Bits, Sunflower Seeds, Croutons
Pickle Spears, Cottage Cheese
Grilled Chicken, Hard Boiled Eggs
Ranch Dressing, Blue Cheese Dressing, Balsamic Vinaigrette



Pasta Station* | \$24

Tri-Colored Cheese Tortellini, Bowtie, Penne
Onion, Garlic, Spinach, Tomato, Mushroom, Chicken, Shrimp,
Parmesan Roasted Tomato Sauce, Garlic Cream Alfredo Sauce,
Basil Pesto

*Attendant Required, \$175 each

Grown Up Sliders | \$25

Chipotle Angus w/ Cheddar on Hawaiian Roll
Chashu Braised Pork Belly w/ Sriracha Aioli on Bao
Bourbon BBQ Chicken w/ Northern Slaw on Silver Dollar Roll

Mac and Cheese Station | \$20

Grilled Chicken, Bacon, Shrimp, Caramelized Onion, Garlic,
Mushroom, Green Onion, Bread Crumb, Yellow and White
Cheddar Cheese Sauces

Street Taco Station | \$23

Pork Carnitas, Grilled Chicken, Carne Asada served with
Cilantro, Diced Onions, Flour Tortillas, Cheese, Lime Wedges,
Pico de Gallo and Sour Cream

All Prices Per Person
Based on 1 hour of service

Minimum of 40 People

Optional: Station Attendant, \$175 Each

All food and beverage pricing is subject to the prevailing service charge and sales tax, currently at 25% service charge and 8.75% sales tax

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Carving Stations

Prime Rib (Serves 30) | Market

Caramelized Onions, Horseradish Sauce and Rolls

Roasted Turkey Breast (Serves 35) \$400

Cranberry Relish, Rolls

Roasted Pork Loin (Serves 35) | \$400

Fruit Compote, Rolls

Roasted Beef Tenderloin (serves 20) | Market

Garlic Red Wine Demi-Glace and Rolls

**Carving Station Enhancements
\$7 each/per person**

Crispy Brussels Sprouts

Roasted Asparagus & Blistered Tomatoes

Garlic Whipped Potatoes

Smoked Cheddar Mac n Cheese

Double Roasted Fingerling Potato



All carving stations require attendant fee of \$175 each

All food and beverage pricing is subject to the prevailing service charge and sales tax, currently at 25% service charge and 8.75% sales tax.

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The sales & service of alcoholic beverages is regulated by the State of Oklahoma Alcoholic Beverage Commission, as a licensee, Embassy Suites is responsible for administration of the regulations.

We require at least one bar/bartender per 100 people. A bartender fee of \$175 will apply. Labor charges are based on three hours of service. A fee of \$45 per additional hour will apply.

All guests must show proof of valid photo ID. The hotel reserves the right to refuse service to any person who may be intoxicated, even if that person is a guest of the hotel. All liquor, beer & wine consumed and/or sold on the premises must be purchased from & served by the hotel.

Consumption Bars

<u>Per Drink</u>	<u>Host</u>	<u>Cash</u>	<u>Miscellaneous</u>	<u>Per Gallon</u>
Domestic Beer	\$6	\$7	House Champagne (Lunetta)	\$50
Imported Beer	\$7	\$8	House Wine (Chloe)	\$35
Wine by the Glass:			Premium Wine (Chloe)	\$45
House (Chloe)	\$9	\$10	Non-Alcoholic Sparkling Cider	\$28
House Liquor	\$9	\$10		
Premium Liquor	\$10	\$11		
Assorted Soda & Bottled Water	\$5	\$6		

Beer Selections*

<u>Domestic</u>	<u>Imported</u>
Budweiser	Corona
Bud Light	Dos XX
Coors Light	Heineken
Michelob Ultra	
Miller Lite	

Liquor Selections*

<u>House</u>	<u>Premium</u>
Conciere Vodka	Tito's Vodka
Conciere Rum	Bacardi Rum
Conciere Gin	Bombay Sapphire Gin
Conciere Bourbon	Maker's Mark Bourbon
Conciere Tequila	Camarena Tequila
Conciere Scotch	Johnnie Walker Red Scotch
Conciere Whiskey	Crown Royal Canadian Whisky
	Courvoisier VSOP Brandy

*See Sales Associate for More Selections

Prices are subject to change. All drinks are subject to 25% service charge, 13.5% alcohol tax and 8.75% sales tax.

