



Solicitation Cover Page

1. Solicitation #: 2920000222

2. Solicitation Issue Date: 8/9/2017

3. Brief Description of Requirement:

On behalf of the Oklahoma Department of Environmental Quality (DEQ), the Office of Management and Enterprise Services Central Purchasing (OMES/CP) is requesting proposals for sampling supplies (glass bottles and vials).

All questions regarding this solicitation must be submitted in writing and are to be emailed no later than **3:00 p.m. CDT on August 16, 2017**. Questions are to be emailed to Leanna.Edmonds@omes.ok.gov. Questions received after this date will not be answered. An Amendment will be posted after this deadline listing all questions received and their answers.

NOTE: Please note that on a Request for Proposal (RFP), no pricing shall be released at the time of opening. Should a public opening be requested the only information to be released will be a list of bidders without pricing.

4. Response Due Date¹: 8/29/2017

Time: 3:00 PM CST/CDT

5. Issued By and RETURN SEALED BID TO²:

U.S. Postal Delivery Address: 5005 N Lincoln BLVD, STE 300

Oklahoma City, OK 73105

Common Carrier Delivery Address: 5005 N Lincoln BLVD, STE 300

Oklahoma City, OK 73105

Electronic Submission Address: N/A

6. Solicitation Type (type "X" at one below):

- ☐ Invitation to Bid
☒ Request for Proposal
☐ Request for Quote

7. Contracting Officer:

Name: Leanna Edmonds

Phone: 405-521-2133

Email: Leanna.Edmonds@omes.ok.gov

¹ Amendments to solicitation may change the Response Due Date (read GENERAL PROVISIONS, section 3, "Solicitation Amendments")

² If "U.S. Postal Delivery" differs from "Carrier Delivery", use "Carrier Delivery" for courier or personal deliveries



Responding Bidder Information

*"Certification for Competitive Bid and Contract" **MUST** be submitted along with the response to the Solicitation.*

1. **RE: Solicitation #** 2920000222

2. **Bidder General Information:**

FEI / SSN : _____ Supplier ID: _____

Company Name: _____

3. **Bidder Contact Information:**

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____

Contact Title: _____

Phone #: _____ Fax #: _____

Email: _____ Website: _____

4. **Oklahoma Sales Tax Permit¹:**

☐ YES – Permit #: _____

☐ NO – Exempt pursuant to Oklahoma Laws or Rules – Attach an explanation of exemption

5. **Registration with the Oklahoma Secretary of State:**

☐ YES - Filing Number: _____

☐ NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming (www.sos.ok.gov or 405-521-3911).

6. **Workers' Compensation Insurance Coverage:**

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act.

☐ YES – Include a certificate of insurance with the bid

☐ NO - Attach a signed statement that provides specific details supporting the exemption you are claiming from the Workers' Compensation Act (Note: Pursuant to Attorney General Opinion #07-8, the exemption from 85 O.S. 2011, § 311 applies only to employers who are natural persons, such as sole proprietors, and does not apply to employers who are entities created by law, including but not limited to corporations, partnerships and limited liability companies.)²

Authorized Signature

Date

Printed Name

Title

¹ For frequently asked questions concerning Oklahoma Sales Tax Permit, see <http://www.tax.ok.gov/faq/faqbussales.html>

² For frequently asked questions concerning workers' compensation insurance, see <http://www.ok.gov/oid/faqs.html#c221>



**Certification for Competitive
Bid and/or Contract
(Non-Collusion Certification)**

NOTE: A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Agency Name: Oklahoma Department of Environmental Quality Agency Number: 292

Solicitation or Purchase Order #: 2920000222

Supplier Legal Name: _____

SECTION I [74 O.S. § 85.22]:

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
 - d. to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Section 85.45j.1. of this title.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

SECTION II [74 O.S. § 85.42]:

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

☒ the competitive bid attached herewith and contract, if awarded to said supplier;

OR

☐ the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

Supplier Authorized Signature

Certified This Date

Printed Name

Title

Phone Number

Email

Fax Number

TABLE OF CONTENTS

A GENERAL PROVISIONS..... 5

B. SPECIAL PROVISIONS12

C. SOLICITATION SPECIFICATIONS.....12

D. EVALUATION14

E. INSTRUCTIONS TO BIDDER14

F. CHECKLIST15

G. OTHER15

H. PRICE AND COST15

A. GENERAL PROVISIONS

A.1. Definitions

As used herein, the following terms shall have the following meaning unless the context clearly indicates otherwise:

- A.1.1. "Acquisition" means items, products, materials, supplies, services, and equipment a state agency acquires by purchase, lease purchase, lease with option to purchase, or rental pursuant to the Oklahoma Central Purchasing Act;
- A.1.2. "Addendum" means a written restatement of or modification to a Contract Document executed by the Supplier and State.
- A.1.3. "Bid" means an offer in the form of a bid, proposal, or quote a bidder submits in response to a solicitation;
- A.1.4. "Bidder" means an individual or business entity that submits a bid in response to a solicitation;
- A.1.5. "Solicitation" means a request or invitation by the State Purchasing Director or a state agency for a supplier to submit a priced offer to sell acquisitions to the state. A solicitation may be an invitation to bid, request for proposal, or a request for quotation; and
- A.1.6. "Supplier" or "vendor" means an individual or business entity that sells or desires to sell acquisitions to state agencies.

A.2. Bid Submission

- A.2.1. Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted with a completed Responding Bidder Information, OMES-FORM-CP-076, and any other forms required by the solicitation.
- A.2.2. Bids shall be submitted to the Central Purchasing Division in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.
- A.2.3. The required certification statement, "Certification for Competitive Bid and/or Contract (Non-Collusion Certification)", OMES-FORM-CP-004, must be made out in the name of the bidder and must be properly executed by an authorized person, with full knowledge and acceptance of all its provisions.
- A.2.4. All bids shall be legible and completed in ink or with electronic printer or other similar office equipment. Any corrections to bids shall be identified and initialed in ink by the bidder. Penciled bids and penciled corrections shall NOT be accepted and will be rejected as non-responsive. In addition to a hard copy submittal, the bidder will also be required to submit an electronic copy. Electronic responses must be submitted in the identical format contained in the solicitation (for example Microsoft Word, Microsoft Excel, but not Adobe PDF). In the event the hard copy of the price worksheets and electronic copy of the price worksheets do not agree, the electronic copy will prevail.
- A.2.5. All bids submitted shall be subject to the Oklahoma Central Purchasing Act, Central Purchasing Rules, and other statutory regulations as applicable, these General Provisions, any Special Provisions, solicitation specifications, required certification statement, and all other terms and conditions listed or attached herein—all of which are made part of this solicitation.

A.3. Solicitation Amendments

- A.3.1. If an "Amendment of Solicitation", OMES-FORM-CP-011, is issued, the bidder shall acknowledge receipt of any/all amendment(s) to solicitations by signing and returning the solicitation amendment(s). Amendment acknowledgement(s) may be submitted with the bid or may be forwarded separately. If forwarded separately, amendment acknowledgement(s) must contain the solicitation number and response due date and time on the front of the envelope. The Central

Purchasing Division must receive the amendment acknowledgement(s) by the response due date and time specified for receipt of bids for the bid to be deemed responsive. Failure to acknowledge solicitation amendments may be grounds for rejection.

- A.3.2. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the solicitation. All amendments to the solicitation shall be made in writing by the Central Purchasing Division.
- A.3.3. It is the bidder's responsibility to check the OMES/Central Purchasing Division website frequently for any possible amendments that may be issued. The Central Purchasing Division is not responsible for a bidder's failure to download any amendment documents required to complete a solicitation.

A.4. Bid Change

If the bidder needs to change a bid prior to the solicitation response due date, a new bid shall be submitted to the Central Purchasing Division with the following statement "This bid supersedes the bid previously submitted" in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

A.5. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

By submitting a response to this solicitation:

- A.5.1. The prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants:
 - A.5.1.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency;
 - A.5.1.2. Have not within a three-year period preceding this proposal been convicted of or pled guilty or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - A.5.1.3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A.5.1.2. of this certification; and
 - A.5.1.4. Have not within a three-year period preceding this application/proposal had one or more public (Federal, State, or local) contracts terminated for cause or default.
- A.5.2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to its solicitation response.

A.6. Bid Opening

Sealed bids shall be opened by the Central Purchasing Division at 5005 N. Lincoln Blvd. Suite 300, Oklahoma City, Oklahoma, 73105 at the time and date specified in the solicitation as Response Due Date and Time.

A.7. Open Bid / Open Record

Pursuant to the Oklahoma Public Open Records Act, a public bid opening does not make the bid(s) immediately accessible to the public. The procurement or contracting agency shall keep the bid(s) confidential, and provide prompt and reasonable access to the records only after a contract is awarded or the solicitation is cancelled. This practice protects the integrity of the competitive bid process and prevents excessive disruption to the procurement process. The interest of achieving the best value for the State of Oklahoma outweighs the interest of vendors immediately knowing the contents of competitor's bids. [51 O.S. § 24A.5(5)]

Additionally, financial or proprietary information submitted by a bidder may be designated by the Purchasing Director as confidential and the procurement entity may reject all requests to disclose information designated as confidential pursuant to 62 O.S. (2012) § 34.11.1(H)(2) and 74 O.S. (2011) § 85.10. Bidders claiming any portion of their bid as proprietary or confidential must specifically identify what documents or portions of documents they

consider confidential and identify applicable law supporting their claim of confidentiality. The State Purchasing Director shall make the final decision as to whether the documentation or information is confidential pursuant to 74 O.S. § 85.10. Otherwise, documents and information a bidder submits as part of or in connection with a bid are public records and subject to disclosure after contract award or the solicitation is cancelled.

A.8. Late Bids

Bids received by the Central Purchasing Division after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

A.9. Legal Contract

- A.9.1. Submitted bids are rendered as a legal offer and any bid, when accepted by the Central Purchasing Division, shall constitute a contract.
- A.9.2. The Contract resulting from this solicitation may consist of the following documents in the following order of precedence:
 - A.9.2.1. Any Addendum to the Contract;
 - A.9.2.2. Purchase order, as amended by Change Order (if applicable);
 - A.9.2.3. Solicitation, as amended (if applicable); and
 - A.9.2.4. Successful bid (including required certifications), to the extent the bid does not conflict with the requirements of the solicitation or applicable law.
- A.9.3. Any contract(s) awarded pursuant to the solicitation shall be legibly written or typed.

