



State of Oklahoma
Office of Management and Enterprise Services

MEMORANDUM

DATE: March 14, 2013

TO: All State Agency Appointing Authorities
All State Agency CPOs

FROM: Mike Jones
Acting State Construction Administrator
Office of Management and Enterprise Services, Division of Capital Assets Management, Construction and Properties Department

RE: Construction and Properties (CAP) FY13 Closing Dates
Contract Renewal Reminder
CAP Fee Schedule
New Statewide Contracts
"Doing Business with CAP" Spring Seminar
CAP's Online Plan Room

FY13 Closing Dates

It's once again time to prepare & send requisitions for state-funded projects as follows:

- **May 3, 2013** - FY 2013 Requisitions for any construction project to be publicly bid, whether over or under \$50,000.00 in value. Incomplete bid documents may delay the bid schedule and not allow contract award on time.
- **June 7, 2013** – FY2013 Requisitions for projects \$50,000.00 and below for award on agency solicited quotes. Please provide a complete package of required procurement documents as outlined in CAP Form M800 and inform the recommended bidder of the urgency of signing and returning contract documents
- These deadlines apply to E-Pro Requisitions also.
- Requisitions with funding that do not expire June 30th of this year may be submitted at any time.

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 2013 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 by June 30, 2013.

Please make sure all drawings and specifications are complete. Incomplete specifications or drawings, proprietary bids, or those prepared by vendors will delay the start of your project. If you have questions, please give us a call 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 as outlined in DCAM-CAP Form M100BV. For projects under \$1 Million, our IDIQ contracts are available to expedite this process. **PLEASE NOTE: The review process by the State Fire Marshall has been adding a minimum of 2 months to the design stage of our projects.**

Requisitions for FY 2014 can also be received at this time. Please mark the requisitions prominently with the number “2014” so that they can be readily separated from FY 2013.

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

Contract Renewal Reminder

Now is the time to send your requisitions for annual renewal of Multi-Year Service Contracts. Please remember to note the CAP project number (formerly the DCS number) and to include a DCAM-CAP Form M701, which can be found on the CAP website, with a Purchase Order for the CAP Fee. 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.

CAP Fee Schedule Changes

CAP is happy to announce, for the second year in a row, that there will be no increases in the current fee schedule for FY14. However, fees for State Leasing and other real estate services will be added to the CAP fee schedule, and will affect those agencies that lease office space or conduct certain real estate transactions through CAP. A separate memorandum concerning these fees will be issued soon.

New Statewide IDIQ Programs at CAP

We have selected vendors and are currently processing the contracts for our new Environmental Remediation IDIQ Program. Many agencies are already procuring environmental testing and remediation project design through the IDIQ Consultant contracts, and now they will have the opportunity to attain remediation/abatement services in an efficient manner as well. CAP is preparing to solicit vendors for a Parking Lot/Paving Maintenance IDIQ Program. This program will allow agencies to replace or repair asphalt and concrete parking systems as well as other minor paving projects. DCAM/CAP is continually searching for ways to better serve our customers and any suggestions for new programs are welcome.

PeopleSoft Term Codes for CAP

A complete list of PeopleSoft Term Codes for use on CAP requisitions can be found on the right-hand side of CAP's home page on our website.

Doing Business with CAP Seminar (DBWC)

Construction & Properties will host the 2013 Spring “Doing Business with CAP” seminar on Wednesday, May 8, 2013 from 9:00 am to 11:00 am. Watch the CAP web site in April for more information.

Updates on CAP Web Site

Solicitations for projects under \$50,000.00 can now be posted to CAP's Online Plan Room, *at no charge to the Agency*. Solicitation notices will be sent electronically to at least 10 vendors in the vicinity of the work site. The procedure for this service is outlined in DCAM-CAP Form M800, Section 3. (A). Please call Sarah Critchfield at (405) 522-0047 or email Sarah.Critchfield@omes.ok.gov for more information or to utilize this service. The deadline for solicitations to be posted to our Online Plan Room is May 17, 2013.

Thank you for your time and attention. As always, please feel free to contact us with any questions or comments you may have.

How Are We Doing?

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CAP has posted a Customer Satisfaction Survey on the CAP home page of our website so that our customers can provide feedback about our services. Fill one out today!

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