

**OKLAHOMA STATE
TREASURER
UNCLAIMED PROPERTY DIVISION**

**Specifications for Layout and Design,
Printing and Placement of Advertising for
Unclaimed Property Owners**

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Printing and Placement of Advertising for
Unclaimed Property Owners**

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**INVITATION TO BID (ITB) SPECIFICATIONS
FOR LAYOUT AND DESIGN, PRINTING AND PLACEMENT
OF ADVERTISING FOR UNCLAIMED PROPERTY OWNERS
OKLAHOMA STATE TREASURER
UNCLAIMED PROPERTY DIVISION**

1.0 General Description

- 1.1 The Oklahoma State Treasurer (OST) requests bids from qualified vendors for the **1) Layout and Design** of names and addresses of unclaimed property owners in tabloid form, display advertisements, quarterly advertisements and public service advertisements, **2) Printing** of the names and addresses in tabloid form and **3) Placement** of tabloids, display advertisements, quarterly advertisements and public service advertisements in Oklahoma newspapers, pursuant to the provisions of the Uniform Unclaimed Property Act, Title 60 OS Supp. 2007, Section 662. Interested vendors are not required to bid on all three services. If a vendor desires to bid on all three services, each bid must be submitted separately and may be awarded separately. A vendor may also submit an alternate bid for all three (3) services combined as long as individual bids are also submitted.
- 1.2 The names for publication will represent owners of intangible personal property including, but not limited to, unclaimed money accounts of \$50.00 and over, or as provided by statute, and unclaimed securities. Owners of tangible personal property will include owners of safe deposit box contents.
- 1.3 The ITB will be on the Treasurer's website at www.ok.gov/treasurer. Be sure to fill out the bid entirely, including non-collusion certification and supplier contract affidavit. Each bid must be submitted in one (1) original, one (1) copy and one (1) CD. In an effort to clarify any issues in this ITB, OST will respond to questions that are presented in writing. These questions will be consolidated into a single question and answer document. This document will be distributed to all Vendors regardless of whether they submitted questions. Questions are due by December 14, 2011 and may be emailed to trish.cantrell@treasurer.ok.gov, faxed to (405)521-4993, or mailed to the attention of: Trish Cantrell 2300 N. Lincoln Blvd., State Capitol Room 217, Oklahoma City, OK 73105. The consolidated questions and answer document will be returned to Vendors on or about December 21, 2011.
- 1.4 The initial contract period will be from January 15, 2012 through January 14, 2013. The contract may be renewed by OST with the same terms and prices, on an annual basis, for two (2) successive years ending January 14, 2014 and January 14, 2015.
- 1.5 Except for the layout and design contract, these contracts are not for a specific dollar amount and are for an indefinite quantity. All contracts are subject to legislative amendment.
- 1.6 The names of unclaimed property owners and their addresses will be published according to state statute. The Treasurer will publish at least two (2) notices

annually. The frequency of notices is subject to legislative amendment. If deemed necessary, OST may require additional publications during the contract period. Publication dates will be determined by OST.

- 1.7 By submitting bid(s), vendors certify that all information provided in response to this ITB is true and accurate. Failure to provide information required by this ITB could result in the rejection of the bid(s).
- 1.8 List of names and addresses will be provided by OST either on diskette, file or computer print-out in alphabetical order by city; segregated by either county, state, territory, possession, or foreign country.
- 1.9 The successful vendor(s) will be responsible for the following:

A. Layout and Design Bid (Contract 1)

- (1) Camera-ready art or appropriate digital media for tabloid, display advertisements, quarterly advertisements and public service advertisements
- (2) Delivery of camera-ready art or appropriate digital media for tabloid to Printing Vendor
- (3) Delivery of camera-ready art or appropriate digital media for display advertisements and public service advertisements to Placement Vendor

B. Printing Bid (Contract 2)

- (1) Print tabloid from camera-ready art or appropriate digital media
- (2) Deliver tabloid to the Daily Oklahoman and the Tulsa World newspapers according to Placement Vendor's instructions

C. Placement Bid (Contract 3)

- (1) Placement of tabloid in the Daily Oklahoman and the Tulsa World
- (2) Placement of display advertisements and public service advertisements in up to 75 remaining counties
- (3) Placement of quarterly advertisements in up to 77 counties (2 quarters per year)
- (4) The vendor will be responsible for settling any disputes which may arise with any newspaper in which the vendor places tabloids, display advertisements and public service advertisements.