A.10. Pricing

- A.10.1. Bids shall remain firm for a minimum of sixty (60) days from the solicitation closing date.
- A.10.2. Bidders guarantee unit prices to be correct.
- A.10.3. In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by the supplier in performance of the Contract shall be included in the total bid price/contract amount.

A.11. Manufacturers' Name and Approved Equivalents

Unless otherwise specified in the solicitation, manufacturers' names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. Bidder may offer any brand for which they are an authorized representative, and which meets or exceeds the specification for any item(s). However, if bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit sketches, descriptive literature, and/or complete specifications with their bid. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements are subject to rejection.

A.12. Clarification of Solicitation

- A.12.1. Clarification pertaining to the contents of this solicitation shall be directed in writing to the Central Purchasing Contracting Officer specified in the solicitation, and must be prior to the closing date of the solicitation.
- A.12.2. If a bidder fails to notify the State of an error, ambiguity, conflict, discrepancy, omission or other error in the SOLICITATION, known to the bidder, or that reasonably should have been known by the bidder, the bidder shall submit a bid at its own risk; and if awarded the contract, the bidder shall not be entitled to additional compensation, relief, or time, by reason of the error or its later correction. If a bidder takes exception to any requirement or specification contained in the SOLICITATION, these exceptions must be clearly and prominently stated in their response.
- A.12.3. Bidders who believe proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a written request for administrative review

to the contracting officer listed on the solicitation. This request must be made prior to the closing date of the solicitation.

A.13 Negotiations

- A.13.1. In accordance with Title 74 §85.5, the State of Oklahoma reserves the right to negotiate with one, selected, all or none of the vendors responding to this solicitation to obtain the best value for the State. Negotiations could entail discussions on products, services, pricing, contract terminology or any other issue that may mitigate the State's risks. The State shall consider all issues negotiable and not artificially constrained by internal corporate policies. Negotiation may be with one or more vendors, for any and all items in the vendor's offer.
- A.13.2. Firms that contend that they lack flexibility because of their corporate policy on a particular negotiation item shall face a significant disadvantage and may not be considered. If such negotiations are conducted, the following conditions shall apply:
- A.13.3. Negotiations may be conducted in person, in writing, or by telephone.
- A.13.4. Negotiations shall only be conducted with potentially acceptable offers. The State reserves the right to limit negotiations to those offers that received the highest rankings during the initial evaluation phase.
- A.13.5. Terms, conditions, prices, methodology, or other features of the bidders offer may be subject to negotiations and subsequent revision. As part of the negotiations, the bidder may be required to submit supporting financial, pricing, and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the offer.
- A.13.6. The requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the State determines that a change in such requirements is in the best interest of the State Of Oklahoma.

A.14. Rejection of Bid

The State reserves the right to reject any bids that do not comply with the requirements and specifications of the solicitation. A bid may be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidder's liability to the State. Other possible reasons for rejection of bids are listed in OAC 260:115-7-32.

A.15. Award of Contract

- A.15.1. The State Purchasing Director may award the Contract to more than one bidder by awarding the Contract(s) by item or groups of items, or may award the Contract on an ALL OR NONE basis, whichever is deemed by the State Purchasing Director to be in the best interest of the State of Oklahoma.
- A.15.2. Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that best value criteria is being used.
- A.15.3. In order to receive an award or payments from the State of Oklahoma, suppliers must be registered. The vendor registration process can be completed electronically through the OMES website at the following link: <https://www.ok.gov/dcs/vendors/index.php>.

A.16. Contract Modification

- A.16.1. The Contract is issued under the authority of the State Purchasing Director who signs the Contract. The Contract may be modified only through a written Addendum, signed by the State Purchasing Director and the supplier.
- A.16.2. Any change to the Contract, including but not limited to the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the Central Purchasing Division in writing, or made unilaterally by the supplier, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Addendums, shall be void and without effect, and the supplier shall not be entitled to any claim under this Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the resultant Contract.

A.17. Delivery, Inspection and Acceptance

- A.17.1. Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The supplier(s) awarded the Contract shall prepay all packaging, handling, shipping and delivery charges and firm prices quoted in the bid shall include all such charges. All products and/or services to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the State at destination. "Destination" shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for goods until accepted by the State at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the supplier until accepted by the receiving agency. The supplier(s) awarded the Contract shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.
- A.17.2. Supplier(s) awarded the Contract shall be required to deliver products and services as bid on or before the required date. Deviations, substitutions or changes in products and services shall not be made unless expressly authorized in writing by the Central Purchasing Division.

A.18. Invoicing and Payment

- A.18.1. Upon submission of an accurate and proper invoice, the invoice shall be paid in arrears after products have been delivered or services provided and in accordance with applicable law. Invoices shall contain the purchase order number, a description of the products delivered or services provided, and the dates of such delivery or provision of services.
- A.18.2. State Acquisitions are exempt from sales taxes and federal excise taxes.
- A.18.3. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.
- A.18.4. Payment terms will be net 45. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. § 34.72.
- A.18.5. Additional terms which provide discounts for earlier payment will be evaluated when making an award. Additional terms shall be no less than ten (10) days increasing in five (5) day increments up to thirty (30) days. The date from which the discount time is calculated shall be the date of a valid invoice. An invoice is considered valid if sent to the proper recipient and goods or services have been received.

A.19. Tax Exemption

State agency acquisitions are exempt from sales taxes and federal excise taxes. Bidders shall not include these taxes in price quotes.

A.20. Audit and Records Clause

- A.20.1. As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any Contract with the State, the successful bidder(s) agree any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.
- A.20.2. The successful supplier(s) awarded the Contract(s) is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the seven (7) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

A.21. Non-Appropriation Clause

The terms of any Contract resulting from the solicitation and any Purchase Order issued for multiple years under the Contract are contingent upon sufficient appropriations being made by the Legislature or other appropriate government entity. Notwithstanding any language to the contrary in the solicitation, purchase order, or any other Contract document, the procuring agency may terminate its obligations under the Contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for

multiple year agreements. The Requesting (procuring) Agency's decisions as to whether sufficient appropriations are available shall be accepted by the supplier and shall be final and binding.

A.22. Choice of Law

Any claims, disputes, or litigation relating to the solicitation, or the execution, interpretation, performance, or enforcement of the Contract shall be governed by the laws of the State of Oklahoma.

A.23. Choice of Venue

Venue for any action, claim, dispute or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

A.24. Termination for Cause

- A.24.1. The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the Central Purchasing Division. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the supplier.
- A.24.2. The State may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the State Purchasing Director determines that an administrative error occurred prior to Contract performance.
- A.24.3. If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

A.25. Termination for Convenience

- A.25.1. The State may terminate the Contract, in whole or in part, for convenience if the State Purchasing Director determines that termination is in the State's best interest. The State Purchasing Director shall terminate the Contract by delivering to the supplier a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the State Purchasing Director.
- A.25.2. If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the supplier.

A.26. Insurance

The successful supplier(s) awarded the Contract shall obtain and retain insurance, including workers' compensation, automobile insurance, medical malpractice, and general liability, as applicable, or as required by State or Federal law, prior to commencement of any work in connection with the Contract. The supplier awarded the Contract shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the Central Purchasing Division and the procuring agency with evidence of such insurance and renewals.

A.27. Employment Relationship

The Contract does not create an employment relationship. Individuals performing services required by this Contract are not employees of the State of Oklahoma or the procuring agency. The supplier's employees shall not be considered employees of the State of Oklahoma nor of the procuring agency for any purpose, and accordingly shall not be eligible for rights or benefits accruing to state employees.

A.28. Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007

By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S.

§1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and available at www.dhs.gov/E-Verify.

A.29. Compliance with Applicable Laws

The products and services supplied under the Contract shall comply with all applicable Federal, State, and local laws, and the supplier shall maintain all applicable licenses and permit requirements.

A.30. Special Provisions

Special Provisions set forth in SECTION B apply with the same force and effect as these General Provisions. However, conflicts or inconsistencies shall be resolved in favor of the Special Provisions.

B. SPECIAL PROVISIONS

B.1. Contract Period

- B.1.1.** The contract period will be from Date of Award through June 30, 2018. Contract may be renewed at the same terms and conditions for five (5) successive one-year periods. The agreement period and renewal dates shall be:
 - B.1.1.1.** Agreement Period shall be from Date of Award through June 30, 2022
 - B.1.1.2.** Initial Contract Period shall be from Date of Award through June 30, 2018
 - B.1.1.3.** First Renewal Period shall be from July 1, 2018 through June 30, 2019
 - B.1.1.4.** Second Renewal Period shall be from July 1, 2019 through June 30, 2020
 - B.1.1.5.** Third Renewal Period shall be from July 1, 2020 through June 30, 2021
 - B.1.1.6.** Fourth Renewal Period shall be from July 1, 2021 through June 30, 2022

B.2. Definitions and Standards

- B.2.1.** "CAS" means Chemical Abstracts Services – A CAS Registry Number is assigned to a substance when it enters the CAS REGISTRY database. Numbers are assigned in sequential order to unique, new substances identified by CAS scientists for inclusion in the database.
- B.2.2.** "Environmentally Preferable Goods And Services" also known as "EPGS" are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services that serve the same purpose. Environmentally preferable goods may also have one or more of the following characteristics: reduced packaging, ease of reuse, refurbishment, remanufacture, or recycling at end of life, reduction of greenhouse gas emissions and air contaminants, improved energy and water efficiency, use of alternative sources of energy and fuels, reduced waste, and practices that support reuse and recycling, use of renewable resources, reduced exposure to toxins and hazardous substances, and promote practices that support and sustain healthy communities and social structures.
- B.2.3.** "Provide" means that all coordination and materials must be included for an item and should be included in the bid cost.
- B.2.4.** "PTFE" means Polytetrafluoroethylene
- B.2.5.** Oklahoma Department of Environmental Quality (DEQ) is organized according to operational needs identified by the statutory responsibilities outlined in its empowering legislation. The organization consists of the Office of Executive Director, Administrative Services Division, and five technical divisions, each of which is responsible for the management of specific environmental program areas: <http://www.deq.state.ok.us/>
- B.2.6.** "SDS" means Safety Data Sheets
- B.2.7.** State Environmental Lab Services Division (SELSD) - responsible for providing services both inside and outside the agency. The organic and inorganic chemistry laboratories provide analytical support to the various programs within DEQ to other state agencies, and to public water supply systems of the state. The Laboratory Accreditation Unit operates an accreditation program for in-state and out-of-state environmental laboratories: <http://www.deq.state.ok.us/aqdnew/index.htm>
- B.2.8.** United States Environmental Protection Agency (EPA): <https://www.epa.gov/laws-regulations>
- B.2.9.** United States Department of Labor Occupational Safety and Health Administration (OSHA): <https://www.osha.gov/dsg/hazcom/>

B.3. Indefinite Amount / Indefinite Quantity

The resulting contract shall be an "Indefinite Quantity" contract and does not obligate DEQ to any specific amount or quantity. The quantities shown in this document are estimates only listed solely for the purpose of comparing bids, and DEQ reserves the right to increase or decrease amounts as circumstances may require.

