



**State of Oklahoma
Office of Management and Enterprise Services
Division of Capital Assets Management
Construction and Properties Department**

**State Environmental Abatement
Program Procedures**

The following outline provides information and procedures for authorized public agencies to use the State Environmental Abatement Program. Authorized public agencies (referred to below as the Using Agency) include state agencies, counties, cities, towns, school districts and other political subdivisions of the State.

1. Program Procedures:

- 1.1.** Using Agency determines the need for a State Environmental Abatement Program contractor and emails a completed **DCAM-FORM-CAP-M302 – Request for IDIQ Consultant or Contractor²** form to CAP@omes.ok.gov. Using Agency may request proposals from multiple Environmental Abatement Contractors in the Program.
- 1.2.** Environmental Abatement Contractor provides a line item proposal and Risk Management Plan, at no cost, to the Using Agency and sends a copy to the Construction and Properties Department (CAP).
- 1.3.** The Using Agency indicates their acceptance of a proposal by submitting the following to CAP:
 - 1.3.1.** A completed **DCAM-FORM-CAP-M701 – Project Requisition Checklist²**
 - 1.3.2.** A completed requisition or an authorized purchase order for the amount of the proposal
 - 1.3.3.** A copy of the contractor's line item proposal and Risk Management Plan
 - 1.3.4.** A purchase order made to CAP, for 3.5% of the proposal amount, for the CAP Administrative Fee
- 1.4.** Upon receipt of a requisition and proposal, CAP completes the following administrative functions:
 - 1.4.1.** CAP collects bonds (if applicable) from the Environmental Abatement Contractor.
 - 1.4.2.** CAP verifies Contractor has current Certificate of Insurance on file.
 - 1.4.3.** CAP verifies that plans and specifications, if required, have been received, reviewed and approved.
 - 1.4.4.** State Construction Administrator executes Purchase Order to Environmental Abatement Contractor and CAP issues Notice to Proceed/Work Order. Contractor must not begin work before the Notice to Proceed/Work Order is received from CAP.
- 1.5.** Environmental Abatement Contractor coordinates pre-work meeting with Using Agency and performs work.

2. Progress and Payment Application and Invoicing Process:

- 2.1.** Contractor submits a payment application to CAP, including an invoice and a completed **DCAM-FORM-CAP-G109 – Invoice Affidavit Certification for Payment²**.
- 2.2.** CAP reviews the payment application and forwards to Using Agency for payment.
- 2.3.** Using Agency makes payment to Contractor.

3. Project Closeout and Final Payment Application

- 3.1.** At the completion of each project, and prior to final payment being made, the Contractor shall provide the Using Agency and CAP with a copy of all testing and inspection reports and any other documentation the owner is required to retain by law¹.
- 3.2.** Contractor submits Final Payment Application to CAP (see 2.1 above).
- 3.3.** Contractor provides **DCAM-FORM-CAP-590PBV – Project Close-Out Survey²** to Using Agency.
- 3.4.** Using Agency returns completed **DCAM-FORM-CAP-590PBV – Project Close-Out Survey²** to CAP

¹ Testing and inspection reports and required documentation must be received in order to pay for invoices.

² All forms referenced in this document are available electronically at http://www.ok.gov/DCS/Construction_&__Properties/index.html.