2.0 Selection Criteria

OST will evaluate all bids according to a uniform process. Vendors should separate detailed responses to the specific requirements listed in three categories. Bids will be

evaluated on a scale of one hundred (100) points distributed among the following three categories for each proposal.

Layout and Design Bid

Vendor Qualifications	50 Points
Responsiveness to Proposal	20 Points
Fees	<u>30 Points</u>
Total	<u>100 Points</u>

Printing Bid

Vendor Qualifications	40 Points
Responsiveness to Proposal	10 Points
Fees	<u>50 Points</u>
Total	<u>100 Points</u>

Placement Bid

Vendor Qualifications	30 Points
Responsiveness to Proposal	10 Points
Fees	<u>60 Points</u>
Total	<u>100 Points</u>

Vendors will receive a raw score in each category based upon OST's evaluation of responses to specific requirements. Vendors may refer to attachments to bid submissions, but may not substitute such material for explicit responses to the requirements as enumerated in this ITB. For each bid, the vendor with the highest raw score in a category will receive the maximum points allowed with the other vendors receiving points based upon their raw score as a percentage of the highest vendors score. In the fees category, the highest raw score will be given to the vendor bidding the lowest rate.

3.0 Vendor Qualifications

For each Bid, vendors must include complete written responses to the following requirements in order of requirement number, and include specified documentation and any additional information which the bidder finds appropriate.

3.1 Vendor Experience

Vendor must have had at least four (4) years experience in providing services.

3.2 Customer References

Provide names, addresses, and phone numbers of three (3) major accounts for which the vendor has provided services relevant to this ITB within the past three (3) years (see attached: Appendix H).

3.3 Vendor Complaints

List total number of complaints filed within the last twelve (12) months and

number of unsettled claims on file with the Better Business Bureau. Indicate which of these claims have been unsettled more than sixty (60) days.

3.4 Liability Insurance

Provide a copy of business liability insurance policy with appropriate provisions highlighted. Minimum amount:

Layout and Design (Contract 1)	-	\$ 200,000.00
Printing (Contract 2)	-	\$1,000,000.00
Placement (Contract 3)	-	\$ 200,000.00

4.0 Bids

Bids must be signed by an official authorized to bind the offeror and include a statement guaranteeing terms for minimum of sixty (60) days from the bid closing date. Bids must include a written proposal that specifically addresses the below listed requirements in order of requirement number.

4.1 **Layout and Design Bid**

- 4.1.1 The vendor shall create camera-ready art or appropriate digital media for the tabloid.
- 4.1.2 The vendor will organize the print for the tabloid into pages.
- 4.1.3 Size of the tabloid to be 11 ½" x 14 ½". Output will be in tabloid form on newsprint grade paper or equivalent.
- 4.1.4 Layout and design: The information must be typeset in not less than 8 point type. Names must be organized alphabetically by cities, last names first. Overall organization will be in the following order:
 - (A) State of Oklahoma: By county, and cities within the county.
 - (B) All other: Alphabetically by state, territory, possessions, and foreign countries.
 - (C) The names of states, counties, territories, possessions, and foreign countries must be in bold face print.
- 4.1.5 Bid is to include graphics and photographs in four colors on front and back pages of the tabloid. Information to be included on the front and back pages will be provided by OST (see attached example: Appendix D).
- 4.1.6 Layout and design for display advertisements for owners in all counties other than Oklahoma and Tulsa will be created. The

output will be in the form of camera-ready art or appropriate digital media. The information will include names and addresses by county, and cities within the county. The advertisement size will be no smaller than two columns in width nor no less than nine column inches in length. The information must be typeset in not less than 8 point type. The notice will be typeset as shown in the attached examples, Appendix E, and shall conform to SAU and PASS size standards. The information required in the publication and recommended format are also shown in the attached examples.