B.4. Severability

The provisions of this contract are severable, and if any part or provision hereof shall be held void, it shall not be deemed to render any other provisions void or affect or impair the effectiveness of other parts or provisions.

B.5. Subcontracts

Supplier may not enter into any subcontracts to provide the services required by this contract without first receiving written approval from DEQ. DEQ reserves the right to not approve a subcontractor and Supplier will have to find a replacement. Any proposed agreements (e.g. licenses, maintenance agreements, etc.) that Supplier or any subcontractor(s) expects to be signed, as part of a resulting contract to this request for proposal, shall be approved or denied by DEQ and will or will not become a part of this contract.

B.6. Extension Of Services

The State may extend the term of this contract for up to ninety (90) day intervals if mutually agreed upon by both parties in writing. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed six (6) months. DEQ may exercise the option by written notice to the Supplier. The preliminary notice does not commit DEQ to an extension. All previous terms and conditions contained within the contract and any amendments shall remain in force throughout any contract period extension resulting from this clause.

B.7. Force Majeure

No damages shall be due for a failure of performance occurring due to Acts of God, war, terrorist act, riots, disaster, or strikes, any one of which make performance impossible. The agency shall have no liability for disruptions of any kind.

B.8. Unauthorized Obligation:

At no time during the performance of this contract shall the Supplier have the authority to obligate DEQ for payment of any goods or services over and above the awarded contract. If the need arises for goods or services over and above the awarded contract for this project, Supplier shall cease the project and contact the DEQ contract administrator for approval prior to proceeding.

B.9. Damages

- B.9.1.** All work performed by Supplier's personnel shall be designed to preclude damage or disfigurement.
- B.9.2.** Damage and/or loss to property of DEQ; property of DEQ staff and property of guests; and/or neighboring property, as a result of negligence or intent by Supplier, or Supplier's personnel shall be at Supplier's expense. All replacements and repair will be at the current cost, and paid by the Supplier.
- B.9.3.** DEQ shall not be held responsible for any of Supplier's property and/or Supplier's personnel's property; including major equipment which may be lost, damaged, or stolen unless such loss, damage or theft is due to the negligence or intent of DEQ's employees or agents.

B.10. Communications

- B.10.1.** All communications shall be in writing.
- B.10.2.** Acknowledgement of communication from DEQ shall be made within twenty-four (24) hours of receipt of communication.
- B.10.3.** All communication must be responded to within five (5) business days.

B.11. Shipping

- B.11.1.** All shipments must be pre-approved before sending.
- B.11.2.** The Supplier, Supplier's officers, employees, and Independent contractors will be required to do the following:
 - B.11.2.1.** Deliverable(s) shall be packaged as to not be damaged during transportation and delivery.
 - B.11.2.2.** Packaging shall be labeled as to content and all containers shall meet EPA standards.
 - B.11.2.3.** Damaged deliverable(s) shall be replaced by Supplier at no cost to the agency.
- B.11.3.** Delivery Dates | Schedule:
 - B.11.3.1.** Supplier shall contact agency contact for delivery dates.
 - B.11.3.2.** All deliveries shall be scheduled prior to delivery.
 - B.11.3.3.** All deliveries shall be delivered no later than thirty (30) days after receipt of request for specified quantities.
 - B.11.3.4.** The Supplier shall contact the DEQ representative prior to shipping. Contact information will be provided to the awarded Supplier. Items
 - B.11.3.5.** Shall be delivered to Oklahoma Department of Environmental Quality, SELS
 - B.11.3.5.1.** Delivery address: 707 N Robinson Oklahoma City, OK 73102
 - B.11.3.5.2.** Business address: 707 N Robinson Oklahoma City, OK 73102

B.12. Invoices and Payments

B.12.1. Draft Invoice

The State of Oklahoma is working to streamline the process of payment to vendors and to reduce the timeframe of payment. When submitting the bid response, please also include a "Draft Invoice"; which is a copy of an original invoice; with the item(s) and pricing. Ensure it is marked as "Draft Invoice" and denoted in bold type "THIS IS NOT A BILL". The intent is to reconcile purchase orders to invoices. Please note that if Supplier is awarded and issued a purchase order Supplier will submit a proper invoice and Supplier will provide the item(s) to the agency. Also, please be sure and put in bold letters THIS IS NOT A BILL in addition to marking it as a DRAFT INVOICE. This does not constitute an order. The Agency will set up service/delivery dates after award.

B.12.2. Invoices:

- B.12.2.1.** Supplier shall invoice DEQ monthly for the costs specified within this solicitation.
- B.12.2.2.** Supplier's Federal Employer Identification number shall appear on all invoice(s).
- B.12.2.3.** Purchase Order Number shall appear on all invoice(s).
- B.12.2.4.** All invoices must state period of service.
- B.12.2.5.** All Invoices shall be itemized
- B.12.2.6.** Invoices shall be sent to: Oklahoma Department of Environmental Quality
Attention: Accounts Payable P.O. Box 1677 Oklahoma City, Oklahoma 73101-1677
- B.12.2.7.** Failure to comply may result in late payments.

- B.12.3. FINAL PAYMENT:** Final payment under this Contract or under a termination settlement shall be made only after the satisfactory completion of work performed under this Contract and Supplier's execution and delivery to the DEQ of a release of all claims against DEQ arising under or by virtue of this Contract. Unless otherwise provided herein, by Oklahoma law, or otherwise expressly agreed to by DEQ, Supplier and OMES, final payment under this Contract or settlement upon termination of this Contract shall not constitute a waiver of the State's claims against Supplier, his sureties or his liability bonds held under this Contract.

C. SOLICITATION SPECIFICATIONS

C.1. Introduction

The Oklahoma Department of Environmental Quality is seeking bids for Indefinite Amount / Indefinite Quantity contract for Sampling Supplies to be delivered to DEQ State Environmental Laboratory located in Oklahoma City, Oklahoma.

C.2. Product Specifications

See Solicitation Request pages.

C.3. CATALOG ITEMS

DEQ may request items not listed above if needed to meet regulations and standards. These items can be requested at any time, and should be ordered at the discounted percentage rate given on the pricing sheet.

C.4. EPA Regulations

- C.4.1.** ALL CONTAINERS MUST MEET EPA STANDARDS. Standard can be found here: <https://www.epa.gov/laws-regulations/regulations>
- C.4.2.** EPGS products should be used if available. See section B.2.2

C.5. Alternate Products

- C.5.1.** All products shall meet or exceed the referenced items. If alternate make(s) or model(s) are bid the following shall be provided:
 - C.5.1.1.** Specification(s)
 - C.5.1.2.** Brochure(s)
 - C.5.1.3.** Warranty information
 - C.5.1.4.** See The Terms and Conditions in Section A. General Provisions A. 11.
 - C.5.1.5.** Failure to present the above in the bid will result in a non-responsive bid.

D. EVALUATION

D.1. Lowest and Best

Per Section A.15.2 this bid will be awarded to the lowest and best bidder. "Lowest and Best" means an acquisition based on criteria, which include, but are not limited to, the following:

- D.1.1.** The lowest total purchase price, and
- D.1.2.** The quality and reliability of the product.

E. INSTRUCTIONS TO BIDDER

E.1. Introduction

Prospective Bidders are urged to read this solicitation carefully. Failure to do so will be at the Bidder's risk. Provisions, terms, and conditions may be stated or phrased differently than in previous solicitations. Irrespective of past interpretations, practices or

customs, proposals will be evaluated and any resultant contract(s) will be administered in strict accordance with the plain meaning of the contents hereof. The Bidder is cautioned that the requirements of this solicitation can be altered only by written amendment approved by the state and that verbal communications from whatever source are of no effect. In no event shall the Bidder's failure to read and understand any term or condition in this solicitation constitute grounds for a claim after contract award.

E.2. Solicitation Submission

- E.2.1.** Bidders are to submit two (2) electronic copies of their completed response, to include scanned images of the required completed and signed forms. Electronic copy can be in Word, Excel, or PDF format; but, is to be an unprotected document provided on a CD or thumb drive. Faxed or emailed responses will not be accepted. Hard copies of the solicitation are not needed and if sent hard copies shall not be bound. This requirement overrides A.2.4 of the General Provisions.

E.3. Value-Added Services

Suppliers are encouraged to provide any value added services and their pricing with their proposal. Any value added services the Supplier wishes to propose must be submitted at the time of proposal. Although Value Added Services may or may not be utilized by the agency and may not be utilized until later renewals, they must be submitted with the original proposal.

F. CHECKLIST

F.1. Response Checklist

Listed below is a checklist of items that are to be completed and returned with the proposal. This is not an all-inclusive list and it is the Supplier's responsibility to ensure that they submit all required/requested documentation:

- F.1.1.** OMES Form CP 076 - Responding Bidder Information
- F.1.2.** OMES Form CP 004 - Certification for Competitive Bid and/or Contract
- F.1.3.** Solicitation Request
- F.1.4.** Proof of Insurance
- F.1.5.** Invoice Draft

G. OTHER

G.1. Questions

All questions regarding this solicitation must be submitted in writing and are to be emailed no later than **Wednesday, August 16, 2017 at 3:00 PM** Central Daylight Time. Questions are to be emailed to Leanna.Edmonds@omes.ok.gov. Questions received after this date will not be answered. If any questions are received, an amendment to this solicitation will be posted on our website after this deadline listing all questions received and their answers. In addition, Suppliers will be notified the amendment is on our website. Please be sure to reference the solicitation number when emailing questions.

Supplier shall not attempt to contact DEQ employees or its Board Members regarding this solicitation prior to contract award. Failure to adhere to this requirement may result in disqualification.

