



Solicitation Cover Page

1. Solicitation #: REBID 740000033

2. Solicitation Issue Date: April 9, 2018

3. Brief Description of Requirement:

The Office of Management and Enterprise Services on behalf of the Oklahoma State Treasurer Department is issuing this solicitation for the printing of Miscellaneous, Child Support, Payroll, CMIA and Unclaimed Property Warrants onto Check Stock.

Solicitation Notice: 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.

All questions regarding this solicitation must be submitted in writing and are to be emailed no later than **April 16, 2018 at 3:00 p.m. Central Standard Time**. Questions are to be emailed to Shanica.Burdex@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.

4. Response Due Date¹: April 26, 2018

Time: 3:00 PM CST/CDT

5. Issued By and **RETURN SEALED BID TO**²:

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: Shanica S. Burdex
Phone: (405) 522-8404
Email: Shanica.Burdex@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 #** REBID 7400000033

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 with the bid a certificate of insurance.

NO – Exempt from the Workers' Compensation Act pursuant to 85A O.S. § 2(18)(b)(1-11) – Attach a written, signed, and dated statement on letterhead stating the reason for the exempt status.²

¹ For frequently asked questions concerning Oklahoma Sales Tax Permit, see <https://www.ok.gov/tax/Businesses/index.html>

² For frequently asked questions concerning workers' compensation insurance, see <https://www.ok.gov/wcc/Insurance/index.html>

7. Disabled Veteran Business Enterprise Act

- YES – I am a service-disabled veteran business as defined in 74 O.S. §85.44E. Include with the bid response 1) certification of service-disabled veteran status as verified by the appropriate federal agency, and 2) verification of not less than 51% ownership by one or more service-disabled veterans, and 3) verification of the control of the management and daily business operations by one or more service-disabled veterans.
- NO – Do not meet the criteria as a service-disabled veteran business.

Authorized Signature _____ Date _____

Printed Name _____ Title _____



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 State Treasurer Office Agency Number: 740

Solicitation or Purchase Order #: REBID 7400000033

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

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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.

SPECIAL PROVISIONS

B.1. Contract Period

The contract period is date of award - December 31, 2018 with the option to renew for four (4) additional one (1) year periods at the same terms and conditions.

- B.1.1. 1st option to renew: January 1, 2019 through December 31, 2019
- B.1.2. 2nd option to renew: January 1, 2020 through December 31, 2020
- B.1.3. 3rd option to renew: January 1, 2021 through December 31, 2021
- B.1.4. 4th option to renew: January 1, 2022 through December 31, 2022

B.2. Indefinite Quantity Contract

This contract is for an indefinite quantity and the State may, or may not; buy the quantity mentioned in this contract. Vendor must clear all shipments with agency prior to shipping any portion of this contract.

B.3. Extension of Contract

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.

C. SOLICITATION SPECIFICATIONS

C.1. Statement of Work

The State Treasurer's Department is issuing this solicitation for the printing of Miscellaneous, Child Support, Payroll, CMIA and Unclaimed Property Warrants onto Check Stock.

C.2. Specifications for Miscellaneous, Child Support, Payroll and CMIA Warrants Check Stock

C.2.1. Grade

- C.2.1.1. The Check Stock for Miscellaneous, Payroll, Child Support and CMIA Warrants shall be of good quality MICR Bond No.1 or No.4 Safety Stock, Long Grain.
- C.2.1.2. The Check Stock for Miscellaneous, Payroll, Child Support and CMIA Warrants should have no rag content.

C.2.2. Basic Weight

The Check Stock for Miscellaneous, Payroll, Child Support and CMIA Warrants shall be twenty-eight (28)-pound paper.

C.2.3. Thickness

The Check Stock for Miscellaneous, Payroll, Child Support and CMIA Warrants shall be a thickness of between 0.0069 and 0.0071 inches.

C.2.4. Reflectance

The Check Stock for Miscellaneous, Payroll, Child Support and CMIA Warrants shall have a 60% minimum of reflectance.

C.2.5. Size

- C.2.5.1. The Check Stock for Miscellaneous, Payroll and Child Support and CMIA warrants shall be 8.50 inches in width, and 14.00 inches in length.
- C.2.5.2. All sheets must be clean cut, square, and to size within 1/32" inches.
- C.2.5.3. Ragged edges, bent corners or excessive curl will not be acceptable.
- C.2.5.4. Trimless paper will not be acceptable.

C.2.6. Moisture

The Check Stock for Miscellaneous, Payroll and Child Support and CMIA Warrants shall have a moisture content between 4% and 6%.