- 4.1.7 Layout and design for advertisements promoting the existence of the unclaimed property searchable web site will be created. The output will be camera-ready art or appropriate digital media. The bid will include preparation of advertisements to be printed in newspapers up to four times per year subject to legislative amendment. The advertisement size will be no smaller than two columns in width nor no less than nine column inches in length. The information must be typeset in not less than 8 point type. The notice will be typeset as shown in the attached examples, Appendix F, and shall conform to SAU and PASS size standards. The information required in the publication and recommended format are also shown in the attached examples.
- 4.1.8 Layout and design for public service advertisements will be created (see attached example: Appendix G). The output will be camera-ready art or appropriate digital media. The bid will include preparation of public service advertisements prior to actual publication date to be printed in newspapers in which the names will be published.
- 4.1.9 The Layout and Design Vendor will deliver camera-ready art or appropriate digital media for the tabloid to the Printing Vendor.
- 4.1.10 The Layout and Design Vendor will deliver camera-ready art or appropriate digital media for the display advertisements, quarterly advertisements and the public service advertisements to the Placement Vendor.
- 4.1.11 Duty to communicate with Printing Vendor and Placement Vendor as needed to complete the terms of the bid.

4.2 **Printing Bid**

- 4.2.1 Print tabloid from camera-ready art or appropriate digital media
- 4.2.2 Printing will be in tabloid form on newsprint grade paper or equivalent.
- 4.2.3 Size of the tabloid to be 11 ½" x 14 ½".

- 4.2.4 The information must be typeset in not less than 8 point type. Names must be organized alphabetically by cities, last names first. Overall organization will be in the following order:
- (A) State of Oklahoma: By county, and cities within the county.
 - (B) All other: Alphabetically by state, territory, possessions, and foreign countries.
 - (C) The names of states, counties, territories, possessions, and foreign countries must be in bold face print.
- 4.2.5 Tabloid will be printed to include graphics and photographs in four colors on front and back pages of the tabloid. Information to be included on the front and back pages will be provided by OST (see attached example: Appendix D).
- 4.2.6 The tabloid will be delivered/shipped to the Daily Oklahoman and the Tulsa World according to the Placement Vendor's instructions.
- 4.2.7 Printing of the tabloids will need to be completed for insertion into the Daily Oklahoman and the Tulsa World Sunday editions two times a year subject to legislative amendment on dates specified by OST.
- 4.2.8 Excess tabloids not included in the Daily Oklahoman and the Tulsa World shall be delivered to Oklahoma State Treasurer, Unclaimed Property Division.
- 4.2.9 Duty to communicate with Layout and Design Vendor and Placement Vendor as needed to complete the terms of the bid.

4.3 **Placement Bid**

- 4.3.1 Placement of the tabloids in the Daily Oklahoman and the Tulsa World will be made in the Sunday editions two times a year subject to legislative amendment on dates specified by OST.
- 4.3.2 Placement of names and addresses of owners in all counties other than Oklahoma and Tulsa will be made two times a year subject to legislative amendment in a newspaper published in the county of the last known address. Said newspaper must be authorized to publish legal notices. Camera-ready art or appropriate digital media created by the Layout and Design Vendor will be submitted/delivered to county newspapers by the Placement Vendor. The advertisement size will be no smaller than two columns in width nor no less than nine column inches in length. The notice will be typeset as shown in the attached examples, Appendix E and shall conform to SAU and PASS size standards. The information required

in the publication and recommended format are also shown in the attached examples.