G.2. Attachments

- G.2.1.** Attachment A - Vendor Payee Form. The Vendor Payee form is provided for the responding Supplier that is a new, non-registered payee. OMES Vendor Management requires the information in the attached form before payments can be made to the Supplier.

H. PRICE AND COST

H.1. Pricing

- H.1.1.** Suppliers are to submit proposal amounts on the Solicitation Request page. Please provide all subtotals and the overall total on the attachment.
 - H.1.1.1.** Please note that the line number, short description, quantity, unit of measure unit cost and extended cost may not be on the same page as the detailed description, requested product information and requested pricing information.
- H.1.2.** Bids must include all shipping and Hazmat Charges.
- H.1.3.** Travel/expenses: Travel and delivery charges at the expense of the Supplier and shall be included in the proposal by the Supplier, if applicable.
- H.1.4.** The prices bid must be all-inclusive and additional Items will not be allowed to be billed separately.
- H.1.5.** The Catalog Item (C.3) pricing is to be a catalog discount for items that may be needed in the future that are not listed in Section C.2.



SOLICITATION REQUEST

☐ Request for Quote

☐ Request for Proposal

☐ Request for Bid

Dispatch via Print

Dept of Environmental Quality
OK DEPT OF ENVIRONMENTAL QUALITY
SHIPPING & RECEIVING
707 N ROBINSON
OKLAHOMA CITY OK 73102

Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	1
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	

Requisition Number Reference: From Req ID - 2920005998

Ship To: OK DEPT OF ENVIRONMENTAL QUALITY
SHIPPING & RECEIVING
707 N ROBINSON
OKLAHOMA CITY OK 73102

Bill To: OK DEPT OF ENVIRONMENTAL QUALITY
ADMINISTRATIVE SERVICES
PO BOX 1677
OKLAHOMA CITY OK 73101-1677

Supplier: NAME

Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
1	41121801 / 40ml amber borosilicate glass vials	152	CA		

40ml amber borosilicate glass vials with the following requirements:

Must be assembled with a 24-414mm Teflon/silicone .125" septum with WHITE caps

Must meet or exceed EPA 9240.0-05A protocol

Must be supplied with Certificate of Analysis for both the vessel and chemical, plus an SDS for each chemical in each box

Each box must be supplied with custody seals and vessel labels

Preservation: 25mg ascorbic acid and 200mg maleic acid powder in each vessel

Labeling: vessel: applied on each vessel a label for 25mg ascorbic acid and 200mg maleic acid with CAS number, lot number, and date preserved and EPA Method 524.3. Plus label applied on each vessel meeting OSHA HCS 2012 requirement

Labeling: box: applied on each box a label for 25mg ascorbic acid and 200mg maleic acid with CAS number, lot number, and date preserved and EPA Method 524.3. Plus label applied on each box meeting OSHA HCS 2012 requirement

Reference Item# (QEC): 3122-40MLW/MA/AA-200-25 or equal

Cases shall have the minimum of 72 bottles per case

Brand/Product/Catalog #: _____

Quantity per case: _____

Date of Award through June 30, 2018 Price per case: _____

July 1, 2018 through June 30, 2019 Price per case: _____

July 1, 2019 through June 30, 2020 Price per case: _____

July 1, 2020 through June 30, 2021 Price per case: _____

July 1, 2021 through June 30, 2022 Price per case: _____

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

2	41121801 / 8oz Boston round, narrow mouth, amber bottle	100	CA		
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This is NOT AN ORDER

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Authorized Signature



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PO BOX 1677
OKLAHOMA CITY OK 73101-1677

Supplier: NAME

Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	8oz Boston round, narrow mouth, amber bottle with the following requirements: Must be assembled with a 24mm diameter x 0.015" thick PTFE lined cap Must meet or exceed EPA 9240.0-05A protocol Must be supplied with Certificate of Analysis for both the vessel and chemical, plus an SDS for each chemical in each box Each box must be supplied with custody seals and vessel labels Preservation: 25mg ammonium chloride in each bottle Labeling: vessel: applied on each vessel a label for 25mg ammonium chloride with CAS number, lot number, date preserved and EPA Method 552.3. Plus label applied on each vessel meeting OSHA HCS 2012 requirement. Labeling: box: applied on each box a label for 25mg ammonium chloride with CAS number, lot number, date preserved and EPA Method 552.3. Plus label applied on each box meeting OSHA HCS 2012 requirement. Reference Item# (QEC): 3121-0008/ NH4CL-A-25-24 or equal Cases shall have the minimum of 24 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

3	41121801 /	1 liter Boston round amber glass bottle	75	CA	_____	_____
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PO BOX 1677
OKLAHOMA CITY OK 73101-1677

Supplier: NAME

Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
1	1 liter Boston round amber glass bottle with the following requirements: Must be assembled with a 33mm diameter x 0.015" thick PTFE lined cap Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Analysis for both the vessel and chemical, plus an SDS for each chemical in each box Each box must be supplied with custody seals and vessel labels Preservation: 80mg sodium thiosulfate in each vessel Labeling: vessel: applied on each vessel a label for 80mg sodium thiosulfate with CAS number, lot number, date preserved and EPA Method 507 & 508. Plus additional color coding to identify preservative. Labeling: box: applied on each box a label for 80mg sodium thiosulfate with CAS number, lot number, date preserved and EPA Method 507 & 508. Plus additional color coding to identify preservative. Reference Item# (QEC): 3121-003312/ SOTH-A-80-12 or equal Cases shall have the minimum of 12 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

4	41121801 /	1 liter Boston round amber glass bottle	75	CA	_____	_____
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Supplier: NAME

Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
1	1 liter Boston round amber glass bottle with the following requirements: Must be assembled with a 33mm diameter x 0.015" thick PTFE lined cap Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Analysis for both the vessel and chemical, plus an SDS for each chemical in each box Each box must be supplied with custody seals and vessel labels Preservation: 50mg sodium sulfite in each vessel Labeling: vessel: applied on each vessel a label for 50 mg sodium sulfite with CAS number, lot number, date preserved and EPA Method 525.2. Labeling: box: applied on each box a label for 50mg sodium sulfite with CAS number, lot number, date preserved and EPA Method 525.2. Reference Item# (QEC): 3121-003312/ NA2S03-A-5-12 or equal Cases shall have the minimum of 12 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

5	41121801 /	8oz/250ml Boston round amber glass bottle	40	CA	_____	_____
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OKLAHOMA CITY OK 73101-1677

Supplier: NAME

Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	8oz/250ml Boston round amber glass bottle with the following requirements: Must be assembled with a 24mm diameter x 0.015" thick PTFE lined cap Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Analysis for both the vessel and chemical, plus an SDS for each chemical in each box Each box must be supplied with custody seals and vessel labels Preservation: 12.5mg sodium sulfite in each vessel Labeling: vessel: applied on each vessel a label for 12.5mg sodium sulfite with CAS number, lot number, date preserved and EPA Method 515.4. Labeling: box: applied on each box a label for 12.5mg sodium sulfite with CAS number, lot number, date preserved and EPA Method 515.4. Reference Item# (QEC): 3121-0008/ NA2-A-12.5-24 or equal Cases shall have the minimum of 24 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

6	41121801 /	60ml amber borosilicate glass vials	15	CA	_____	_____
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Supplier: NAME

Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	60ml amber borosilicate glass vials with the following requirements: Must be assembled with a 24-414mm Teflon/silicone .125" septum, open-top polypropylene BLUE screw cap Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Analysis for both the vessel and chemical, plus an SDS for each chemical in each box Each box must be supplied with custody seals and vessel labels Preservation: 6mg sodium thiosulfate and 570mg potassium dihydrogen citrate in each vessel Labeling: vessel: applied on each vessel a label for 6mg sodium thiosulfate and 570mg potassium dihydrogen citrate with CAS number, lot number, date preserved and EPA Method 531.2. Labeling: box: applied on each box a label for 6mg sodium thiosulfate and 570mg potassium dihydrogen citrate with CAS number, lot number, date preserved and EPA Method 531.2. Reference Item# (QEC): 3122-60MLBL/ PDCST-570-6-72 or equal Cases shall have the minimum of 72 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

7	41121801 /	60ml amber borosilicate glass vials	15	CA	_____	_____
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Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	60ml amber borosilicate glass vials with the following requirements: Must be assembled with a 24-414mm Teflon/silicone .125" septum, open-top polypropylene YELLOW screw cap Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Analysis for both the vessel and chemical, plus an SDS for each chemical in each box Each box must be supplied with custody seals and vessel labels Preservation: 6mg sodium thiosulfate in each vessel Labeling: vessel: applied on each vessel a label for 6mg sodium thiosulfate with CAS number, lot number, date preserved and EPA Method 547. Plus additional color coding to identify preservative. Labeling: box: applied on each box a label for 6mg sodium thiosulfate with CAS number, lot number, date preserved and EPA Method 547. Plus additional color coding to identify preservative. Reference Item# (QEC): 3122-60MLY/SOTH-A-6-72 or equal Cases shall have the minimum of 72 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

8	41121801 /	8oz/250ml Boston round amber glass bottle	80	CA	_____	_____
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Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	8
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	
Requisition Number Reference:		From Req ID - 2920005998	

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City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	8oz/250ml Boston round amber glass bottle with the following requirements: Must be assembled with a 24 diameter x 0.015" thick PTFE lined cap Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Analysis for both the vessel and chemical, plus an SDS for each chemical in each box Each box must be supplied with custody seals and vessel labels Preservation: 20mg sodium thiosulfate in each vessel Labeling: vessel: applied on each vessel a label for 20mg sodium thiosulfate with CAS number, lot number, date preserved and EPA Method 548.1 & 515.3 Plus additional color coding to identify preservative. Labeling: box: applied on each box a label for 20mg sodium thiosulfate with CAS number, lot number, date preserved and EPA Method 548.1 & 515.3 Plus additional color coding to identify preservative. Reference Item# (QEC): 3121-0008/SOTH-A-20-24 or equal Cases shall have the minimum of 24 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

9	41121801 /	8oz/250ml Boston round amber glass bottle	10	CA	_____	_____
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Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	9
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	
Requisition Number Reference:		From Req ID - 2920005998	

Ship To: OK DEPT OF ENVIRONMENTAL QUALITY
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Address: _____