C.2.7. Curl:

The Check Stock for Miscellaneous, Payroll, Child Support and CMIA Warrants shall not have excessive curl, which can be checked by exposing a three (3) inch square of paper to a heat lamp approximately six (6) inches away. The curl must be less than ½" inch. Any curl will show up immediately.

C.2.8. Cleanliness

The Check Stock for Miscellaneous, Payroll, Child Support and CMIA Warrants shall be of clean paper stock free of dust and foreign particles.

C.2.9. Perforations

- C.2.9.1. The check stock for Child Support Warrants shall require a perforation separating the warrant from the pay stub at the bottom of the MICR line and at the top of the pay stub. The warrant is positioned at the top of the sheet and pay stub is under the warrant. There are a total of two (2) perforations per sheet.
- C.2.9.2. The check stock for Miscellaneous Warrants shall require a perforation separating the warrant from the pay stub. The pay stub is positioned at the top of the warrant and the warrant is under the pay stub. There are a total of two (2) perforations per sheet.

C.2.10. Preprinting

- C.2.10.1. The Check Stock for Miscellaneous, Payroll, Child Support and CMIA Warrants shall be of completely dry inks.
- C.2.10.2. Inks must be completely dry before the paper is delivered.

- C.2.10.3. Inks must be heat resistant type, oxidizing and quick setting.
- C.2.10.4. No amount of contamination to the printer because of ink offsetting is tolerable. Such contamination will

C.2.11. result in print image deterioration and premature printer failure. Stiffness

- C.2.11.1. The Check Stock for Miscellaneous, Payroll, Child Support and CMIA Warrants shall have a Tover V-5 Stiffness rating of M.D. 2.5 minimal, and C.D. of 1.1 minimal.
- C.2.11.2. The Check Stock for Miscellaneous, Payroll, Child Support and CMIA Warrants shall pass a Gurley Stiffness test having a M.D. 200 minimal, C.D. 88 minimal.

C.2.12. Porosity The Check Stock for Miscellaneous, Payroll, Child Support and CMIA Warrants shall have a Gurley porosity rating of twelve (12) seconds minimum.

C.2.13. Burst The Check Stock for Miscellaneous, Payroll, Child Support and CMIA Warrants shall have a Mullen burst rating of 20-24 psi.

C.2.14. Smoothness The Check Stock for Miscellaneous, Payroll, Child Support and CMIA Warrants shall have a Sheffield smoothness rating of fifty (50) to one hundred (100).

C.2.15. Packaging

- C.2.15.1. The Check Stock for Miscellaneous, Payroll, Child Support and CMIA Warrants shall be sealed in moisture proof wrappers, paper wrapped or polywrapped.
- C.2.15.2. Polywrapped Check Stock must be packaged with a chipboard to prevent warping during storage. The Check Stock for Miscellaneous, Payroll, Child Support and CMIA Warrants shall be packed four-hundred (400) sheets per ream, 5 reams per box for each warrant.
- C.2.15.3. The Check Stock for Miscellaneous, Payroll, Child Support and CMIA Warrants shall be delivered to:
ATTN: OSF Data Center location
3115 N. Lincoln Blvd.,
Oklahoma City, OK 73105

C.2.16. Quantity

The user agency anticipates it will be ordering the following quantities based on the estimated yearly usage from 2016 listed below:

<u>Type of Warrant</u>	<u>Number of Cases</u>	<u>Number of Sheets/Warrants</u>
Miscellaneous	37	73,013 sheets/ 146,026 warrants (2/sheet)
Child Support	16	31,687 sheets/ 63,373 warrants (2/sheet)
Payroll	3	6,480 sheets/ 25,920 warrants (4/sheet)
CMIA	11	22,120 sheets/ 88,480 warrants (4/sheet)

C.2.17. Appearance All four (4) types of check stock listed below will consist of warrants measuring 7.5" inches in width and 3.5" inches in height which includes area for MICR line printing. This size warrant will be printed on 8 1/2" x 14" paper, with a trimmable strip 1" wide on the left side running vertically, except for the Miscellaneous Warrants.