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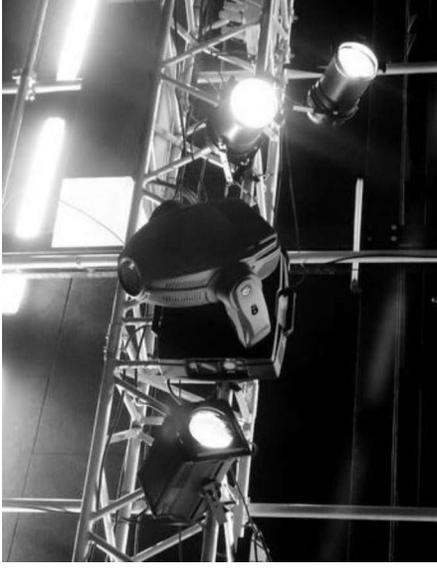
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Audio Services (House Sound & Audio Mixer Included)

- Standing Podium \$50
- Acrylic Podium \$100
- Podium w/ Wired Mic \$125
- Wired Mic \$75
- Wireless Mic Kit (Handheld or Lapel) \$225
- Laptop Audio \$50
- Small PA Speaker Package \$500
- Deluxe PA Speaker Package \$850
(PAs for use w/ bands requiring speakers and/or mics & outdoor events)

Video Services (Computer Audio Included)

- Drop Down Screen & Laser Projector (For Use In OK ABCD, OK E, OK F, OK GHIJ, Univ) \$750
- Screen & Projector Package \$600
- Projector Support Package (Screen, AV Cart, Power Strip) \$250
- 55" TV / Confidence Monitor \$300
- 70" TV / Confidence Monitor \$400

Production Services (Computer Audio Included)

- Video Production Package (HD Camera w/ Controller & Video Switcher) \$700
- Deluxe Video Package (HD Camera w/ Controller, Video Switcher, Laptop, 200 MBps Data) \$900
- HDMI Video Switcher \$320
- USB Audio Interface \$100
- Room Audio Recording \$150

Internet Access

- Wifi Connection (per device) (Meeting Wifi Packages Available) \$25
- Hardwired Internet (200Mbps Access) \$200

AV Tech Support

- Dedicated AV Tech \$105/hr

Stage & Event Lighting

- Small Stage Wash (For Stage Less Than 20') \$250
- Large Stage Wash (For Stage More Than 20') \$400
- Decorative LED Up Lights (6 Lights) \$260
- Cake / Pinpoint Lighting \$175

Miscellaneous Support

- Laptop Computer \$200
- Presentation Remote \$65
- Whiteboard or Flip Chart w/ Markers \$65
- Sign Easel \$20
- Polycom Speakerphone \$175
- Extension Cord/Power Strip \$25
- DJ Power Connection \$175

**Exhibit 01: Vendor Questionnaire
Event #EV00000434**

In the Supplier information table below, please fill out all necessary information. Thank you.

Supplier Information	
Entity Name:	JQH Norman Development LLC
Entity DBA Name:	Embassy Suites Norman Hotel & Conference Center
Entity Contact Name:	Jessica Henning
Entity Contact Phone:	405-253-3537
Entity Contact Email:	jessica.henning@atriumhospitality.com
Entity Website:	www.norman.embassysuites.com
Entity Secretary of State Filing Number:	2300-2457-28
Entity Active Supplier Registration Number:	0000335645
Entity Business Address	P.O. BOX Address (If Applicable)
2501 Conference Drive Norman, OK 73069	

In the table below, please give us a business summary and an example of a Scope of Work that you would give to a client if unable to insert statement of work into this document, please reference where it can be found.

Business Summary and Scope of Work Example
Please give a summary of your business and how it operates:
We are a full service hotel with 283 suites attached to a conference center with 50,000 square feet of meeting space. We offer a complimentary hot breakfast each morning and complimentary cocktails with snacks each evening for all hotel guests.
Scope of Work Example:
We have an onsite sales and catering team that can assist with the conference scheduling of events and details of the conference. Our hotel has an on-site chef and banquet team that can assist with food and beverage needs and on-site setup/service of the event.

**Exhibit 01: Vendor Questionnaire
Event #EV00000434**

The next section deals with Mandatory questions. Failure to answer any question will result in being Non-Response.