City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	8oz/250ml Boston round amber glass bottle with the following requirements: Must be assembled with a 24 diameter x 0.015" thick PTFE lined cap Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Analysis for both the vessel and chemical, plus an SDS for each chemical in each box Each box must be supplied with custody seals and vessel labels Preservation: 0.25ml of 5% solution of EDA in each vessel Labeling: vessel: applied on each vessel a label for 0.25ml of 5% solution of EDA with CAS number, lot number, and date preserved and EPA Method 300.1. Plus label applied on each vessel meeting OSHA HCS 2012 requirement. Labeling: box: applied on each box a label for 0.25ml of 5% solution of EDA with CAS number, lot number, and date preserved and EPA Method 300.1. Plus label applied on each box meeting OSHA HCS 2012 requirement. Reference Item# (QEC): 3121-0008/ EDA-5-.25-24 or equal Cases shall have the minimum of 24 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

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Lead Time: _____

Supplier Remarks:

10	41121801 /	1 liter amber leak-proof narrow mouth, Bel-Art plastic bottle	75	CA	_____	_____
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707 N ROBINSON
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Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	10
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	
Requisition Number Reference:		From Req ID - 2920005998	

Ship To: OK DEPT OF ENVIRONMENTAL QUALITY
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Address: _____

City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
1	1 liter amber leak-proof narrow mouth, Bel-Art plastic bottle with the following requirements: Must be assembled Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Analysis for both the vessel and chemical, plus an SDS for each chemical in each box Each box must be supplied with custody seals and vessel labels Preservation: 100mg sodium thiosulfate in each vessel Labeling: vessel: applied on each vessel a label for 100mg sodium thiosulfate with CAS number, lot number, date preserved and EPA Method 549.2. Plus additional color coding to identify preservative. Labeling: box: applied on each box a label for 100mg sodium thiosulfate with CAS number, lot number, date preserved and EPA Method 549.2. Plus additional color coding to identify preservative. Reference Item# (QEC): 3221-B032/ SOTH-A-100-12 or equal Cases shall have the minimum of 12 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

11	41121801 /	4ml clear borosilicate glass vial	14	CA	_____	_____
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Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	11
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	
Requisition Number Reference:		From Req ID - 2920005998	

Ship To: OK DEPT OF ENVIRONMENTAL QUALITY
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Address: _____

City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	4ml clear borosilicate glass vial with the following requirements: Must be assembled with a 13-425 thread finish with Teflon faced rubber lined caps Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Compliance for the vessel and a Certificate of Analysis for the chemical, plus an SDS for each chemical in each box Preservation: 1ml of 25% sulfuric acid (JT Baker: Instra-Analyzed Reagent Grade)solution in each vessel Labeling: vessel: applied on each vessel a label for 1ml of 25% sulfuric acid with CAS number, lot number, and date preserved and color coding to identify the type of preservative. Plus label applied on each vessel meeting OSHA HCS 2012 requirement. Plus additional color coding to identify preservative. Labeling: box: applied on each box a label for 1ml of 25% sulfuric acid with CAS number, lot number, and date preserved and color coding to identify the type of preservative. Plus label applied on each box meeting OSHA HCS 2012 requirement. Plus additional color coding to identify preservative. Reference Item# (QEC): 6112-04ML/ H2SO4-3-1-144 or equal Cases shall have the minimum of 144 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

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Lead Time: _____

Supplier Remarks:

12	41121801 /	40ml clear borosilicate glass vials	45	CA	_____	_____
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Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	12
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	

Requisition Number Reference: From Req ID - 2920005998

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Address: _____

City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	40ml clear borosilicate glass vials with the following requirements: Must be assembled with a 24-414mm Teflon/silicone .125" septum, open-top polypropylene BLUE screw cap Must meet or exceed EPA 9240.0-05A protocol Must be supplied with Certificate of Analysis for both the vessel and chemical, plus an SDS for each chemical in each box Each box must be supplied with custody seals and vessel labels Preservation: 3.0mg sodium thiosulfate in each vessel Labeling: vessel: applied on each vessel a label for 3.0mg sodium thiosulfate with CAS number, lot number, date preserved and EPA Method 504.1. Plus additional color coding to identify preservative. Labeling: box: applied on each box a label for 3.0mg sodium thiosulfate with CAS number, lot number, date preserved and EPA Method 504.1. Plus additional color coding to identify preservative. Reference Item# (QEC): 3112-40MLB/ SOTH-A-3-72 or equal Cases shall have the minimum of 12 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

13	41121801 /	1 liter clear leak-proof narrow mouth, Nalgene plastic bottle	10	CA		
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Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	13
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	
Requisition Number Reference:		From Req ID - 2920005998	

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Supplier: NAME

Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
1	1 liter clear leak-proof narrow mouth, Nalgene plastic bottle with the following requirements: Must be assembled Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Analysis for both the vessel and chemical, plus an SDS for each chemical in each box Each box must be supplied with custody seals and vessel labels Preservation: 1.5ml sodium hydroxide in each vessel Labeling: vessel: applied on each vessel a label for 1.5ml sodium hydroxide with CAS number, lot number, and date preserved and EPA Method 335.4. Plus label applied on each vessel meeting OSHA HCS 2012 requirement Labeling: box: applied on each box a label for 1.5ml sodium hydroxide with CAS number, lot number, and date preserved and EPA Method 335.4. Plus label applied on each box meeting OSHA HCS 2012 requirement Reference Item# (QEC): 3211-B032/ NAOH-10-1.5-12 or equal Cases shall have the minimum of 12 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

14	41121801 /	4ml clear borosilicate glass vials	20	CA	_____	_____
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Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	14
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	
Requisition Number Reference:		From Req ID - 2920005998	

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Address: _____

City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	4ml clear borosilicate glass vials with the following requirements: Must be assembled with a 13-425 thread finish with Teflon/silicone faced rubber lined caps Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Compliance for the vessel and a Certificate of Analysis for the chemical, plus an SDS for each chemical in each box Preservation: 2ml concentrated sulfuric acid (JT Baker: Instru-Analyzed Reagent Grade) in each vessel Labeling: vessel: applied on each vessel a label for 2ml concentrated sulfuric acid with CAS number, lot number, date preserved and color coding to identify the type of preservative. Plus label applied on each vessel meeting OSHA HCS 2012 requirement. Plus additional color coding to identify preservative. Labeling: box: applied on each box a label for 2ml concentrated sulfuric acid with CAS number, lot number, and date preserved and color coding to identify the type of preservative. Plus label applied on each box meeting OSHA HCS 2012 requirement. Plus additional color coding to identify preservative. Reference Item# (QEC): 6112-04ML/ H2SO4-C-2-144 or equal Cases shall have the minimum of 144 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

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Lead Time: _____

Supplier Remarks:

15	41121801 /	40ml amber borosilicate glass vials	40	CA		
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Supplier: NAME

Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	15
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	
Requisition Number Reference:		From Req ID - 2920005998	

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Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	40ml amber borosilicate glass vials with the following requirements: Must be assembled with a 24-414mm Teflon/silicone 0.125", open-top polypropylene RED screw cap Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Analysis for the vessel in each box Each box must be supplied with custody seals and vessel labels Preservation: None Labeling: vessel: applied on each vessel a label for lot number Labeling: box: applied on each box a label for lot number Reference Item# (QEC): 3122-40ML or equal Cases shall have the minimum of 72 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

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Lead Time: _____

Supplier Remarks:

16	41121801 /	8oz Boston round, narrow mouth, amber glass bottle	30	CA	_____	_____
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Supplier: NAME

Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	16
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	
Requisition Number Reference:		From Req ID - 2920005998	

Ship To: OK DEPT OF ENVIRONMENTAL QUALITY
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Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	8oz Boston round, narrow mouth, amber glass bottle with the following requirements: Must be assembled with a 24mm diameter x 0.015" thick PTFE lined cap Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Analysis for the vessel in each box Each box must be supplied with custody seals and vessel labels Preservation: None Labeling: vessel: applied on each vessel a label for lot number Labeling: box: applied on each box a label for lot number Reference Item# (QEC): 3121-0008 or equal Cases shall have the minimum of 24 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

17	41121801 /	4oz Boston round narrow mouth amber glass bottle	5	CA	_____	_____
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Supplier: NAME

Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	17
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	

Requisition Number Reference: From Req ID - 2920005998

Ship To: OK DEPT OF ENVIRONMENTAL QUALITY
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Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	4oz Boston round narrow mouth amber glass bottle with the following requirements: Must be assembled with a 24mm diameter x 0.015" thick PTFE lined cap Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Analysis for the vessel in each box Each box must be supplied with custody seals and vessel labels Preservation: None Labeling: vessel: applied on each vessel a label for lot number Labeling: box: applied on each box a label for lot number Reference Item# (QEC): 3121-0004 or equal Cases shall have the minimum of 24 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

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Lead Time: _____

Supplier Remarks:

18	41121801 /	60ml clear borosilicate glass vial	40	CA	_____	_____
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Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	18
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	
Requisition Number Reference:		From Req ID - 2920005998	

Ship To: OK DEPT OF ENVIRONMENTAL QUALITY
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Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	60ml clear borosilicate glass vial with the following requirements: Must be assembled with a 24-414mm Teflon/silicone 0.125" septum, open-top polypropylene RED screw cap Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Analysis for the vessel in each box Each box must be supplied with custody seals and vessel labels Preservation: None Labeling: vessel: applied on each vessel a label lot number Labeling: box: applied on each box a label for lot number Reference Item# (QEC): 3112-60ML or equal Cases shall have the minimum of 72 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

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Lead Time: _____

Supplier Remarks:

19	41121801 /	40ml clear borosilicate glass vial	30	CA		
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Supplier: NAME

Address: _____

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City: _____ ST: _____ ZIP: _____

Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	19
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	
Requisition Number Reference:		From Req ID - 2920005998	

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Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	40ml clear borosilicate glass vial with the following requirements: Must be assembled with a 24-414mm Teflon/silicone 0.125" septum, open-top polypropylene RED screw cap Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Analysis for the vessel in each box Each box must be supplied with custody seals and vessel labels Preservation: None Labeling: vessel: applied on each vessel a label for lot number Labeling: box: applied on each box a label for lot number Reference Item# (QEC): 3112-40ML or equal Cases shall have the minimum of 72 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

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Supplier Remarks:

20	41121801 /	4oz HDPE plastic wide mouth bottle	100	CA	
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Supplier: NAME

Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	20

Payment Terms	DateTime Quote Open	Closing
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM

Requisition Number Reference: From Req ID - 2920005998

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Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	4oz HDPE plastic wide mouth bottle with the following requirements: Must be assembled with 38mm leak-proof unlined cap Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Analysis for the vessel in each box Each box must be supplied with custody seals and vessel labels Preservation: None Labeling: vessel: applied on each vessel a label for lot number Labeling: box: applied on each box a label for lot number Reference Item# (QEC): 3213-B004 or equal Cases shall have the minimum of 48 bottles per cas Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

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Supplier Remarks:

21	41121801 /	16oz/500ml Boston round amber narrow mouth bottle	10	CA	
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Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	21
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	
Requisition Number Reference:		From Req ID - 2920005998	

Ship To: OK DEPT OF ENVIRONMENTAL QUALITY
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Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	16oz/500ml Boston round amber narrow mouth bottle with the following requirements: Must be assembled with a 28mm diameter x 0.015" thick PTFE lined cap Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Analysis for the vessel in each box Each box must be supplied with custody seals and vessel labels Preservation: None Labeling: vessel: applied on each vessel a label for lot number. Labeling: box: applied on each box a label for lot number. Reference Item# (QEC): 3121-0016 or equal Cases shall have the minimum of 12 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

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Supplier Remarks:

22	41121801 /	16oz/500ml HDPE leak-proof wide mouth Ultra Lab bottle	100	CA	_____	_____
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Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	22
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	
Requisition Number Reference:		From Req ID - 2920005998	

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Supplier: NAME

Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	16oz/500ml HDPE leak-proof wide mouth Ultra Lab bottle with the following requirements: Must be assembled with 53 x 400mm polypropylene cap Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Analysis for the vessel for the chemical in each box Preservation: None Labeling: vessel: applied on each vessel a label for lot number Labeling: box: applied on each box a label for lot number Reference Item# (QEC): 3213-B016 or equal Cases shall have the minimum of 24 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

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Supplier Remarks:

23	41121801 /	1 liter Boston round narrow mouth amber	12	CA		
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City: _____ ST: _____ ZIP: _____

Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	23

Payment Terms	DateTime Quote Open	Closing
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM

Requisition Number Reference: From Req ID - 2920005998

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Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
1	1 liter Boston round narrow mouth amber with the following requirements: Must be assembled with a 33mm diameter x 0.015" thick PTFE lined cap Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Analysis for the vessel in each box Preservation: None Labeling: vessel: applied on each vessel a label for lot number Labeling: box: applied on each box a label for lot number Reference Item# (QEC): 3121-0033 or equal Cases shall have the minimum of 30 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

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Supplier Remarks:

24	41121801 /	32oz straight side wide mouth clear jar	30	CA		
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Address: _____

City: _____ ST: _____ ZIP: _____

Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	24
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	
Requisition Number Reference:		From Req ID - 2920005998	

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Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	32oz straight side wide mouth clear jar with the following requirements: Must be assembled with a 89mm diameter x 0.015" thick PTFE lined cap Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Analysis for the vessel in each box Preservation: None Labeling: vessel: applied on each vessel a label for lot number Labeling: box: applied on each box a label for lot number Reference Item# (QEC): 3114-0032 or equal Cases shall have the minimum of 12 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

25	41121801 /	8oz straight sided wide mouth clear jar	60	CA	_____	_____
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Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	25

Payment Terms	DateTime Quote Open	Closing
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM

Requisition Number Reference: From Req ID - 2920005998

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Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	8oz straight sided wide mouth clear jar with the following requirements: Must be assembled with a 70mm diameter x 0.015" thick PTFE lined cap Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Analysis for the vessel in each box Preservation: None Labeling: vessel: applied on each vessel a label for lot number Labeling: box: applied on each box a label for lot number Reference Item# (QEC): 3114-0009 or equal Cases shall have the minimum of 24 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

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Lead Time: _____

Supplier Remarks:

26	41121801 /	8oz/250ml HDPE leak-proof wide mouth Ultra Lab bottle	25	CA	_____	_____
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Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	26
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	
Requisition Number Reference:		From Req ID - 2920005998	

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Address: _____

City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	8oz/250ml HDPE leak-proof wide mouth Ultra Lab bottle with the following requirements: Must be assembled with a 45 X 400mm polypropylene cap Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Analysis for the vessel in each box Preservation: None Labeling: vessel: applied on each vessel a label for lot number Labeling: box: applied on each box a label for lot number Reference Item# (QEC): 3213-B008 or equal Cases shall have the minimum of 24 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

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Supplier Remarks:

27 41121801 / 64oz plastic round bottle with handle 14 CA

64oz plastic round bottle with handle with the following requirements:

Must be assembled with lid

Must meet or exceed EPA 9240.0-05A protocol

Must be supplied with a Certificate of Compliance in each box

Preservation: None

Labeling: vessel: applied on each vessel a label for lot number

Labeling: box: applied on each box a label for lot number

Reference Item# (QEC): 621R-0064 or equal

Cases shall have the minimum of 84 bottles per case

Brand/Product/Catalog #: _____

Quantity per case: _____

Date of Award through June 30, 2018 Price per case: _____

July 1, 2018 through June 30, 2019 Price per case: _____

July 1, 2019 through June 30, 2020 Price per case: _____

July 1, 2020 through June 30, 2021 Price per case: _____

July 1, 2021 through June 30, 2022 Price per case: _____

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Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	27
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	
Requisition Number Reference: From Req ID - 2920005998			

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Address: _____

Address: _____

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Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
28	41121801 / 128oz plastic round bottle with handle	20	CA		

128oz plastic round bottle with handle with the following requirements:

Must be assembled with lid

Must meet or exceed EPA 9240.0-05A protocol

Must be supplied with a Certificate of Compliance in each box

Preservation: None

Labeling: vessel: applied on each vessel a label for lot number

Labeling: box: applied on each box a label for lot number

Reference Item# (QEC): 621R-0128 or equal

Cases shall have the minimum of 48 bottles per case

Brand/Product/Catalog #: _____

Quantity per case: _____

Date of Award through June 30, 2018 Price per case: _____

July 1, 2018 through June 30, 2019 Price per case: _____

July 1, 2019 through June 30, 2020 Price per case: _____

July 1, 2020 through June 30, 2021 Price per case: _____

July 1, 2021 through June 30, 2022 Price per case: _____

Freight Terms: FOB DEST**Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

29	41121801 / 1 liter HDPE leak-proof narrow mouth Ultra Lab bottle	600	CA		
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Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	28

Payment Terms	DateTime Quote Open	Closing
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM

Requisition Number Reference: From Req ID - 2920005998

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Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
1	1 liter HDPE leak-proof narrow mouth Ultra Lab bottle with the following requirements: Must be assembled with 38 x 400 polypropylene cap. Bottle with a molded pour lip and molded land seal with valve seal and continuous straight shoulder, modified buttress threads. Features a texture band to reduce slippage. Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Analysis for the vessel in each box Preservation: None Labeling: vessel: applied on each vessel a label for lot number Labeling: box: applied on each box a label for lot number Reference Item# (QEC): 3211-B032 or equal Cases shall have the minimum of 12 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

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Lead Time: _____

Supplier Remarks:

30	41121801 /	1 liter HDPE leak-proof wide mouth Ultra Lab bottle	416	CA		
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Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	29
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	
Requisition Number Reference:		From Req ID - 2920005998	

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Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
1	1 liter HDPE leak-proof wide mouth Ultra Lab bottle with the following requirements: Must be assembled with 53 x 400 polypropylene cap. Bottle with a molded pour lip and molded land seal with valve seal and continuous straight shoulder, modified buttress threads. Features a texture band to reduce slippage. Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Analysis for the vessel in each box Preservation: None Labeling: vessel: applied on each vessel a label for lot number Labeling: box: applied on each box a label for lot number Reference Item# (QEC): 3213-B032 or equal Cases shall have the minimum of 12 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

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Supplier Remarks:

31	41121801 /	4ml clear borosilicate glass vial	10	CA	
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Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	30
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	

Requisition Number Reference: From Req ID - 2920005998

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Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
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4ml clear borosilicate glass vial with the following requirements:
Must be assembled with a 13-425 thread finish with Teflon faced rubber lined caps
Must meet or exceed EPA 9240.0-05A protocol
Must be supplied with a Certificate of Compliance for the vessel in each box
Preservation: None
Labeling: vessel: applied on each vessel a label for lot number
Labeling: box: applied on each box a label for lot number
Reference Item# (QEC): 6112-04ML or equal
Cases shall have the minimum of 144 bottles per case
Brand/Product/Catalog #: _____
Quantity per case: _____
Date of Award through June 30, 2018 Price per case: _____
July 1, 2018 through June 30, 2019 Price per case: _____
July 1, 2019 through June 30, 2020 Price per case: _____
July 1, 2020 through June 30, 2021 Price per case: _____
July 1, 2021 through June 30, 2022 Price per case: _____

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

32 41121801 / 10 liter/ 320oz LDPE 10 CA
Cubitainer with narrow mouth

10 liter/ 320oz LDPE Cubitainer with narrow mouth with the following requirements:
Must be assembled with 38 x 400 polypropylene cap lined with a polyethylene foam liner
Preservation: None
Labeling: vessel: applied on each vessel a label for lot number
Labeling: box: applied on each box a label for lot number
Reference Item# (QEC): 5211-0320 or equal
Cases shall have the minimum of 36 bottles per case
Brand/Product/Catalog #: _____
Quantity per case: _____
Date of Award through June 30, 2018 Price per case: _____
July 1, 2018 through June 30, 2019 Price per case: _____
July 1, 2019 through June 30, 2020 Price per case: _____
July 1, 2020 through June 30, 2021 Price per case: _____
July 1, 2021 through June 30, 2022 Price per case: _____

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature



SOLICITATION REQUEST

☐ Request for Quote

☐ Request for Proposal

☐ Request for Bid

Dispatch via Print

Dept of Environmental Quality
OK DEPT OF ENVIRONMENTAL QUALITY
SHIPPING & RECEIVING
707 N ROBINSON
OKLAHOMA CITY OK 73102

Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	31
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	
Requisition Number Reference:		From Req ID - 2920005998	

Ship To: OK DEPT OF ENVIRONMENTAL QUALITY
SHIPPING & RECEIVING
707 N ROBINSON
OKLAHOMA CITY OK 73102

Bill To: OK DEPT OF ENVIRONMENTAL QUALITY
ADMINISTRATIVE SERVICES
PO BOX 1677
OKLAHOMA CITY OK 73101-1677

Supplier: NAME

Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
33	41121801 / 2 Liter, HDPE, wide-mouth, leak proof bottle	5	CA		

