

JOHN S. RICHARD
Director



BRAD HENRY
Governor

STATE OF OKLAHOMA
DEPARTMENT OF CENTRAL SERVICES

MEMORANDUM

DATE: June 19, 2006

TO: All State Agency Chief Purchasing Officers

FROM: John W. Morrison, State Construction Administrator
Department of Central Services, Construction and Properties Division

RE: Construction and Properties (CAP)
New Requisition Form and CAP Fee Schedule; Changes to Title 61

Please find attached the new CAP Form M701, Project Requisition Checklist and Fee Schedule. Effective July 1, 2006, this form is required with all requisitions submitted to Construction and Properties.

The attached Fee Schedule, also effective July 1, provides the fee structure for the various services provided by CAP. When indicated on the Checklist, a Purchase Order for the CAP fee will be required.

CAP now provides a number of optional value added services. These programs include Indefinite Delivery/Indefinite Quantity (IDIQ) Testing, Land Surveying, Construction Inspection and Emergency Services, in addition to the successful State Roofing Program and On-Call Consultant Program. CAP also offers 'Pre-Design Services' to establish the scope and budget for construction projects, and Total Project Management services where agencies may benefit from start-to-finish management assistance. The latter, reserved for larger projects, combines all applicable services into one set fee.

Also note that on June 6, 2006, Governor Henry signed SB558 into law, effective July 1. The bill made a number of changes to Title 61. The more significant changes include:

- Public Construction Contract: any contract exceeding \$50,000 (previously \$25,000); requires public bidding.
- Projects up to \$50,000: Agencies may obtain written quotes following procedures set or approved by CAP; requisition and documentation forwarded to CAP for award.
- Projects less than \$2,500: Agencies may purchase from any suitable vendor. Insurance and written contract required.
- Revision to Fair Pay Act: On contracts exceeding \$50,000, contractor must be paid within 30 days. Interest rate of one and one-half percent per month applies.
- New requirements for use of Construction Management on a project.

The new Checklist is available at www.dcs.ok.gov. Click on Construction and Properties, then click on Forms. Please call 405/521-2112 with any questions.

"Building Greatly"

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