



Statement of Work

The undersigned hereby certify to the parties' agreement for the vendor named herein to perform the services outlined in the attached Statement of Work, in accordance with the terms of this contract.

Project Scope Summary (a general narrative of the needs and scope of the project):

An annual inventory verification of fixed assets, material, and supplies on stock at 167 locations throughout the State of Oklahoma. ODOT and the CONTRACTOR will coordinate appropriate data processing support required to accomplish these inventories.

General Requirements (define the specific requirements to be met by this project)

- A. An electronic data file of item numbers to facilitate item number verifications during the inventory process the file layout to be as specified by ODOT.
- B. The CONTRACTOR, upon completion of his/her various material and supplies inventory counts, will confirm any remaining discrepancies between his/her counts and ODOT records and will provide ODOT a signed discrepancy listing by location and by item number.
- C. The CONTRACTOR, upon completion of his/her various fixed assets inventory counts, will confirm any items not found between his/her counts and ODOT records and will provide ODOT a signed discrepancy listing by location and by asset number.
- D. Bulk items (sand, salt, fuel, etc.) should be compared to the current digital warehouse printout provided to the CONTRACTOR just before the actual physical inventory.

Deliverables (define the products or work plan to be delivered):

ODOT Asset Tracking will send an electronic file for each location when the contractor is prepared to conduct the annual inventory at each location within a few days of inventory.

Schedule of Deliverables (indicate sequence of deliverables):

The Contractor will have the file within 48hr of the scheduled annual audit for each location.

Timeline (indicate anticipated completion timeline):

Each location should have one audit conducted each fiscal year between July 1 through June 30. Between the hours of 7:30 am to 4:30 pm Monday through Friday excluding holiday and state closing.

Costs (define how costs are to be provided, i.e. "turnkey" and/or "hourly by skill set" and/or deliverables and/or milestones)

The contractor will charge either by the hour per location or at a flat rate per site.

The contractor's response shall include:

1. A written narrative addressing their understanding and approach to address the Project Scope, Deliverables; Schedule; and Timeline.
2. The skill sets and hours required of each to complete project.
3. Resumes from associates to be assigned to this project.
4. Provide a detailed list of costs – costs may be either "total project turnkey" costs or hourly costs by skill set required as defined by the SOW.

NOTE: Upon satisfactory completion, the parties will execute an OMES Form 051 Certificate of Completion and Acceptance, in accordance with this contract.

This quotation remains valid for 120 days from the date signed by vendor named below.

This document must be completed and signed by all parties listed before any service can be performed. No additional terms or conditions will be added to this Statement of Work. The Statement of Work only details how the specific services required will be completed.

This SOW is hereby agreed to by:
(List name and address of ordering agency)

This SOW is hereby agreed to by:
(Vendor Name and Address)

Oklahoma State Department of Transportation

200 NE 21st Street, OKC, OK 73105

DocuSigned by:
Chelley Hilmes
By: _____
Authorized Signature

By: _____
Authorized Signature

Name: Chelley Hilmes, Director of Finance and Administration

Name: _____

Type or Print

Type or Print

Date: 4/28/2020

Date: _____

Purchase Order #: _____

Contact Person: _____

Phone #: _____