2 Liter, HDPE, wide-mouth, leak proof with the following requirements:
Must be assembled
Diameter 120-125mm preferred, cannot exceed 130mm
Must meet or exceed EPA 9240.0-05A protocol
Must be supplied with a Certificate of Analysis for the vessel in each box
Preservation: None
Labeling: vessel: applied on each vessel a label for lot number
Labeling: box: applied on each box a label for lot number
Reference Item # (QEC): 5213-D064 or equal
Cases shall have the minimum of 28 bottles per case
Brand/Product/Catalog #: _____
Quantity per case: _____
Date of Award through June 30, 2018 Price per case: _____
July 1, 2018 through June 30, 2019 Price per case: _____
July 1, 2019 through June 30, 2020 Price per case: _____
July 1, 2020 through June 30, 2021 Price per case: _____
July 1, 2021 through June 30, 2022 Price per case: _____

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

34	41121801 / 1 Liter amber plastic bottles, HDPE, narrow-mouth, leak proof bottles	340	CA		
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This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature



SOLICITATION REQUEST

☐ Request for Quote☐ Request for Proposal☐ Request for Bid**Dispatch via Print**

Dept of Environmental Quality
 OK DEPT OF ENVIRONMENTAL QUALITY
 SHIPPING & RECEIVING
 707 N ROBINSON
 OKLAHOMA CITY OK 73102

Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	32
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	
Requisition Number Reference:		From Req ID - 2920005998	

Ship To: OK DEPT OF ENVIRONMENTAL QUALITY
 SHIPPING & RECEIVING
 707 N ROBINSON
 OKLAHOMA CITY OK 73102

Bill To: OK DEPT OF ENVIRONMENTAL QUALITY
 ADMINISTRATIVE SERVICES
 PO BOX 1677
 OKLAHOMA CITY OK 73101-1677

Supplier: NAME

Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
1	Liter amber plastic bottles HDPE, narrow-mouth, leak proof with the following requirements: Must be assembled Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Compliance for the vessel in each box Preservation: None Labeling: vessel: applied on each vessel a label for lot number Labeling: box: applied on each box a label for lot number Reference Item # (QEC): 2221-B032 or equal Cases shall have the minimum of 12 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST**Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

35	41121801 /	500 milliliter amber plastic bottles, HDPE, narrow-mouth, leak proof bottles	45	CA	_____	_____
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This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature



SOLICITATION REQUEST

☐ Request for Quote

☐ Request for Proposal

☐ Request for Bid

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Dept of Environmental Quality
OK DEPT OF ENVIRONMENTAL QUALITY
SHIPPING & RECEIVING
707 N ROBINSON
OKLAHOMA CITY OK 73102

Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	33
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	
Requisition Number Reference:		From Req ID - 2920005998	

Ship To: OK DEPT OF ENVIRONMENTAL QUALITY
SHIPPING & RECEIVING
707 N ROBINSON
OKLAHOMA CITY OK 73102

Bill To: OK DEPT OF ENVIRONMENTAL QUALITY
ADMINISTRATIVE SERVICES
PO BOX 1677
OKLAHOMA CITY OK 73101-1677

Supplier: NAME

Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	500 milliliter amber plastic bottles HDPE, narrow-mouth, leak proof with the following requirements:				
	Must be assembled				
	Must meet or exceed EPA 9240.0-05A protocol				
	Must be supplied with a Certificate of Compliance for the vessel in each box				
	Preservation: None				
	Labeling: vessel: applied on each vessel a label for lot number				
	Labeling: box: applied on each box a label for lot number				
	Reference Item # (QEC): 2221-B016 or equal				
	Cases shall have the minimum of 24 bottles per case				
	Brand/Product/Catalog #: _____				
	Quantity per case: _____				
	Date of Award through June 30, 2018 Price per case: _____				
	July 1, 2018 through June 30, 2019 Price per case: _____				
	July 1, 2019 through June 30, 2020 Price per case: _____				
	July 1, 2020 through June 30, 2021 Price per case: _____				
	July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

36	41121801 /	8oz Boston Round Narrow Mouth amber bottles	30	CA	_____	_____
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This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature



SOLICITATION REQUEST

☐ Request for Quote

☐ Request for Proposal

☐ Request for Bid

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2920000222	03/03/2017	Leanna Edmonds (090)	34
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	

Requisition Number Reference: From Req ID - 2920005998

Ship To: OK DEPT OF ENVIRONMENTAL QUALITY
SHIPPING & RECEIVING
707 N ROBINSON
OKLAHOMA CITY OK 73102

Bill To: OK DEPT OF ENVIRONMENTAL QUALITY
ADMINISTRATIVE SERVICES
PO BOX 1677
OKLAHOMA CITY OK 73101-1677

Supplier: NAME

Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	8oz Boston Round Narrow Mouth with the following requirements: Must meet or exceed EPA 9240.0-05A protocol Must be supplied with a Certificate of Analysis for the vessel in each box and a COA for the chemical, plus an SDS for each chemical in each box Preservation: 0.25mL of concentrated sulfuric acid (JT Baker: Instra-Analyzed Reagent Grade) in each vessel Each box must be supplied with custody seals and vessel labels Labeling: vessel: applied on each vessel a label for 0.25mL conc. Sulfuric acid with CAS number, lot number, and date preserved, and color coded label to indicate type of preservative, and Total Organic Carbon (or TOC). Plus label applied on each vessel meeting OSHA HCS 2012 requirement. Plus additional color coding to identify preservative. Labeling: box: applied on each box a label for 0.25mL conc. Sulfuric acid with CAS number, lot number, and date preserved, and Total Organic Carbon (or TOC). Plus additional color coding to identify preservative. Must be supplied with Certificate of Analysis for the both the vessel and the chemical, plus an SDS for the chemical in each box. Plus label applied on each box meeting OSHA HCS 2012 requirement. Labeling: vessel: applied on each vessel a label for lot number Labeling: box: applied on each box a label for lot number Reference Item # (QEC): 3121-0008 /H2SO4-C-.25-24 or equal Cases shall have the minimum of 24 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

37	41121801 /	40mL amber borosilicate glass vials	3	CA		
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This is NOT AN ORDER

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SOLICITATION REQUEST

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Request Quote ID.	Date	Buyer	Page
2920000222	03/03/2017	Leanna Edmonds (090)	35
Payment Terms	DateTime Quote Open	Closing	
0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	
Requisition Number Reference:		From Req ID - 2920005998	

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707 N ROBINSON
OKLAHOMA CITY OK 73102

Bill To: OK DEPT OF ENVIRONMENTAL QUALITY
ADMINISTRATIVE SERVICES
PO BOX 1677
OKLAHOMA CITY OK 73101-1677

Supplier: NAME

Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	40mL amber borosilicate glass vials with the following requirements: Must be assembled with a 24-414mm Teflon/Silicone .125" septum with BLUE caps Must meet or exceed EPA 9240.0-05A protocol Must be assembled with PTFE lined cap Each box must be supplied with custody seals and vessel labels Preservation: 5.0mg ascorbic acid in each vessel Labeling: vessel: applied on each vessel a label for 5.0mg ascorbic acid with CAS number, lot number, date preserved and Anatoxin/Saxitoxin. Labeling: box: applied on each box a label for 5.0mg ascorbic acid with CAS number, lot number, date preserved and Anatoxin/Saxitoxin. Must be supplied with Certificate of Compliance for the both the vessel and the chemical, plus an SDS for the chemical in each box. Plus label applied on each box meeting OSHA HCS 2012 requirement. Reference Item # (QEC) 2122-40ML/ CPAA-A-5-72 or equal Cases shall have the minimum of 72 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

38	41121801 /	4oz amber glass wide-mouth bottles	7	CA	_____	_____
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This is NOT AN ORDER

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Authorized Signature



SOLICITATION REQUEST

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0 Days	08/08/2017 08:31 AM	08/29/2017 03:00 PM	

Requisition Number Reference: From Req ID - 2920005998

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OKLAHOMA CITY OK 73102

Bill To: OK DEPT OF ENVIRONMENTAL QUALITY
ADMINISTRATIVE SERVICES
PO BOX 1677
OKLAHOMA CITY OK 73101-1677

Supplier: NAME

Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	4oz amber glass wide-mouth bottle with the following requirements: Must be assembled with a 24 diameter x 0.015" PTFE lined cap Must meet or exceed EPA 9240.0-05A protocol Each box must be supplied with a Certificate of Compliance for both the vessel and chemical, plus an SDS for each chemical in each box Must be assembled with PTFE lined cap Each box must be supplied with custody seals and vessel labels Preservation: 25mg sodium thiosulfate in each vessel Labeling: vessel: applied on each vessel a label for 25mg sodium thiosulfate with CAS number, lot number, date preserved and Microcystins/Cylindrospermopsin. Labeling: box: applied on each box a label for 25mg sodium thiosulfate with CAS number, lot number, date preserved and Microcystins/Cylindrospermopsin. Reference Item # (QEC): 2122-0004/ SOTH-A-24-24 or equal Cases shall have the minimum of 24 bottles per case Brand/Product/Catalog #: _____ Quantity per case: _____ Date of Award through June 30, 2018 Price per case: _____ July 1, 2018 through June 30, 2019 Price per case: _____ July 1, 2019 through June 30, 2020 Price per case: _____ July 1, 2020 through June 30, 2021 Price per case: _____ July 1, 2021 through June 30, 2022 Price per case: _____				

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

COMMENTS:

CATALOG DISCOUNT (Section C.3.)

Date of Award through June 30, 2018 _____% off catalog price

July 1, 2018 through June 30, 2019 _____% off catalog price

July 1, 2019 through June 30, 2020 _____% off catalog price

July 1, 2020 through June 30, 2021 _____% off catalog price

July 1, 2021 through June 30, 2022 _____% off catalog price

EARLY PAY DISCOUNT (Section A.18.3)

Pay Term: Net 10, Discount offered/terms _____

Pay Term: Net 15, Discount offered/terms _____

Pay Term: Net 20, Discount offered/terms _____

Pay Term: Net 25, Discount offered/terms _____

Pay Term: Net 30, Discount offered/terms _____

This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature



VENDOR/PAYEE FORM

Agency: OMES Vendor Management requires the following information for all new non-registered vendors (payees) before payments may be processed. Information is used to establish the payee in the State's PeopleSoft vendor file for payment and procurement activities.