Mandatory Questions			
1	The awarded Supplier is responsible for obtaining the information as described in the Scope of Work and any other information that is necessary to determine what job categories and services satisfy the service request.		
	Do you understand and agree to this policy?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2	The awarded Supplier will inform the Customer's (Agencies) Point of Contact (POC) of the proposed job categories/services and applicable rates to obtain authorization to proceed with the service request.		
	Do you understand and agree to this policy?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3	Rendering services not in the Customer's Scope of Work is considered an abuse of the contract. Periodic checks of services will be performed by the Customer to ensure this does not happen.		
	Do you understand and agree to this policy?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4	The awarded Supplier is responsible for conducting periodic quality assurance checks with the Customer's Point of Contact (POC) to verify that the Customer's requirements are being fulfilled by the Supplier.		
	Do you understand and agree to this policy?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
5	The awarded Supplier agrees to be bound by the regulations, policies, and standards as required by the Customer. This will vary based on the individual Customer's requirements.		
	Do you understand and agree to this policy?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
6	The awarded Supplier is responsible and may be held financially liable for the negligent acts of any of its staff.		
	Do you understand and agree to this policy?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

Continue to the next page for the next section.

Exhibit 01: Vendor Questionnaire
Event #EV00000434

Below are three sections:

- the Classification Selection
- the Categories Selection
- the Venues Question Section

The first two sections are **Mandatory** to fill out. Any response that leaves either of these sections blank will be considered Non-Responsive and will not be considered for evaluation.

In the Classification Selection, your services will be considered in either the Event Planning, Venues, or both.

In the Categories Selection, you will mark down what services you provide. The categories that you select in this section **MUST** correspond to the categories that you fill out in Exhibit 02: Rate Card. Failure to do so will result in being considered Non-Responsive.

If you select “Venue” or “Both” in the Classification section, then you must complete the Venues Question Section. All questions must be answered, or your bid response will be considered Non-Responsive.

Classification Selection

This contract is broken into two classifications: Event Planning, and Venues. Below are three checkboxes that describe the services your business supports. Please choose the one that best describes your business.

Event Planning: The Process of coordinating details of meetings, conferences, and events, which can include materials, equipment, and location. (Example: Independent Contractor)

Venue: A place where the event happens, especially an organized event, such as a concert, conference, or sports event. (Example: Meeting Hall or ???)

Both: You are a Venue that **ALSO** provides services that are in the Event Planning Categories. If you provide both, then check both. Otherwise, you will not be considered for the other classification. (Example: Hotel that also provides Event Services, such as video/audio for presentations)

Event Planning

Venue

Both

Continue to the next page for the next section.

**Exhibit 01: Vendor Questionnaire
Event #EV00000434**

Categories Selection

In this section, you will mark the services that your business offers. Please note that you will not be considered for a service if you do not mark it down.

Also, please do not feel obligated to mark every category, only the services that you provide. Your solicitation is not judged by how many services you list. This will be used as a category for agencies to use when finding suppliers.

If you mark a category of a service that you **do not** provide, your solicitation will be considered Non-Responsive.

Also, the Categories you select below must mirror the Categories you will fill out and provide pay rates to in Exhibit 02: Rate Card.

Event Planning:

- Event Planning
- Tradeshow Management
- Stage / Talent Management
- Registration Management

Venues:

- Lodging
- Parking
- Docks / Loading Bay
- Food and Drinks

On the next page is the questionnaire for Venues. Please be aware that this is **Mandatory** for all those who marked either “Venues” or “Both” in the Classification section.

Continue to the next page for the next section.

**Exhibit 01: Vendor Questionnaire
Event #EV00000434**

Venues Questions Section

Below is a set of questions for Venues. Please take the time to fill out each question. This is **Mandatory** for all Venues. Failure to do so will result in being labeled as Non-Responsive.

Question 1:

Lodging:

Please describe your overnight stay policy and what services you provide. Is there breakfast? Are there complimentary internet services? If you do not offer lodging, just put N/A as your response. You may attach a complimentary PDF with all the details, just please make sure to check “Yes” and list the file name:

Answer:		
Full service hotel with 283 guest suites. All guestrooms are two room suites that include a mini-fridge, microwave, coffee maker, work desk, and sleeper sofa. All hotel guests receive a complimentary hot breakfast and complimentary cocktails and snack served at the nightly evening reception. Wireless Internet is available for a fee of \$9.95 per night. Parking is \$12.00 per night. Parking and Wi-Fi are negotiable.		
Do you have an attached File?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	File Name:

Question 2:

Capacity:

What is your policy on the number of attendances? How many people can you fit in your space and how many tables and chairs can you provide? Can you provide a blueprint with dimensions? You may attach a complimentary PDF with all the details, just please make sure to check “Yes” and list the file name:

Answer:		
The attached conference center has 50,000 square feet of flexible meeting space to accommodate up to 3,500 people, depending on the meeting space setup. We can provide hotel chairs, tables, and linens for conference center setups.		
Do you have an attached File?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	File Name: Embassy Suites Norman Floor Plan & Capacity Chart

Continue to the next page for more questions.