C.3. Check Stock for Miscellaneous

- C.3.1.** The Check Stock for Miscellaneous Warrants shall be two (2) warrants per page. (2-Up)
- C.3.2.** Miscellaneous Check Stock will be white on back with grey or black printed Endorsement lines that fall under Federal Reserve Specifications.
- C.3.3.** Miscellaneous Check Stock will be preprinted on the front with the State Seal of Oklahoma the Treasurer's Office can provide a template for the printing of the State Seal. The State Seal will be located in the middle of each check and each check stub. Check stub-The State Seal will be positioned 5/8" inch from the top. And 6/8" inch to the perforation of the check stub. Check-The State Seal will be positioned 1/16" inch under the preprinted word "STATE TREASURY, OKLAHOMA CITY".
- C.3.4.** The front of the Miscellaneous Check Stock will have a light blue background with "State of Oklahoma" printed as a background.
- C.3.5.** The Miscellaneous Check Stock will have a white unprinted strip for MICR line printing at the bottom of each warrant. This strip will be a width of 5/8" inch. (15.5mm)
- C.3.6.** The Miscellaneous Check Stock will contain hidden "VOID" to protect against color copier duplication.
- C.3.7.** The preprinted words "STATE OF OKLAHOMA" centered on the top of the warrant.
- C.3.8.** 1/8" inch below the "STATE OF OKLAHOMA", the preprinted words "STATE TREASURY, OKLAHOMA CITY" and this will be centered under the "STATE OF OKLAHOMA".

- C.3.9.** The preprinted smaller black state seal will be located 1 3/16" inches from the left of the "STATE OF OKLAHOMA". The top of the smaller black seal will be at the same height as the "STATE OF OKLAHOMA".
- C.3.10.** The preprinted words "TO THE STATE TREASURER" starting at the left Side of the warrant located 3/16" of an inch under the preprinted black seal of the State of Oklahoma.
- C.3.11.** The preprinted words "PAY TO THE ORDER OF" starting at the left side of the warrant located 2/8" of an inch under the preprinted words "TO THE STATE TREASURER".
- C.3.12.** The words "WARRANT #" preprinted at the right side of the warrant 1/2" inch below the words "STATE OF OKLAHOMA".
- C.3.13.** The words "DATE ISSUED" preprinted at the right side of the warrant 1/4" inch below the preprinted word "WARRANT #".
- C.3.14.** The top of the box where the dollar amount goes will be positioned to the right 5/8" inch under the words "DATE ISSUED". The box will be 1 11/16" inch wide by 2/8" inch high.
- C.3.15.** The words "VOID AFTER 90 DAYS" preprinted at the right side of the warrant located 1/8" inch under the box where the dollar amount goes.

C.4. Check Stock for Child Support

- C.4.1.** The Check Stock for Child Support Warrants shall be two (2) warrants per page, including a Pay Stub below the MICR line area of the warrant above.
- C.4.2.** Child Support Check Stock Warrants will be white on back with grey or black printed Endorsement lines that fall under Federal Reserve Specifications. There will be no Endorsement lines printed on the back of the Pay Stub.
- C.4.3.** The front of the Child Support Check Stock will be preprinted with the State Seal of Oklahoma. The Treasurer's Office can provide a template for the printing of the State Seal. The State Seal will be located in the middle of each check and each check stub. Blue Portion of the Check- The State Seal will be positioned from the top 6/8" inch. And 1/8" inch to the bottom of the actual blue portion of the check (not the MICR line area). Check Stub-The State Seal will be positioned from the top 6/8" inch. And 6/8" inch to the bottom of the check.
- C.4.4.** The front of the Child Support Check Stock Warrants will have a light blue background with "State of Oklahoma" printed as a background.
- C.4.5.** The Child Support Check Stock will have a white unprinted strip for MICR line printing at the bottom of each warrant. This strip will be a width of 5/8" inch. (15.5mm)
- C.4.6.** The Child Support Check Stock will contain hidden "VOID" to protect against color copier duplication.
- C.4.7.** The Child Support Check Stock will have perforations as previously described.
- C.4.8.** The perforations will divide the Warrant from the Pay Stub where the MICR line ends and the Pay Stub begins.
- C.4.9.** The front of the Child Support Check Stock Pay Stub will be white, with blue reverse printed "State of Oklahoma" State Seal.

C.5. Check Stock for Payroll

- C.5.1.** The Check Stock for Payroll Warrants shall be four (4) warrants per page (4 up).
- C.5.2.** Payroll Check Stock Warrants will be white on back with grey or black printed Endorsement lines that fall under Federal Reserve Specifications.
- C.5.3.** The front of the Payroll Check Stock will be preprinted with the State Seal of Oklahoma The Treasurer's Office can provide a template for the printing of the State Seal. The State Seal will be located in the middle of each check. The State Seal will be positioned 6/8" inch from the top of the check. And 1/8" inch from the bottom of the actual green portion of the check.
- C.5.4.** The front of the Payroll Check Stock Warrants will have a light green background with "State of Oklahoma" printed as a background.
- C.5.5.** The Payroll Check Stock will have a white unprinted strip for MICR line printing at the bottom of each warrant. This strip will be a width of 5/8" inch. (15.5mm)
- C.5.6.** The Payroll Check Stock will contain hidden "VOID" to protect against color copier duplication.