- 4.3.3 Placement of web site promotion advertisements (up to 4 times per year) will be made on dates specified by OST. Camera-ready art or appropriate digital media created by the Layout and Design Vendor will be submitted/delivered to newspapers.
- 4.3.4 Public service advertisements will be provided prior to actual publication date to newspapers in which the names will be published. Camera-ready art or appropriate digital media created by the Layout and Design Vendor will be submitted/delivered to newspapers. Such newspapers will be urged to publish the public service advertisements at no charge.
- 4.3.5 Confirmation of publications will be returned to the Unclaimed Property Division of OST in the form of tear sheets and certification of publications by the newspapers for items 4.3.1 - 4.3.4 above.
- 4.3.6 Duty to communicate with Layout and Design Vendor and Printing Vendor as needed to complete the terms of the bid.

5.0 Bid Prices

- 5.1 A Statement of Charges will be completed for each bid the vendor submits. Statement of Charges as follows are attached:

- Appendix A - Statement of Charges for Layout and Design Bid
- Appendix B - Statement of Charges for Printing Bid
- Appendix C - Statement of Charges for Placement Bid

6.0 Applicable State Laws and Encumbrances

This agreement in its entirety shall be governed in all respects by the laws of the state of Oklahoma. In the event any litigation shall occur concerning the terms and conditions of this agreement or the rights and duties of the parties, the parties agree that any such suit shall be maintained in the District Court of Oklahoma County, State of Oklahoma. The State of Oklahoma shall not be liable in the event of loss, incident, destruction, theft, damage, etc., for any products or services offered. It shall be the selected contractor's sole responsibility to obtain insurance coverage for such loss in an amount that the contractor deems appropriate.

7.0 Liability, Rights, and Remedies

- 7.1 The contractor shall agree that OST shall not be responsible for any liability incurred by the contractor or its employees arising out of the licensing, ownership, selection, possession, leasing, renting, operating, control, use, maintenance, delivery, and/or return and installation of any products or property or services

provided by the vendor, except as otherwise provided in this contract.

- 7.2 The vendor may have access to private or confidential data maintained by OST to the extent necessary to carry out its responsibilities under this contract. The vendor must comply with the Oklahoma Open Records Act, as directed by OST. No private or confidential data collected, maintained or used in the course of performance of this contract shall be disseminated by the vendor except as required by statute, either during the period of the contract or thereafter. The vendor must agree to return any and all data furnished by OST promptly at the request of OST in whatever form it is maintained by the firm. On the termination or expiration of this contract, the firm will not use any such data or any material derived from the data for any purpose and where so instructed by OST, will destroy or render it unreadable.
- 7.3 Each vendor must disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this ITB. Any such relationship that might be perceived or represented as a conflict should be disclosed. Any attempt to intentionally or unintentionally conceal a conflict of interest will automatically result in the disqualification of vendor's proposal. An award will not be made where a conflict of interest exists. The Treasurer reserves the right to determine, at his sole discretion, whether any information, assertion, or claim received from any source indicates the existence of a real or apparent conflict of interest and whether it may reflect negatively on the Treasurer's selection of a vendor.
- 7.4 No provision in this document or in the proposal(s) shall be construed as an express or implied waiver by OST of any existing or future right and/or remedy available by law in the event of any claim of default or breach of contract made by the contractor.
- 7.5 Suspension, termination, settlement:
 - 7.5.1 OST may suspend or terminate this contract upon finding that its terms have been breached by the contractor(s).
 - 7.5.2 OST may suspend or terminate this agreement upon finding that the contractor(s) has not complied with federal or state laws, regulations or interpretative guidelines.
 - 7.5.3 OST may suspend or terminate this agreement upon a finding that the contractor(s) is unable to perform its obligation due to circumstances beyond its control.
 - 7.5.4 OST may suspend or terminate this agreement upon a failure of revenues sufficient to meet its obligations.
 - 7.5.5 OST may suspend or terminate this agreement upon legislative amendment.

- 7.5.6 Suspension or termination for the above stated reasons may be immediate upon issuing a written notice.
- 7.5.7 Upon conclusion of the contract, the contractor(s) agrees to cooperate in an orderly settlement of its account with OST.
- 7.5.8 Either party to the contract may seek legal redress in the courts and each party reserves any right or privileges provided them by law.
- 7.5.9 Either OST or successful bidder may terminate this agreement upon giving the other party sixty (60) days written notice.

