



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

**Oklahoma Paving Program  
Procedures**

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

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1. Utilizing Agency (UA) contacts pre-qualified Paving Contractor (PC) 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. Paving Contractor schedules on-site review, provides line item proposal to UA and reports contact to State Paving Coordinator (SPC).
3. Upon acceptance, UA submit the following to the SPC:
  - A completed DCAM-FORM-CAP-M701 (available at [http://www.ok.gov/DCS/Construction\\_&\\_\\_Properties/index.html](http://www.ok.gov/DCS/Construction_&__Properties/index.html)),
  - A completed requisition (non-state entities submit a purchase order made to the paving company) for the amount of the proposal
  - The line item proposal
  - A purchase order made to Office of Management and Enterprise Services (Vendor #0000000090) for the standard 3.5% administrative fee.
  - All 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](mailto: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 Paving 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 paving contractor.
  - 4.5 CAP invoices UA for standard 3.5% administrative fee.
5. Contractor coordinates pre-work meeting with UA 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 UA for payment.
  - 6.2 UA makes payment to the Contractor.