



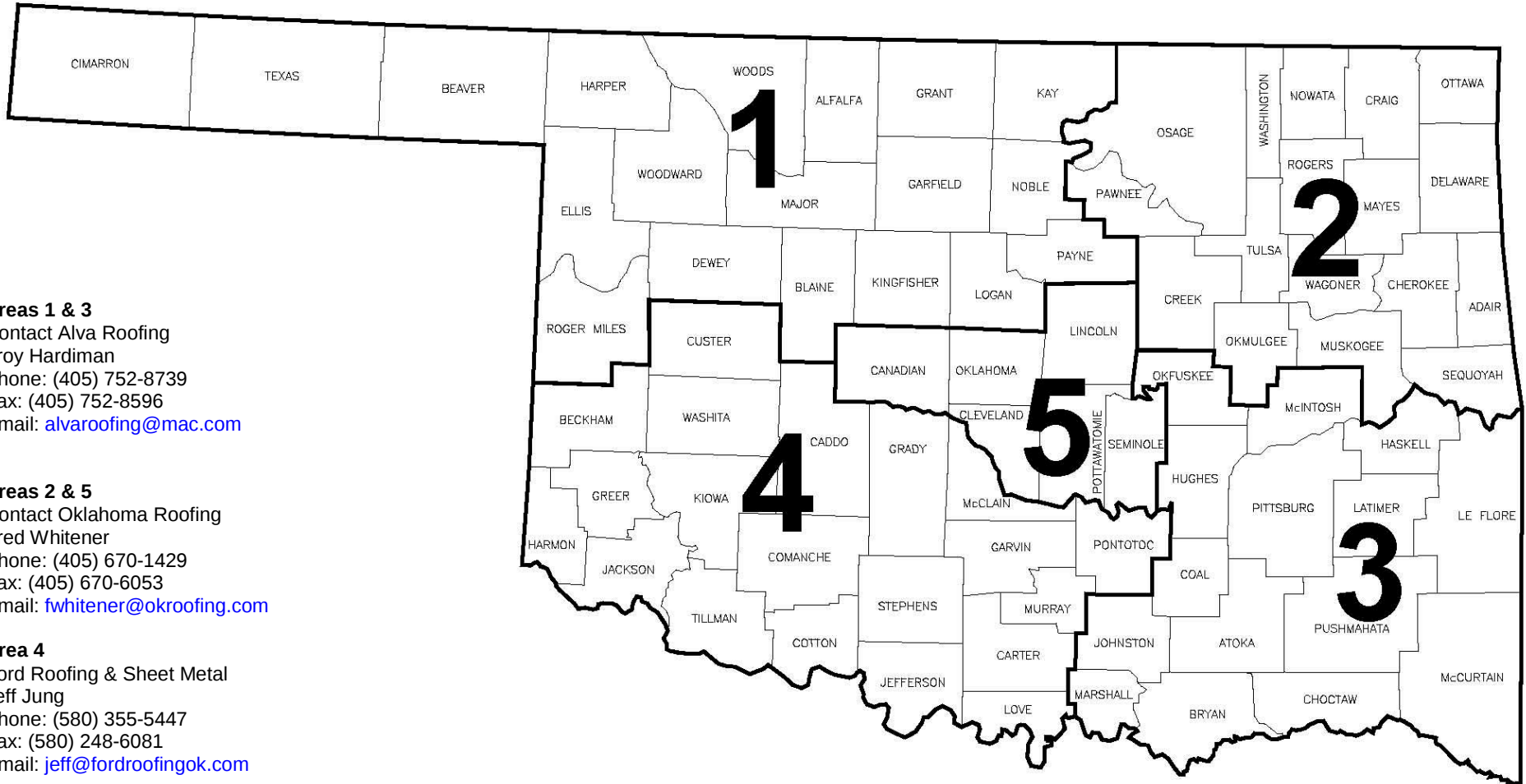
**State of Oklahoma
Office of Management and Enterprise Services
Division of Capital Assets Management
Construction and Properties**

**Oklahoma Roof Asset Management
Program Procedures**

The following outline provides information and procedures for authorized public agencies to use the Oklahoma Roof Asset Management Program. Authorized public agencies include state agencies, counties, cities, towns, school districts and other political subdivisions of the State.

1. Utilizing Agency (UA) contacts pre-qualified Roofing Contractor (RC) designated for their area and requests proposal for work needed. Please refer to attached state map by county to find area and contractor contact information.
2. Roofing Contractor schedules on-site review, provides line item proposal to UA and reports contact to State Roofing Coordinator (SRC).
3. Upon acceptance, state agencies submit the following to the SRC:
 - A completed DCAM-FORM-CAP-M701 (available at http://www.ok.gov/DCS/Construction_&__Properties/index.html),
 - A completed requisition (non-state entities submit a purchase order made to the roofing company) for the amount of the proposal
 - The line item proposal
 - A purchase order made to the Office of Management and Enterprise Services (Vendor #0000000090) for the standard 3.5% administrative fee.
 - All hard copy documents should be sent to:
Division of Capital Assets Management
Construction and Properties
P. O. Box 53448
Oklahoma City, OK 73152-3448
Phone: 405 521-2112
Fax: 405 522-0051
 - Send electronic documents to: CAP@omes.ok.gov
4. Upon receipt of a request, CAP completes the following administrative functions:
 - 4.1 Reviews line item proposal and prepares release on Statewide Roofing Contract.
 - 4.2 Verifies that Contractor has current Certificate of Insurance and bonds on file.
 - 4.3 Verifies that plans and specifications, if required, have been received, reviewed and approved.
 - 4.4 CAP issues work order/notice to proceed to roofing contractor.
 - 4.5 CAP invoices Public Agency for standard 3.5% administrative fee.
5. Contractor coordinates pre-work meeting with Public Agency and performs work.
6. Payment Application and Invoicing Process:
 - 6.1 Contractor submits a payment application to CAP. CAP reviews the payment application and forwards to Public Agency for payment.
 - 6.2 Public Agency makes payment to the Contractor.

State of Oklahoma by County Roof Maintenance Areas



Areas 1 & 3

Contact Alva Roofing
Troy Hardiman
Phone: (405) 752-8739
Fax: (405) 752-8596
Email: alvaroofting@mac.com

Areas 2 & 5

Contact Oklahoma Roofing
Fred Whitener
Phone: (405) 670-1429
Fax: (405) 670-6053
Email: fwhitener@okroofing.com

Area 4

Ford Roofing & Sheet Metal
Jeff Jung
Phone: (580) 355-5447
Fax: (580) 248-6081
Email: jeff@fordroofingok.com