C.6. Check Stock for CMIA

- C.6.1.** The check stock for CMIA Warrants shall be four (4) warrants per page (4UP).

- C.6.2.** CMIA Check Stock Warrants will be white on black with grey or black Printed Endorsement lines that fall under Federal Reserve Specifications.
- C.6.3.** The front of the CMIA Check Stock will be preprinted with the State Seal of Oklahoma. The State Treasurer's Office can provide a template for the Printing of the State Seal. The State Seal will be located in the middle of each check. The State Seal will be positioned 6/8" inch from the top of the check. And 1/8" inch from the bottom of the actual green portion of the check.
- C.6.4.** The front of the CMIA Check Stock Warrants will have a light blue background with the "State of Oklahoma" printed as a background.
- C.6.5.** The CMIA Check Stock will have a white unprinted strip for MICR line printing at the bottom of each warrant. This strip will be a width of 5/8" Inch. (15.5mm)
- C.6.6.** The CMIA Check Stock will contain hidden "VOID" to protect against color copier duplication.

C.7. Check Stock for Unclaimed Property

This document is printed on an 8 ½" by 11" check stock. The stock is perforated at the top and both sides (not the bottom) ½" inch in from the edges. There is a stock control number at the top right area within the perforated top right area within the perforated top of the document.

C.7.1. Appearance in the Front

There are three (3) printing areas separated by perforations.

C.7.1.1. The top area is used for the check stub.

C.7.1.2. The middle area is used for the check itself.

C.7.1.3. The bottom area is for the address/return address/stamp.

C.7.1.4. Additional Perforations

There are five (5) additional perforations within the stock.

3 ½" inches from the top and 4 1/16" inches from the top. Instructions between these perforations read: "To Remove Document Fold and Tear along This Perforation" (arrows extend and point down to the perforation).

6 13/16" inches from the top and 7 5/6" inches from the top. Adhesive strips are positioned Between these perforations. Instructions between these perforated areas read "Remove entire strip when opening".

7 13/16" inches from the top is the last perforation.

C.7.1.5. Adhesive Strips: Location Front

There are three (3) adhesive strips on each side within the ½" inch perforation. They extend down to the 7 13/16" perforation.

There are two (2) adhesive strips at the top of the ½" inch perforation. There is a ½" inch Break between strips in the middle of the stock.

The adhesive strips are 1/8" inches wide.

C.7.1.6. Preprinted Information

4 3/32" inches from the top 19/32" inches from the left and right edges of the stock begins the blue background for the check.

C.7.1.7. Area

2 1/8" inches from the top to bottom: with the exception of the top 1/8" of an inch, the area is light blue with the State of Oklahoma working used as a background.

C.7.1.8. Top

"Instructions: the back of this document contains an Oklahoma State seal watermark. Hold at angle to view."

C.7.1.9. Printed within the Check Area

Centered ¼" inches from the top edge of the check area: "State of Oklahoma" (bold print, 1/8" inch tall).

Centered 1/32" below that: "Unclaimed Property Division" (not bold, 3/32" tall).

Printed 5/8" inch from the top of the check area; Starting ½" inch from the left edge of the check area: "Date"; Starting 1 3/16" inches from the left edge of the check area: "Account"; Starting 2 3/8" inches from the left edge of the check area: "Claim".

Starting 5 ¼" inches from the left edge of the check area: A rectangular box that is 13/32" inches height, 27/32" inches wide. The box is split by a horizontal line 6/32" top 7/32" bottom. In the top half of the box centered in the 27/32" area is the word: "Amount". The box is shaded blue for the top / white for the bottom Centered under the bottom edge of the box spaced 3/32" are the words: "Void After 90 days".

One inch from the top of the check area ¼" inch from the left side of check area: "Payable at the Office of" (this type is 3/32" in height); Centered under Payable at the Office of 1/16" space between: "The State Treasurer" (same font); Centered under the State Treasurer spaced 1/8" inch below: "Pay to the Order of": (same font in bold).

State Seal of Oklahoma: Centered in the middle of the check printing area is the State Seal. The top edge of the Seal is located ¼" inch below the Unclaimed Property Division (identified above). The bottom edge of the Seal is located ¼" inch above the bottom of the Check print area. The Seal is 1 3/8" inches in diameter.