Exhibit 01: Vendor Questionnaire
Event #EV00000434

Question 3:

Docks / Loading Bay:

Please describe your policy or procedure when moving things in / out of your venue. Is there breakable glass that we cannot move furniture through? Is there a loading bay / dock that allows for ease of access? You may attach a complimentary PDF with all the details, just please make sure to check “Yes” and list the file name:

Answer:		
The conference center has both a loading dock and loading bay. The loading dock is located in our back service hallway. Our loading bay is attached to the conference center and has a 13 foot tall x 15 foot wide garage door that allows you to load equipment or vehicles straight into the ballroom space.		
Do you have an attached File?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	File Name:

Question 4:

Parking:

Please describe your parking availability. How many parking spaces are available? Are they free? Do you offer valet or re-imbursed parking? Please provide a blueprint / map of your parking availability. You may attach a complimentary PDF with all the details, just please make sure to check “Yes” and list the file name:

Answer:		
We have over 1,200 parking spaces available. There is an overnight parking fee of \$12.00 per night for hotel guests (negotiable). We do not offer valet.		
Do you have an attached File?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	File Name:

Question 5:

Food and Drinks

Please describe your Food and Drinks policy. Are food and drinks from outside allowed? Do you have a minimum order of food that must be ordered? You may attach a complimentary PDF with all the details, just please make sure to check “Yes” and list the file name:

Answer:		
All catering is provided through the on-site catering team. We do require a food and beverage minimum based on your conference needs. Our catering menus are attached and are updated annually.		
Do you have an attached File?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	File Name: 2024 Embassy Suites Norman Catering Menus + AV Pricing

**Exhibit 01: Vendor Questionnaire
Event #EV00000434**

Question 6:

Internet Policy

Please describe your internet policy. Is it complimentary, or is there a separate charge to using the Wi-Fi? You may attach a complimentary PDF with all the details, just please make sure to check “Yes” and list the file name:

Answer:		
We have Wi-Fi available in all guestrooms for \$9.95 per night. There is complimentary Wi-Fi in the Hotel public areas. The conference center offers wireless internet for a fee of \$25.00 per connection and wired Internet for a fee of \$200.00 per connection. All internet pricing is negotiable and we can offer packages to accommodate large conferences.		
Do you have an attached File?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	File Name: 2024 Embassy Suites Norman AV Pricing