8.0 Contract Documents

- 8.1 The contract between OST and the contractor(s) shall consist of:
 - 8.1.1 The Invitation To Bid (ITB), and any amendments thereto.
 - 8.1.2 The contractor's proposal(s) submitted in response to the ITB. The contractor is cautioned that its proposal(s) shall be subject to acceptance without further clarification.
- 8.2 To the extent that a provision of the contract is contrary to the constitution or laws of the State of Oklahoma, or of the United States, the provision shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties.

9.0 Amendments to Contract

No modification of any provision in the contract shall be made or construed to have been made.

10.0 Payment of Services

- 10.1 Payment for all services required herein shall be made in arrears upon submission to OST of a proper invoice. OST will not make any advance payments or advanced deposits.
- 10.2 If OST finds that an overpayment or underpayment has been made to the contractor, the state may adjust any subsequent payments to the contractor to correct the account. A written explanation of the adjustment is to be issued to the contractor with an explanation as to the manner in which a request for reconsideration may be made.
- 10.3 OST may withhold a part or all of a final payment until the account is settled, or to assure compliance with all the terms of the contract.

11.0 Closing

- 11.1 Bids are to be submitted as follows: one original, one copy and one CD, including all supporting documentation.
- 11.2 OST will review all bids after bid closing.
- 11.3 Bidders are reminded to comply with the instructions provided with the Invitation To Bid form.
- 11.4 Alternative proposals by bidders are acceptable; however, alternative proposals must be submitted as separate bids. Do not include multiple/alternative proposals in a single bid.
- 11.5 Bidders should list the name and telephone number, including area code, of the person in your company who may be contacted regarding the ITB.
- 11.6 The State of Oklahoma is not liable for any cost associated with the preparation of bidder's proposal or any cost incurred prior to the issuance of an agreement or contract. All responses, inquiries, or correspondence relating to, or in reference to this ITB, when received by the state, will become property of the state.

**Appendix A
Statement of Charges
for
Layout and Design Bid**

The Statement of Charges for Layout and Design Services are for specific dollar amounts. Please complete each line on the Statement of Charges, as it relates to the objectives of the ITB. This is a requirement. Any charge for services not addressed in the Statement of Charges will not be allowed in the course of the Contract.

Statement of Fees to be charged for the following:

	<u>Fees</u>
• Camera-ready art or appropriate digital media for tabloid per four (4) page increments	\$
• Camera-ready art or appropriate digital media for display advertisements (Maximum 75 counties)	\$
• Camera-ready art or appropriate digital media for web site promotion advertisements (Maximum 77 counties)	\$
• Camera-ready art or appropriate digital media for public service advertisements	\$
Total	\$

**Appendix B
Statement of Charges
for
Printing Bid**

The Statement of Charges for Printing Services represents the offeror's fee schedule. Please complete each line on the Statement of Charges, as it relates to the objectives of the ITB. This is a requirement. Any charge for services not addressed in the Statement of Charges will not be allowed in the course of the Contract.

Statement of fees to be charged for the following:

Tabloid: Printing tabloid from Camera-ready art or appropriate digital media

Fees schedule should be structured in four page increments. Schedule should be completed assuming up to 100 page tabloid (4, 8, 12, ...100).

Number Printing of pages	¹⁾ Delivery/ Shipping Fee	+	Fee	=	Total Cost
4					
8					
12					

- 1) Delivery/shipping of tabloids to the Daily Oklahoman and the Tulsa World per Placement Vendor's instructions \$
- 2) Delivery of excess tabloids to OST, Unclaimed Property Division \$

Appendix C
Statement of Charges
for
Placement Bid

The Statement of Charges for Placement Services represents the offeror's fee schedule. Please complete each line on the Statement of Charges, as it relates to the objectives of the ITB. The bids below will cover all required services as described in section 4.3. This is a requirement. Any charge for services not addressed in the Statement of Charges will not be allowed in the course of the Contract.