Return Address: 8 3/32" inches from the top and 13/16" from the left edge of the check stock: "Oklahoma State Treasurer" (italics) 1/8" inch in height lettering. Space 1/16" inch down: "Unclaimed Property Division" (bold) 3/32" height Lettering. Space 1/16" inch down: "2300 N. Lincoln Blvd., Room 217" 3/32" height lettering. Space 1/16" inch down: "Oklahoma City, OK 73105-3413" 3/32" height lettering.

C.7.2. Back Appearance

Adhesive: is positioned between the 2nd and 3rd perforations with two (2) strips running along the top and center over the check print rea with a ½" inch gap between the strips. Three (3) strips along both sides in the ¼" inch border area extend down from the top of the check print area to the bottom of the stock. Adhesive is position along the very bottom of the check stock 1/16" from the bottom. The adhesives at the bottom is 3/16" slightly wider than the rest of the strips. Two strips centered with ½" inch gaps between the strips.

C.7.2.1. Check Printing Area

State Seal Watermarks are centered. At the right of the check printing area are the endorsement instructions: Centered in the check printing area 1/16" height lettering 7/32" from the right edge of the paper (printed landscape): "Your endorsement in this area only. Do not Sign, Write or Stamp Below this Line", Endorsement line (Space 6/32), Horizontal line 2 7/16" inches long.

C.7.2.1.1. The top check stub area is blacked out. Also in the ½" inch perforated area are the instructions: (centered;) Remove Side Edges First. Then fold, crease and tear this stub a long perforation. 1/16" inch separation between lines 3 /32" height lettering. These instructions also appear in landscape in the ½" perforated area on the side of the check stub area.

C.7.3. Packaging: The Check Stock for Unclaimed Property Warrants shall be packed five-hundred (500) sheets per ream, 2 reams per box.

C.7.4. Quantity

The user agency anticipates it will be ordering the following quantities based on the estimated yearly usage from 2016 listed below:

Type of Warrant	Number of Cases	Number of Sheets/Warrants
Unclaimed Property	24	12,000 sheets/ 24,000 warrants (2/sheet)

C.8. Mandatory Requirements

Supplier shall provide information with their bid response. Failure to provide mandatory requirement will deem the bidder non-responsive.

C.8.1. Sample warrants. Supplier shall provide at the least two (2) reams of each type of check warrant.

Sample Demonstration

The supplier's submitted samples will be used in the Oklahoma State Treasurer's machines in order to demonstrate:

- C.8.2.** Paper/preprint quality.
- C.8.3.** Whether the stock runs through the printers smoothly.
- C.8.4.** Whether the data aligns.
- C.8.5.** Ink holding quality of the stock.
- C.8.6.** Whether the stock is able to be cut crisply and cleanly.

C.9. Storage

Supplier shall provide information with their bid response which describes the following information:

C.9.1.1. The supplier is to state if they have the ability to store the inventory once the product is printed.

- C.9.1.2. If the supplier is able to provide storage, the supplier is to provide the lead time for the delivery of the re-orders and the cost if applicable.
- C.9.1.3. If the supplier is able to provide storage, the supplier is to state if the storage facility secure.
- C.9.1.4. If the supplier has a secured facility, the supplier is to state what type of security features are offered at the facility.
- C.9.1.5. If the supplier is NOT able to provide storage, the supplier is to provide the lead time to reprint and deliver the re-order and the cost if applicable.
- C.9.1.6. If needed by the Oklahoma State Treasurers Department, the supplier is to provide if they are able to store the current inventory of check stock that Oklahoma State Treasurers Department has on hand and the cost if applicable.

C.9.2. Defects or Issues

- C.9.2.1. If there is a defect or issues with the check stock that is printed and delivered, the supplier is to state the lead time to replace the defected check stock and to deliver it to the Oklahoma State Treasures Department in which will be at the expense of the supplier and not at the expense of the Oklahoma State Treasures Department nor the State of Oklahoma.

D. EVALUATION

D.1. Best Value

This RFP will be evaluated as best value in accordance with Title 74, §85. The best value criterion for this proposal is listed below and all proposals will be reviewed and awarded based on the following evaluation criteria:

- D.1.1. Sample Demonstration (C.9.)
- D.1.2. Price (H.1.)

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. Response Submission and Copies

- E.2.1. Supplier is to submit two (2) electronic copies of their complete 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 USB drive/flash drive/thumb drive.
- E.2.2. Faxed or emailed responses will not be accepted. Original hard copies are not required or preferred. This overrides hard copy submittal requirements of A.2.4. PDF is an acceptable format for solicitation responses. This overrides requirements of A.2.4

F. CHECKLIST

F.1. Vendor Response

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 Vendor's responsibility to ensure that they submit all required and 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. Attachment A - Solicitation Request Price Sheet – (H.1.)
- F.1.4. Sample Warrants
- F.1.5. Attachment G - Vendor Payee form, if applicable. 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.
- F.1.6. Solicitation addendums, if applicable.

