



INSTRUCTIONS:

1. Enter the Contact information of the individual in the Agency that may be contacted by this Department or bidders concerning the project, drawings, or specifications.
2. Place the descriptive title of the project in this entry. All specifications must be submitted on separate pages attached to this Requisition form or uploaded to OwnCloud and indicated below.
3. Enter Vendor information if Requisition is for award of small project bid directly by Agency.
4. Enter Consultant information if Requisition is for a project where plans and specifications have been prepared by a licensed Architect, registered Engineer or other Consultant; if none, so state.
5. A Purchase Order Number for CAP fee per attached Fee Schedule must be provided. Fill in amount of fee and CAP fee code.
6. Incomplete Forms will be returned.

PROJECT INFORMATION			
Date:	Approved Requisition Number:	Agency Project Code:	CAP Project Number:
Project Location:		Estimated Contract Cost:	CAP Fee: (See 5 above) Code:
Project Description: (See 2 above)			
Pre-bid Conf. required? <input type="checkbox"/> Yes <input type="checkbox"/> Mandatory? <input type="checkbox"/> Yes <input type="checkbox"/> No		CAP Fee Payment <input type="checkbox"/> P.O. No. <input type="checkbox"/> P-Card	
AGENCY INFORMATION			
CHARGE AND INVOICE TO: (Agency name and address) Agency Name: Attn (Name): Address: City, ST Zip: Phone Number: Email:		AGENCY CONTACT/PROJECT MANAGER: (See 1 above) Name: Address: City, ST Zip: Phone Number: Email:	
VENDOR INFORMATION (See 3 above)		CONSULTANT INFORMATION (See 4 above)	
Company Name: Contact Name: Address: City, ST, Zip: Phone: Email:		Company Name: Contact Name: Address: City, ST, Zip: Phone: Email:	
ATTACHMENT CHECKLIST			
ESTIMATED PROJECT COST LESS THAN OR EQUAL TO \$50,000.00:			
<input type="checkbox"/> Copy of approved , signed Purchase Order <input type="checkbox"/> 3 lowest bid responses <input type="checkbox"/> Complete Solicitation Packet with any Addenda (See CAP Form M800) <input type="checkbox"/> CAP Form A100A Bid Affidavits from suggested vendor		<input type="checkbox"/> Cover letter stating to which contractor/vendor to award contract and amount, justification for award if not lowest bidder and any special requirements <input type="checkbox"/> Insurance certificates from suggested vendor <input type="checkbox"/> Purchase order for CAP fee (See 5 above)	
ESTIMATED PROJECT COST GREATER THAN \$50,000.00:			
<input type="checkbox"/> Bid Form <input type="checkbox"/> Specifications and plans describing planned work		<input type="checkbox"/> Specification and plans uploaded to CAP OwnCloud site at: https://storcloud.ok.gov/index.php/s/CyeeN9Sauklpkap within "New Project Documents" Folder.	

Please call Construction and Properties at (405) 521-2112 with any questions prior to submitting your Requisition.