Statement of fees to be charged for the following:

Tabloid and Display Advertisements

Fees for placement of the Tabloid and Display Advertisements will be bid at actual cost plus a percentage. The calculation is as follows:

Tabloid

Cost for placement of tabloid	XX
Less: Commission	<XX>
Actual Cost	XX
Percentage	XX%
Cost Plus Percentage	\$ XX

Display Advertisements

Cost for placement of Display Advertisements	XX
Less: Commission	<XX>
Actual Cost	XX
Percentage	XX%
Cost Plus Percentage	\$ XX

Appendix D

Unclaimed Property Notice / Claims Inquiry Form

You could have a 'Pot of Gold' in the

UNCLAIMED PROPERTY FUND

A Message From
KEN MILLER
Oklahoma State Treasurer



*It's your money.
Please come get it!*

Please take a few minutes to see if your name is included on this list of all new names to see if you have treasure waiting to be claimed.

Oklahoma businesses bring unclaimed cash, rebates, paychecks, royalties, stock and bonds to my office and it's my job to return the money to the owners and heirs.

Our service is always free and there is no time limit on claiming your property!

These are just the most recent names we have received. Our online database contains thousands of names dating back to 1967. If your name is not on this list, check our website at:

www.treasurer.ok.gov

If you find your name, start your claim online or use the form on the back.

Thank you,

Ken Miller,
Oklahoma State Treasurer

UNCLAIMED PROPERTY

ALL NEW NAMES!

Search and file a claim online for your unclaimed property. Go to:

www.treasurer.ok.gov

to get started. For all other questions about unclaimed property, call us at

405-521-4273

NOTICE OF NAMES OF PERSONS APPEARING TO BE OWNERS OF ABANDONED PROPERTY

JULY 2011 – Newspaper Advertising Supplement

Our service is always free!

Use our easy online access at

www.treasurer.ok.gov

or submit the form below
to claim your pot of gold!



Please take advantage of this free service today.

Look closely through this list of new names. It could contain a Pot of Gold for you!
If you don't see your name, check our website for a complete listing of old and new names.

CALL, WRITE OR FIND US ONLINE AT

www.treasurer.ok.gov

State law requires that before information may be obtained concerning reported unclaimed property, there must be a valid proven interest in the property. To allow the Unclaimed Property Division to process your inquiry, please send a black and white copy of your driver's license, Social Security card and provide the following information.

Name of listed owner: _____
(Check your request in the publication)

SSN/FBI No. of Listed Owner: _____
(Not required, but helpful in all rights/claims processing)

Your relationship to listed owner: _____
(i.e., self, spouse, divorcee, heir -- son, daughter, grandson, etc.)

If listed owner is deceased, please check (✓) here: _____

Your name: _____
(Attach a black and white copy of your driver's license)

SSN/FBI No.: _____
(Not required, but helpful in all rights/claims processing)

Current Address: _____
(If filing for a business, please use business address)

City: _____ State: _____ Zip: _____

Day time phone number: (_____) _____ E-Mail _____
(Area code)

(Your Signature) _____ (Date)

Our only goal is to reunite property with its true and lawful owner. Upon review of your claim, the Unclaimed Property Division may ask for additional documentation. To save processing time, please attach to your claim copies of any documentation that verifies your relationship to the listed owner.

Unclaimed Property Division, Oklahoma State Treasurer
2401 NW 23rd St., Ste. 42, Oklahoma City, OK 73107 - (405) 521-4273

The names and addresses contained in this notice are as they were reported by the holder. Information concerning the names and last known addresses of the property holders may be obtained by any person possessing an interest in the property by submitting an online claim or addressing an inquiry to the Unclaimed Property Division. The property is in the custody of the State Treasurer and all claims must be directed to the Unclaimed Property Division.

