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**STATE OF OKLAHOMA
OFFICE OF STATE FINANCE
DEPARTMENT OF CENTRAL SERVICES**

MEMORANDUM

DATE: March 12, 2012

TO: All State Agency Appointing Authorities
All State Agency CPOs

FROM: Mike Jones
Acting State Construction Administrator
Department of Central Services, Construction and Properties Division

RE: Construction and Properties (CAP) FY12 Closing Dates
Contract Renewal Reminder
CAP Fee Schedule
New Statewide Contracts
"Doing Business with CAP" Spring Seminar
CAP's Online Plan Room

FY12 Closing Dates

We are again extending the closing dates to give agencies more time to prepare & send requisitions for state-funded projects as follows:

- **May 4, 2012** - FY 2012 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 1, 2012** – FY2012 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
- 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 2012 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 before the end of June, 2012.

"SERVICE, QUALITY, INTEGRITY"

Construction & Properties • Will Rogers Office Building (2401 N. Lincoln Boulevard), Suite 106 / P.O. Box 53448 • Oklahoma City, OK 73152-3448
Telephone: 405/521-2112 • Fax: 405/522-0051 • www.dcs.ok.gov

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 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 2 months to the design stage of our projects.**

Requisitions for FY 2013 can also be received at this time. Please mark the requisitions prominently with the number **"2013"** so that they can be readily separated from FY 2012.

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 DCS project number and to include a DCS-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.

NOTE: This year it will be necessary for CAP to close any Multi-Year Service Contract PO that contains old Item IDs and to open a new Purchase Order using the new Item IDs. This will not, in any way, change the renewal period for your contract.

CAP Fee Schedule Changes

This year CAP is happy to announce that there are no increases in fees for FY13!

CAP Consultant and Construction Manager Solicitations

Beginning July 1, 2013, Construction and Properties will schedule Agency Consultant Solicitations and Construction Manager Solicitations on a pre-scheduled quarterly basis. All Agency Requests for Solicitations will be due to CAP by the end of each quarter and lists will be sent out by the second week of the first month of the quarter (January, April, July and October). This schedule will make it possible for the Consultant or Construction Manager to submit proposals for the projects that are most applicable to their expertise and will also enable CAP to hold Best Value seminars quarterly, during the process, to educate Consultants, Construction Managers and Agency participants.

New Statewide Contracts at CAP

By the end of the second quarter of this calendar year, DCS/CAP will implement three new statewide contract offerings. The first statewide contract will be the Parking Lot/Paving Maintenance Program. This program will allow agencies to replace or repair asphalt and concrete parking systems as well as other minor paving projects. The second program is for Environmental Remediation. 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. DCS/CAP is continually searching for ways to better serve our customers and any suggestions for new programs are welcome.

PeopleSoft Term Codes for CAP

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A complete list of PeopleSoft Term Codes for use on CAP requisitions can be found on our website.

Doing Business with CAP Seminar

Construction & Properties will host the spring "Doing Business with CAP" seminar on Thursday, May 17, 2012 from 9:00 am to 11:00 am. Watch the CAP web site in April for more information.

Updates on CAP Web Site

CAP is currently preparing the Online Plan Room so that solicitations for projects under \$50,000.00 can be posted and notice can be electronically sent to vendors in the vicinity of the work site. Our goal is to be able to provide this service to Using Agencies by July 1, 2012.

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

<http://www.ok.gov/DCS/Construction & Properties>

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