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**STATE OF OKLAHOMA
OFFICE OF STATE FINANCE
DEPARTMENT OF CENTRAL SERVICES**

January 20, 2012

Dear Vendors,

RE: Construction Projects less than \$50,000.00 (Minor Projects)

For minor construction projects, State Agencies issue solicitations to local vendors and accept written bids from them for projects under \$50,000.00. Agencies send a requisition and the solicitation documents, including quotes, to the Construction and Properties Division of the Department of Central Services (DCS/CAP) for contract award as outlined in DCS/CAP Form M800. Vendors may want to review this form so they know what to expect in the process. It contains, among other things, an example of the Contract for Minor Projects and insurance limits for the required Proof of Insurance.

Many requests have been received by CAP from agencies in need of help finding vendors interested in doing business with the state. The Construction and Properties Division is currently collecting vendor information to keep on file so that they can provide this service for the benefit of the agencies and the vendors. At the request of an agency, minor project solicitations will be uploaded to CAP's online plan room website and Solicitation Notifications will be sent to any registered vendors in the area of the state where the project is located. We hope to have this process operational by the 2nd quarter of 2012.

Vendors interested in receiving notification by email or fax about minor projects in their area of the state are encouraged to submit a current DCS/CAP Form A150 to the Construction and Properties Division. Vendors will be responsible for updating contact information, if it changes, by re-submitting the DCS/CAP Form A150 with the new information. This form, along with the DCS/CAP M800, can be found by clicking the CAP Forms link on our website at <http://www.ok.gov/DCS/Construction & Properties>.

DCS/CAP Form A150 can be submitted by email, to CAP@dcs.state.ok.us ; mailed or delivered to Construction and Properties to the addresses on the form.

For any questions about this process, please call (405) 522-2112 or email CAP@dcs.state.ok.us.

"SERVICE, QUALITY, INTEGRITY"

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