Appendix E

Display Advertisements

You could have a 'Pot of Gold' in the
UNCLAIMED PROPERTY FUND
 It's your money. Please come get it.



ALL NEW NAMES! Search and file a claim online for your unclaimed property. Go to www.treasurer.ok.gov to get started. For all other questions about unclaimed property, call us at 405-521-4273 or visit us at 2401 NW 23rd St., Suite 42, Oklahoma City, OK 73107.

BLAINE COUNTY

CANTON

BAREFOOT POWWOW
 UNKNOWN
 GAMMON JUSTIN K
 PO BOX 95
 JOHNSON LUCILLE
 UNKNOWN
 RAUH LINDA
 PO BOX 663
 ROBERTSON JASMUEL
 R
 PO BOX 653
 ROBERTSON SHERRIE
 L
 PO BOX 653
 SANKEY TONITA F
 UNKNOWN
 SEARS JERIMIAH J
 305 NORTH
 WASHINGTON
 SMITH LAURA IRENE
 RR #1 BOX 9
 SUIT BETTY I
 12601 LAKE
 HELLUMS ROAD
 WHELLER BROS GRAIN
 CO INC
 202 W SANTA FE
GEARY
 GEORGE CRYSTAL R
 P O BOX 711
 GUZMAN GENEVA R
 609 N AURORA AVE

MORROW MARTHA
 C/O GEARY NURSING
 HOME, PO BOX 47
 MORROW MIKE
 RR 2 BOX 147A
 YOUNGBEAR TEDDY L
 P O BOX 711

HITCHCOCK

FEAGINS DORIS O
 P. O. BOX 106
 MEIER FRANCES V
 RT 1 BOX 77

LONGDALE

ANCHOR DEBORAH
 RR 1 BOX 111D
 BAKER EARL C
 RT 1 BOX 103
 GONZALEZ DEBRA SUE
 RT 1 BOX 55C
 HAIL MAY RULLL
 UNKNOWN
 HOSKINS WILMA
 P.O. BOX 45
 LOESER LESTER R
 RT 1 BOX 11
 MARTIN BRUCE W
 P.O. BOX 264
 MARTIN DEBORAH
 P.O. BOX 264
 MCFARLAND DANIEL L
 PO BOX 223

WALKER SAMPSON
 UNKNOWN
 WEBER FRANCES C.
 OLIVER
 GENERAL DELIVERY

OKEENE

COLLAZOS VALLECILLA
 CAMILO
 RRL BOX 31
 GEORGE W HILL
 ESTATE
 PO BOX 666
 GUTIERREZ
 MAGDALENA
 2216 E LOCUST
 SCHMIDT HARRY
 RT 2 BOX 135
 SCHMIDT LAURA J
 RT 2 BOX 135
 WEBER EMIL
 PO BOX 489

SOUTHARD

RODRIGUEZ DELIA
 PO BOX 1595

WATONGA

CRUTS JERRY D
 RR 1 BOX 26
 DANIEL HARJO
 RT 1 BOX 130A
 EDSALL LYDIA
 ROUTE 3 BOX 121

FLYNN CHRISTY
 401 N MOORELAND
 AVE
 GATSON BRYAN M
 115 S NOBLE AVE
 APT 5
 GRABEAL CAROLYN W
 515 NORTHAMPTON
 DR
 HARVEST MART
 603 W RUSSWORM
 HAWKINS IRENE
 411 NORTH NOBLE
 HOPPER S DAVID
 PO BOX 455
 LAMB ABBIE B
 ROUTE 2 BOX 13
 LATTY DELORA
 308 S BURFORD AVE
 OTSBY M
 504 HAMPTON
 SHORT J A
 P.O. BOX 455
 UMBER RUTH
 RR1 BOX 184

A Message From State Treasurer Ken Miller



It's your money. Please come get it! Please take a few minutes to see if your name is included on this list of all new names to see if you have treasure waiting to be claimed. Oklahoma businesses bring unclaimed cash, rebates, paychecks, royalties, stock and bonds to my office and it's my job to return the money to the owners and heirs.