DO NOT use this form for:

- **Garnishment Payees:** Use [OMES Form GarnVendor](#)
- **State Employees:** Use [OMES FORM Employee Vendor Request](#)
- **Vendors pending contract award** to a solicitation released by the division of Central Purchasing or another Oklahoma state agency MUST first register online with the state unless exempt per statute. For additional information, please refer to [Central Purchasing Vendor Registration](#).

AGENCY SECTION (To be completed by state agency representative):

State agency should email completed and signed form to vendor.form@omes.ok.gov or fax to 405-522-3663.

VENDOR/PAYEE SECTION (To be completed by vendor/payee)

Agency Name		Contact Name	
Phone #	Fax #	Email	
Agency Request To – Please select all applicable request types			
<input type="checkbox"/> Add New Vendor	<input type="checkbox"/> Update Existing Vendor	PeopleSoft 10-digit Vendor ID _____	
<input type="checkbox"/> Add New Address	<input type="checkbox"/> Change Address/Location	PeopleSoft Address # _____	PeopleSoft Location # _____
<input type="checkbox"/> Change Vendor Tax ID	<input type="checkbox"/> Change Vendor Name	<input type="checkbox"/> Add Alternate Payee Name	PeopleSoft Location # _____
<input type="checkbox"/> Other	Explain _____		
Vendor 1099 Reportable Status	Attention Paying Agency: Please check the Add box on the left if payments to this vendor/payee are represented by Account Codes listed on page 3 of this form. If the vendor is incorrectly showing as 1099 Reportable, check the Remove box. The PeopleSoft system requires specific details regarding the type of transaction. Please check the box that applies to this vendor:		
<input type="checkbox"/> Add:	<input type="checkbox"/> 1 - Rents	<input type="checkbox"/> 2 - Royalties	<input type="checkbox"/> 3 – Other Income
<input type="checkbox"/> Remove:	<input type="checkbox"/> 6 - Medical & Health Care	<input type="checkbox"/> 7 - Non-Employee Compensation	<input type="checkbox"/> 10 - Crop Insurance Proceeds
	<input type="checkbox"/> 14 - Gross Proceeds to an Attorney		

Please print legibly or type this information. Form must be completed and signed by authorized individual. Email or fax to requesting state agency.

Payee Information: Please provide the requested information for the payee receiving funds from the Oklahoma state agency. All information should match U.S. Internal Revenue Service filing records for the business, individual or government entity receiving payment.			
Name	Contact Name		
Payee Legal Name for Business, Individual or Government Entity as filed with IRS		Contact Title	
DBA Name	Phone #		
Doing Business As "DBA", or Disregarded Entity Name if different than Legal Name		Fax #	
Tax Identification Number (TIN) and Type:		<input type="checkbox"/> Federal Employer ID (FEIN) <input type="checkbox"/> Social Security Number (SSN)	
Business Address -- Please provide primary business address as filed with the U.S. Internal Revenue Service			
Address	City		
State	Zip+4	Remittance Email	
Optional Addresses – Please select address type as applicable			
Type:	<input type="checkbox"/> Remitting	<input type="checkbox"/> Ordering	<input type="checkbox"/> Pricing <input type="checkbox"/> Returning <input type="checkbox"/> Mailing <input type="checkbox"/> Other:
Address	City		
State	Zip+4	Remittance Email	
Financial Registration: Please provide contact information for the Authorized Individual who can provide financial information used for ACH Electronic Funds Transfer payment processes. An email will be sent providing instructions for accessing the State of Oklahoma online registration system.			
Name	Title	Email	

W-9 SUPPLEMENTAL INFORMATION – ALL VENDORS OR PAYEES

The information below is requested under U.S. Tax Laws. Failure to provide this information may prevent you from being able to do business with the state, or may result in the state having to deduct backup withholding amounts from future payments.

U.S. Taxpayer Identification Number (TIN)

Federal Employer Identification Number (FEIN) _____ If none, but applied for, date applied _____

U.S. Social Security Number (SSN) _____ If none, but applied for, date applied _____

Entity Filing Classification:

☐ Domestic (U.S.) Sole Proprietor or Individual ☐ Domestic (U.S.) Partnership ☐ Domestic (U.S.) Corporation Type: _____

☐ Limited Liability Company Type: _____ Disregarded Entity: ☐ YES ☐ NO

☐ Domestic (U.S.) Other Explain: _____

☐ Foreign (Non-U.S.) Sole Proprietor* ☐ Foreign (Non-U.S.) Partnership* ☐ Foreign (Non-U.S.) Corporation* Type: _____

☐ Foreign (Non-U.S.) Other* Explain: _____

FOREIGN VENDOR INSTRUCTIONS:

* ADDITIONAL DOCUMENTATION IS REQUIRED.

Please submit the proper U.S. Internal Revenue Service (IRS) Form W-8, Certificate of Foreign Status. Select form below matching the payee's entity or individual description. Please refer to IRS for additional instructions (<http://www.irs.gov/pub/irs-pdf/iw8.pdf>).

- **Form W-8BEN:** Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals). <http://www.irs.gov/pub/irs-pdf/iw8ben.pdf>
- **Form W-8BEN-E:** Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities). <http://www.irs.gov/pub/irs-pdf/iw8bene.pdf>
- **Form W-8ECI:** Certificate of Foreign Person's Claim That Income is Effectively Connected With the Conduct of a Trade or Business in the United States. <http://www.irs.gov/pub/irs-pdf/iw8eci.pdf>
- **Form W-8EXP:** Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding and Reporting. <http://www.irs.gov/pub/irs-pdf/iw8exp.pdf>
- **Form W-8IMY:** Certificate of Foreign Intermediary, Foreign Flow-Through Entity, or Certain U.S. Branches for United States Tax Withholding and Reporting. <http://www.irs.gov/pub/irs-pdf/iw8imy.pdf>

This may exempt you from backup withholding. Form W-8 does not exempt you from the 30% (or lower percentage by treaty) non-resident withholding taxes. To claim this exemption, you must file IRS Form 8233 with us. For more information, refer to IRS Publication 519.

SIGNATURE - AND SUBSTITUTE IRS FORM W-9 CERTIFICATION

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement account (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

Signature of Vendor Representative or Individual Payee

Date

Title of individual signing form for company

Vendor/Payee (Must be the same as Payee Name from page 1)

Account Codes for 1099 Reporting - By Category (TO BE COMPLETED BY AGENCY REPRESENTATIVE)

<input type="checkbox"/> 1 - RENTS 532110 Rent of Office Space 532120 Rent of Land 532130 Rent of Other Building Space 532140 Rent of Equipment and Machinery 532150 Rent of Telecommunications Equip 532160 Rent of Electronic Data Processing Equipment 532170 Rent of Electronic Data Processing Software 532190 Other Rents	<input type="checkbox"/> 1- RENTS (continued) 532141 Rent of Motor Vehicles 532142 Lease of Motor Vehicles <input type="checkbox"/> 2 – ROYALTIES 553170 Royalties	<input type="checkbox"/> 3 – OTHER INCOME 552120 Incentive Awards – Monetary & Material 552160 Incentive Payments – Oklahoma Horse Breeders & Owners 552170 Incentive Payments – Oklahoma Film Enhancement Rebate 553165 Current/Former Employee Reportable Court Ordered or Legal Settlements 553220 Other IRS Reportable Income		
<table border="0"> <tr> <td data-bbox="66 401 779 825"> <input type="checkbox"/> 6 - MEDICAL & HEALTH CARE PAYMENTS 515530 Veterinary Services 515700 Offices of Physicians (except Mental Health Specialists) 515710 Offices of Physicians, Mental Health Specialists 515720 Offices of Dentists 515730 Offices of Chiropractors 515740 Offices of Optometrists 515750 Offices of Mental Health Practitioners (except Physicians) 515760 Offices of Physical, Occupational & Speech Therapists, & Audiologists 515770 Offices of Podiatrists 515780 Offices of all other Miscellaneous Health Practitioners 515790 Family Planning Centers 515800 Outpatient Mental Health & Substance Abuse Centers 515810 Other Outpatient Care Centers 515820 Medical and Diagnostic Laboratories </td> <td data-bbox="779 401 1557 825"> 515830 Home Health Care Services 515840 Ambulance Services 515850 All other Ambulatory Health Care Services 515860 General Medical & Surgical Hospitals 515870 Psychiatric & Substance Abuse Hospitals 515880 Specialty Hospitals (except Psychiatric & Substance Abuse) 515890 Nursing Care Facilities 515900 Residential Services for People with Developmental Disabilities 515910 Residential Mental Health & Substance Abuse Facilities 515920 Community Care Facilities for the Elderly 515930 Other Residential Care Facilities 537210 Laboratory Services & Supplies 551230 Medical Services to Indigents (from agencies other than DHS) 551240 Hospital Services to Indigents (from agencies other than DHS) 551250 Other Health Services to Indigents (from agencies other than DHS) </td> </tr> </table>			<input type="checkbox"/> 6 - MEDICAL & HEALTH CARE PAYMENTS 515530 Veterinary Services 515700 Offices of Physicians (except Mental Health Specialists) 515710 Offices of Physicians, Mental Health Specialists 515720 Offices of Dentists 515730 Offices of Chiropractors 515740 Offices of Optometrists 515750 Offices of Mental Health Practitioners (except Physicians) 515760 Offices of Physical, Occupational & Speech Therapists, & Audiologists 515770 Offices of Podiatrists 515780 Offices of all other Miscellaneous Health Practitioners 515790 Family Planning Centers 515800 Outpatient Mental Health & Substance Abuse Centers 515810 Other Outpatient Care Centers 515820 Medical and Diagnostic Laboratories	515830 Home Health Care Services 515840 Ambulance Services 515850 All other Ambulatory Health Care Services 515860 General Medical & Surgical Hospitals 515870 Psychiatric & Substance Abuse Hospitals 515880 Specialty Hospitals (except Psychiatric & Substance Abuse) 515890 Nursing Care Facilities 515900 Residential Services for People with Developmental Disabilities 515910 Residential Mental Health & Substance Abuse Facilities 515920 Community Care Facilities for the Elderly 515930 Other Residential Care Facilities 537210 Laboratory Services & Supplies 551230 Medical Services to Indigents (from agencies other than DHS) 551240 Hospital Services to Indigents (from agencies other than DHS) 551250 Other Health Services to Indigents (from agencies other than DHS)
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