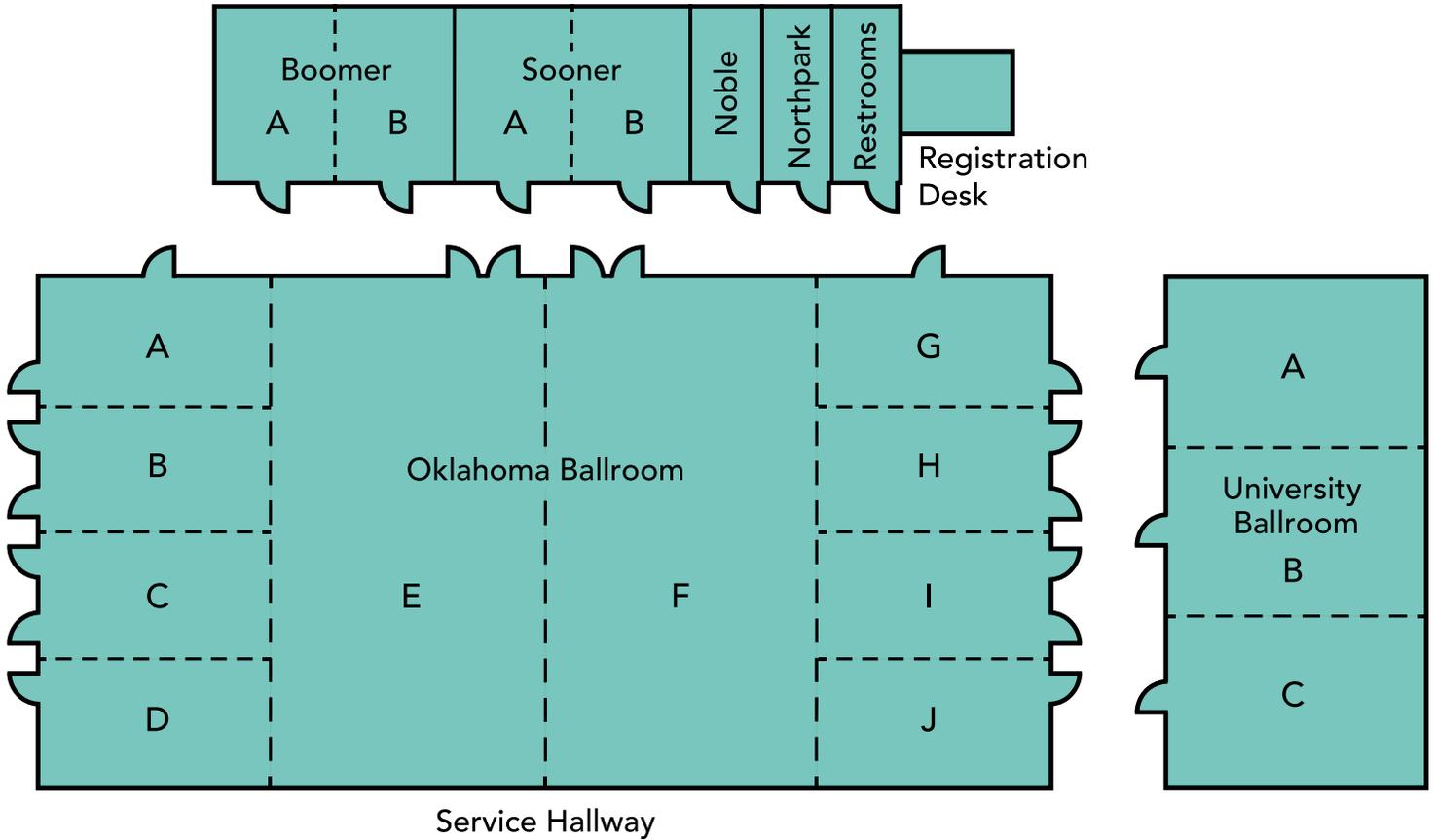
Question 7:

Firearm Policy

We have several agencies where Law Enforcement cannot be separated from their firearms. What is your policy on “Commissioned Officers” and their firearms? You may attach a complimentary PDF with all the details, just please make sure to check “Yes” and list the file name:

Answer:		
We follow the Oklahoma State gun laws and regulations. No company specific regulations.		
Do you have an attached File?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	File Name:

EMBASSY SUITES BY HILTON™ NORMAN



ROOM NAME	DIMENSIONS	SQUARE FOOTAGE	CEILING HEIGHT	CLASSROOM	THEATER	BANQUET	RECEPTION	8 X 10 BOOTH	10 X 10 BOOTH
OKLAHOMA BALLROOM						Rounds of 10			
Oklahoma Ballroom (A-J)	120 x 240	28,800	26 ft.	1,600	3,160	1,750	2,880	180	144
Oklahoma Ballroom A, B, C or D	30 x 60	1,800		100	150	100	215	-	-
Oklahoma Ballroom A, B, C & D	60 x 120	7,200		375	700	400	720	45	36
Oklahoma Ballroom E or F	60 x 120	7,200		400	750	450	720	45	36
Oklahoma Ballroom G, H, I or J	30 x 60	1,800		100	150	100	215	-	-
Oklahoma Ballroom G, H, I & J	60 x 120	7,200		375	700	400	720	45	36
UNIVERSITY BALLROOM									
University Ballroom A, B or C	40 x 60	2,400	18 ft.	125	200	130	240	-	-
University Ballroom A, B & C	60 x 120	7,200		375	700	400	720	45	36
BOOMER MEETING ROOM									
Boomer Meeting Room A or B	25 x 40	1,000	16 ft.	40	75	50	95	-	-
Boomer Room A & B	40 x 50	2,000		80	150	100	220	-	-
SOONER MEETING ROOM									
Sooner Meeting Room A or B	25 x 40	1,000	16 ft.	40	75	50	95	-	-
Sooner Room A & B	40 x 50	2,000		80	150	100	220	-	-
CRIMSON									
Crimson	-	1,000		40	70	40	-	-	-

*Room capacities DO NOT include Audio Visual or Staging.