F.1.7. Two (2) electronic copies (E.2.)

G. OTHER

G.1. Questions

G.1.1. All questions regarding this solicitation must be submitted in writing and are to be emailed no later than **April 16, 2018 at 3:00 PM** Central Daylight Time. Questions are to be emailed to Shanica.Burdex@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.

G.1.2. Any communication regarding this solicitation must be sent to the Contracting Officer listed above. Failure to do so (contacting the agency directly), may result in your proposal being deemed as non-responsive.

G.2. Attachments

G.2.1. Attachment A – Solicitation Request Price Sheet

G.2.2. Attachment B – Child Support Sample

G.2.3. Attachment C – CMIA Sample

G.2.4. Attachment D – Misc Sample

G.2.5. Attachment E – Payroll Sample

G.2.6. Attachment F – Unclaimed Property Sample

G.2.7. Attachment G – 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. Submit all pricing on the Attachment A - Solicitation Request page.



SOLICITATION REQUEST

Request for Quote
 Request for Proposal
 Request for Bid

Dispatch via Print

State Treasurer
 ST TREASURER OFFICE
 2300 N LINCOLN ROOM 217
 OKLAHOMA CITY OK 73105

Request Quote ID.	Date	Buyer	Page	
7400000033	06/16/2017	Shanica Burdex	1	
Payment Terms	Date	Time	Quote Open	Closing
0 Days	04/09/2018	03:30 PM	04/26/2018	03:00 PM

Requisition Number Reference: From Req ID - 7400000487

Ship To: ST TREASURER OFFICE
 2300 N LINCOLN ROOM 217
 OKLAHOMA CITY OK 73105

Bill To: ST TREASURER OFFICE
 2300 N LINCOLN ROOM 217
 OKLAHOMA CITY OK 73105

Supplier: NAME _____
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

Line	Cat CD / Item # - Descr	Qty.	UOM	Supplier Responses	
				Unit Cost	Ext. Cost
1	82121509 / 1000024862 PRINTING:Checks-Misc, two warrants per page (2-up)	1	CA	_____	_____

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

State Treasurer
ST TREASURER OFFICE
2300 N LINCOLN ROOM 217
OKLAHOMA CITY OK 73105

Request Quote ID.	Date	Buyer	Page
7400000033	06/16/2017	Shanica Burdex	2
Payment Terms	DateTime Quote Open	Closing	
0 Days	04/09/2018 03:30 PM	04/26/2018 03:00 PM	

Requisition Number Reference: From Req ID - 7400000487

Ship To: ST TREASURER OFFICE
2300 N LINCOLN ROOM 217
OKLAHOMA CITY OK 73105

Bill To: ST TREASURER OFFICE
2300 N LINCOLN ROOM 217
OKLAHOMA CITY OK 73105

Supplier: NAME _____
Address: _____
Address: _____
City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
------	-------------------------	------	-----	-----------	-----------

RFP for 5 year Check Stock contract

Miscellaneous Check Stock

Without Storage With Storage

Contract Period:

(Date of award - 12/31/2018): \$ _____

1st Renewal (01/01/2019 - 12/31/2019): \$ _____

2nd Renewal (01/01/2020 - 12/31/2020): \$ _____

3rd Renewal (01/01/2021 - 12/31/2021): \$ _____

4th Renewal (01/01/2022 - 12/31/2022): \$ _____

Is the storage facility secure? Y/N _____

If needed, are you able to store the current inventory? Y/N _____ \$ _____

Child Support Check Stock

Without Storage With Storage

Contract Period:

(Date of award - 12/31/2018): \$ _____

1st Renewal (01/01/2019 - 12/31/2019): \$ _____

2nd Renewal (01/01/2020 - 12/31/2020): \$ _____

3rd Renewal (01/01/2021 - 12/31/2021): \$ _____

4th Renewal (01/01/2022 - 12/31/2022): \$ _____

Is the storage facility secure? Y/N _____

If needed, are you able to store the current inventory? Y/N _____ \$ _____

Payroll Check Stock

Without Storage With Storage

Contract Period:

(Date of award - 12/31/2018): \$ _____

1st Renewal (01/01/2019 - 12/31/2019): \$ _____

2nd Renewal (01/01/2020 - 12/31/2020): \$ _____

3rd Renewal (01/01/2021 - 12/31/2021): \$ _____

4th Renewal (01/01/2022 - 12/31/2022): \$ _____

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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State Treasurer
ST TREASURER OFFICE
2300 N LINCOLN ROOM 217
OKLAHOMA CITY OK 73105

Request Quote ID.	Date	Buyer	Page
7400000033	06/16/2017	Shanica Burdex	3
Payment Terms	DateTime Quote Open	Closing	
0 Days	04/09/2018 03:30 PM	04/26/2018 03:00 PM	

Requisition Number Reference: From Req ID - 7400000487

Ship To: ST TREASURER OFFICE
2300 N LINCOLN ROOM 217
OKLAHOMA CITY OK 73105

Bill To: ST TREASURER OFFICE
2300 N LINCOLN ROOM 217
OKLAHOMA CITY OK 73105

Supplier: NAME _____
Address: _____
Address: _____
City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
------	-------------------------	------	-----	-----------	-----------

Is the storage facility secure? Y/N _____

If needed, are you able to store the current inventory? Y/N _____ \$ _____

CMIA Check Stock

	Without Storage	With Storage
Contract Period: (Date of award - 12/31/2018): \$	_____	_____
1st Renewal (01/01/2019 - 12/31/2019): \$	_____	_____
2nd Renewal (01/01/2020 - 12/31/2020): \$	_____	_____
3rd Renewal (01/01/2021 - 12/31/2021): \$	_____	_____
4th Renewal (01/01/2022 - 12/31/2022): \$	_____	_____

Is the storage facility secure? Y/N _____

If needed, are you able to store the current inventory? Y/N _____ \$ _____

Unclaimed Property Check Stock

	Without Storage	With Storage
Contract Period: (Date of award - 12/31/2018): \$	_____	_____
1st Renewal (01/01/2019 - 12/31/2019): \$	_____	_____
2nd Renewal (01/01/2020 - 12/31/2020): \$	_____	_____
3rd Renewal (01/01/2021 - 12/31/2021): \$	_____	_____
4th Renewal (01/01/2022 - 12/31/2022): \$	_____	_____

Is the storage facility secure? Y/N _____

If needed, are you able to store the current inventory? Y/N _____ \$ _____

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**

State Treasurer
ST TREASURER OFFICE
2300 N LINCOLN ROOM 217
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Request Quote ID.	Date	Buyer	Page
7400000033	06/16/2017	Shanica Burdex	4
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0 Days	04/09/2018	03:30 PM	04/26/2018 03:00 PM

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Ship To: ST TREASURER OFFICE
2300 N LINCOLN ROOM 217
OKLAHOMA CITY OK 73105

Bill To: ST TREASURER OFFICE
2300 N LINCOLN ROOM 217
OKLAHOMA CITY OK 73105

Supplier: NAME _____
Address: _____
Address: _____
City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
------	-------------------------	------	-----	-----------	-----------

FOB DEST **Ship Via:** COMMON
Lead Time: _____

Supplier Remarks:

COMMENTS:

Freight Terms:

This is NOT AN ORDER

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

Authorized Signature

Child

Support-

2 up



CANCELLED



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THIS AREA ONLY
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Endorsement line

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MISC

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STATE OF OKLAHOMA
STATE TREASURY, OKLAHOMA CITY

39-85
1030

WARRANT#
DATE ISSUED

VOID AFTER 90 DAYS

TO THE STATE TREASURER
PAY TO THE ORDER OF



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STATE TREASURY, OKLAHOMA CITY

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Payroll-

4 up



CANCELLED



CANCELLED



CANCELLED



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Unclaimed Property

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To Remove Document Fold and Tear Along This Perforation

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STATE OF OKLAHOMA
UNCLAIMED PROPERTY DIVISION

DATE	ACCOUNT	CLAIM	AMOUNT
PAYABLE AT THE OFFICE OF THE STATE TREASURER			VOID AFTER 90 DAYS
PAY TO THE ORDER OF:			

VOID AFTER 90 DAYS



REMOVE ENTIRE STRIP WHEN OPENING

Oklahoma State Treasurer
 UNCLAIMED PROPERTY DIVISION
 2300 N. Lincoln, Room 217
 Oklahoma City, Ok 73105

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To Remove Document Fold and Tear Along This Perforation

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STATE OF OKLAHOMA
UNCLAIMED PROPERTY DIVISION

DATE	ACCOUNT	CLAIM	AMOUNT
PAYABLE AT THE OFFICE OF THE STATE TREASURER			VOID AFTER 90 DAYS
PAY TO THE ORDER OF:			