**Our service is always free and
 there is no time limit on claiming your property!**

These are just the most recent names we have received. Our on-line database contains thousands of names dating back to 1967. If your name is not on this list, check our website at:

www.treasurer.ok.gov

If you find your name, start your claim online or use the form below.

Notice of Names of Persons Appearing to be Owners of Abandoned Property

The names and addresses contained in this notice are as they were reported by the holder. Information concerning the names and last-known addresses of the property holders may be obtained by any person possessing an interest in the property by submitting an online claim or addressing an inquiry to the Unclaimed Property Division. The property is in the custody of the State Treasurer and all claims must be directed to the Unclaimed Property Division. **You may mail this form to:**

Unclaimed Property Division • Oklahoma State Treasurer
 2401 NW 23rd St., Ste. 42, Oklahoma City, OK 73107 • (405) 521-4273

State law requires that before information may be obtained concerning reported unclaimed property, there must be a valid proven interest in the property. To allow the Unclaimed Property Division to process your inquiry, please send a black & white copy of your driver's license and provide the following information.

Name of listed owner: _____
 (Exactly as it appears in this publication)

SSN/FEI No. of Listed Owner: _____
 (Not Required but failure to do so might delay claim processing)

Your relationship to listed owner: _____
 (i.e., self, spouse, divorced, heir — son, daughter, grandson, etc.)

If listed owner is deceased, please check (✓) here: _____

Your name: _____
 (Attach a black & white copy of your driver's license)

SSN/FEI No.: _____
 (Not Required but failure to do so might delay claim processing)

Current Address: _____
 (If filing for a business give current business address.)

City: _____ State: _____ Zip: _____

E-mail: _____

Day time phone number: (_____) _____
 (Area code)

 (Your Signature) (Date)

Our only goal is to reunite property with its true and lawful owner. Upon review of your claim, the Unclaimed Property Division may ask for additional documentation. To save processing time, please attach to your claim copies of any documentation that verifies your relationship to the listed owner.

Appendix F

Quarterly Advertisements

IF YOUR NAME'S ON OUR LIST, WE'LL PAY YOU TO READ IT.

If your name's on the list we've printed on page _____ of today's paper, we're holding money for you.

It's our job to safeguard "abandoned" money — money that turns up in such places as old forgotten bank accounts, unclaimed interest payments, long-over payments, uncollected utility deposits, and dusty safe deposit boxes — and to locate the owners.

You can help. Read our list. We may have money that belongs to you, your relatives, or friends. We're anxious to give it back to you.

Ken Miller, State Treasurer

Unclaimed Property Division
2401 NW 23rd Street, Suite 42, Oklahoma City, OK 73107

PUBLIC NOTICE
All
other
persons
interested
in
claiming
the
property
should
file
a
claim
with
the
state
treasurer
within
the
time
specified
in
this
notice.



Persons on the list
must claim the
money within
the time specified
in this notice.

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Public Service Advertisements



Looking for your lost money?

STATE TREASURER KEN MILLER wants to return unclaimed property to its rightful owners. You could find a "pot of gold" in the Unclaimed Property Fund. Search **FREE** for your name on the list at www.treasurer.ok.gov.

www.treasurer.ok.gov

If you have questions about unclaimed property, call 405-521-4273 or write the Oklahoma State Treasurer, Unclaimed Property Division, at 2401 NW 23rd Street, Suite 42, Oklahoma City, OK 73107.

Appendix H

References

Provide names, addresses, and phone numbers of three (3) major accounts for which the vendor has provided services relevant to this ITB within the past three (3) years.

Company Name: _____

Address: _____

City, State, Zip: _____

Telephone #: _____

Contact Person: _____

Date(s) of Service: _____

Company Name: _____

Address: _____

City, State, Zip: _____

Telephone #: _____

Contact Person: _____

Date(s) of Service: _____

Company Name: _____

Address: _____

City, State, Zip: _____

Telephone #: _____

Contact Person: _____

Date(s) of Service: _____