JOHN S. RICHARD
Director

BRAD HENRY
Governor

STATE OF OKLAHOMA
DEPARTMENT OF CENTRAL SERVICES

MEMORANDUM

DATE: February 8, 2008

TO: All State Agency Appointing Authorities
All State Agency CPOs

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

RE: Construction and Properties (CAP) FY08 Closing Dates,
Renewal Fees Reminder,
Solicitation Advertisement Procedure Change,
& HB 1804 Oklahoma Taxpayer and Citizen Protection Act of 2007

FY08 Closing Dates
This year, we are extending the closing date to give agencies more time to prepare & send requisitions for state funded projects as follows:

- **May 1, 2008** - FY 2008 Requisitions for publicly bid construction projects over $50,000.00 estimated cost.
  Incomplete bid documents may delay and not allow contract award on time.
- **June 1, 2008** – FY2008 Requisitions for projects $50,000.00 and below -three letterhead quotes needed.
  Please provide vendor's insurance with the requisition and inform recommended bidder of the urgency of signing and returning contract documents. Documents may need to be hand carried by the Using Agency or vendor for signatures.

Due to the number of contracts that we will handle from now until the end of the fiscal year, we request that your agency start processing requisitions for FY 2008 as soon as possible. If you have multiple projects, please stagger them out if you can. Now is the time to start work on those projects that need to be completed by our division before the end of June, 2008.

Please make sure all drawings and specifications are complete. Incomplete specifications or drawings, proprietary bids, sole source specifications or those prepared by vendors may delay the start of your project. If you have questions, please call us at 521-2112. CAP will be happy to assist you in the preparation of these documents.

If a consultant is required to prepare the drawings and specifications and has not been selected, please start the selection process immediately.

Requisitions for FY 2009 can also be received at this time. Please mark the requisitions in **RED** with the word **"NEW"** so that they can be readily separated from FY 2008.

Please contact CAP if you have special needs unique to your agency.

Contract Renewal Reminder

Effective July 1, 2007 a fee of $100.00 will be charged for each annual renewal for Multi-Year Service Contracts. Please remember to send a Purchase Order for this fee with your renewal request. If you choose to cancel your contract, please notify CAP in writing no less than 40 days before the end of the current time period on the contract. For a copy of the FY2008 Fee Schedule, download DCS-CAP Form M701 from the Forms section on our webpage.

Any questions you may have regarding the year-end transition or renewal fees may be forwarded to Jeni Adams at (405) 521-4844 or email jeni_adams@dcs.state.ok.us .

Solicitation Advertisement Procedure change

Beginning December 1, 2007 the Construction & Properties division is accepting invoices directly from the publications that advertise Solicitations for Bid. Previously the publications invoiced the Using Agency directly. CAP will pay the publications for the advertisement and then invoice the appropriate Using Agency for reimbursement. This will ensure that all advertising invoices are paid on time.

Any questions you may have regarding this procedural change may be forwarded to Pam Patrum at (405) 521-3175 or email pamela_patrum@dcs.state.ok.us .

HB 1804 Oklahoma Taxpayer and Citizen Protection Act of 2007 – coming soon

Any contracts entered into after July 1, 2008 will require proof of registration and participation in a Status Verification System outlined in HB 1804 from contractors and sub-contractors. We will let you know about procedural changes as soon as possible.

For more information, clarifications or suggestions, contact DCS/CAP at 405/521-2112. Please visit our web site at:

http://www.ok.gov/DCS/Construction_&_Properties