VOID AFTER 90 DAYS



REMOVE ENTIRE STRIP WHEN OPENING

Oklahoma State Treasurer
UNCLAIMED PROPERTY DIVISION
2300 N. Lincoln, Room 217
Oklahoma City, Ok 73105

CANCELLED



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)

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

Agency Name	Oklahoma State Treasurer Department	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"/> 1 - Rents	<input type="checkbox"/> 2 - Royalties	<input type="checkbox"/> 3 – Other Income	
<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			

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

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: _____

LLC Disregarded Entity: YES NO **Must be verified by LLC’s tax division. If applicable, parent name/tax id is required.**

Domestic (U.S.) Other Explain: _____

Foreign (Non-U.S.) Sole Proprietor or Individual* Foreign (Non-U.S.) Partnership* Foreign (Non-U.S.) 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/fw8.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/fw8ben.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/fw8bene.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/fw8eci.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/fw8exp.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/fw8imy.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
<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)	
<input type="checkbox"/> 7 - NON-EMPLOYEE COMPENSATION 515010 Office of Lawyers 515020 Offices of Notaries 515030 Other Legal Services 515060 Accounting, Tax Preparation, Bookkeeping & Payroll Services 515210 Payments for Contract Mentor Services 515220 Architectural Services 515230 Landscape Architectural Services 515240 Engineering Services 515250 Drafting Services 515260 Building Inspection Services 515270 Geophysical Surveying & Mapping Services 515280 Surveying and Mapping (except geophysical) Services 515290 Testing Laboratories 515300 Interior Design Services 515310 Industrial Design Services 515320 Graphic Design Services 515330 Other Specialized Design Services 515350 Custom Computer Programming Services 515360 Computer Systems Design Services 515370 Computer Facilities Management Services 515380 Other Computer Related Services 515400 Administrative Management & General Management Consulting Services 515410 Human Resources & Executive Search Consulting Services 515420 Marketing Consulting Services 515430 Process, Physical Distribution, & Logistics Consulting Services 515440 Other Management Consulting Services 515450 Environmental Consulting Services 515460 Other Scientific & Technical Consulting Services 515470 Research & Development in the Physical, Engineering, & Life Sciences 515480 Research & Development in the Social Sciences & Humanities 515490 Advertising and Related Services 515500 Marketing Research & Public Opinion Polling 515510 Photographic Services 515520 Translation & Interpretation Services 515540 All other Professional, Scientific and Technical Services 515550 Management of Companies & Enterprises 515560 Office Administrative Services 515570 Employment Placement Services 515580 Business Support Services 515590 Document Preparation Services	515600 Telephone Call Centers 515610 Business Service Centers 515620 Collection Agencies 515630 Credit Bureaus 515640 Other Business Support Services 515650 Investigation & Security Services 515660 Educational Services 515940 Individual & Family Services 515950 Community Food, Housing & Emergency & Other Relief Services 515960 Vocational Rehabilitation Services 515970 Child Day Care Services 515980 Arts, Entertainment and Recreation 515990 Other Services (except Public Administration) 517110 Moving Expense – Employee Transfer 531150 Printing and Binding Contract 531160 Advertising 531170 Informational Services 531190 Exhibitions, Shows and Special Events 531220 Burial Charges 531330 Jury and Witness Fees 531500 Moving Expenses – General 533100 Maintenance & Repair – Other Items 533110 Maintenance & Repair of Buildings & Grounds (outside vendors) 533120 Maintenance & Repair – Equipment (outside vendors) 533130 Maintenance & Repair of Telephone Equipment (outside vendors) 533140 Maintenance & Repair of Data Processing Equipment (outside vendors) 533150 Maintenance & Repair of Data Processing Software (outside vendors) 533190 Maintenance & Repair – Employee Uniforms 545110 Purchase of Land Improvements 545210 CIP (Construction in Progress) – Land Improvements 546210 Buildings and Other Structures – Construction and Renovation 546220 Major Maintenance and Repair of Equipment 547110 Highway and Bridge Construction Expense – Contractual 547120 Maintenance and Repairs to Highways and Bridges 547210 Major Maintenance and Renovation – Bridges 552100 Stipends – Other 552120 Teacher Stipends (“Incentive” payments) 552130 Oklahoma Police Corps Stipends 553160 Non-Employee Reportable Court Ordered or Legal Settlements 554190 Voter Registration Services 561140 Pollution Remediation	
<input type="checkbox"/> 14 - GROSS PROCEEDS TO AN ATTORNEY 553180 Settlements – Paid To/Thru Attorney		