



J. KEVIN STITT, GOVERNOR  
WADE FREE, INTERIM DIRECTOR

Wildlife Conservation Commission

Leigh Gaddis Chairwoman	Tim Diehl D. Chad Dillingham
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## ATTENTION SUPPLIERS

March 16, 2024

Solicitation #509C is now available on our website for bidding. Please follow the navigation below to view the solicitation package. A copy of the Purchase Order will be posted to the Wildlife Department website pending an official award (approximately 14 - 21 business days after the closing date).

**Solicitation:** #509C  
**Description:** Mowing, Weed Eating, and Trash Pickup Lake Burtischi Grady County, Oklahoma  
**Due Date:** April 1, 2024

**Website Navigation:**

<https://www.wildlifedepartment.com/>

- Beneath the "Hot Topics" Column (Bottom, Far Left)
- ODWC Bids & Solicitations Link
- Bid/Solicitation #509R

**Direct Link:**

<https://www.wildlifedepartment.com/bids-solicitations>

Please contact me if you have any questions or concerns.

Cheryl Luetkemeyer  
Certified Procurement Officer  
Headquarters  
1801 N. Lincoln Blvd.  
Oklahoma City, Oklahoma  
O: (405) 522-5762  
[wildlifedepartment.com](http://wildlifedepartment.com)



We manage and protect fish and wildlife, along with their habitats, while also growing our community of hunters and anglers, partnering with those who love the outdoors, and fostering stewardship with those who care for the land.

P.O. Box 53465 Oklahoma City, OK 73152 (405) 521-3851



**Solicitation Cover Page**  
For Minor Projects under Statutory Amount

Oklahoma Department of Wildlife Conservation - Administration - Accounting

DATE OF SOLICITATION made as of the 16<sup>th</sup> day of March in the year 2024.

**Solicitation Information:**

Solicitation Number: 509C

Project Name: Mowing Services Lake Burtshi  
Address: 10 Miles Southwest of Chickasha  
City ZIP: Grady Counties, Oklahoma

Bids Due: **Monday, April 1, 2024 at 3:00 PM.**

**Using Agency Information:**

Using Agency Name: Oklahoma Department of Wildlife Conservation  
Point of Contact: Cheryl Luetkemeyer  
Mailing Address: PO BOX 53465  
City, ST Zip: Oklahoma City, Oklahoma 73152  
Delivery Address: 1801 North Lincoln Boulevard  
City, ST Zip: Oklahoma City, Oklahoma 73105  
Phone: 405-521-2097  
Email: cheryl.luetkemeyer@odwc.ok.gov

The **Oklahoma Department of Wildlife Conservation** is inviting written bids for all Project Management, Superintendence, labor, machinery, equipment, tools, materials, supplies and appurtenances described by this solicitation.

Method of Responding to this Solicitation: Bids will be accepted by mail, email or hand delivered to the Using Agency Contact specified above.

The requirements of the proposed contract for construction are described within this Solicitation, and the Solicitation will become a part of any resultant Contract. Bidder will perform work in compliance with all applicable codes, standards, ordinances and laws. The issuance of this Solicitation does not guarantee that the State of Oklahoma will enter into an agreement, and the State reserves the right to reject any and all bids.

In preparing a bid, please review the attached documents and comply with instructions given:

- Bid Form: Submit your Bid using the form provided.
- Scope of Work (SOW): Description and Requirements of the proposed construction contract.
- Standard Form of Agreement Between Owner and Contractor (Sample Contract – do not complete)
- Vendor Insurance: General Liability and Workers Compensation or Exemption.

If the Bidder has any questions about this Solicitation, please contact the Using Agency Contact listed above.

This Solicitation and any resulting Contract for Construction is in accordance with 61 O.S. §101- 138, and specifically 61 O.S. §103(B) regarding projects under the statutory amount mandated therein. Any resultant contract will be awarded by the State of Oklahoma, Office of Management and Enterprise Services, Division of Capital Assets Management, Department of Real Estate Services, Construction and Properties (Owner Agent for State).





**Bid Form**  
For Minor Projects under Statutory Amount

Oklahoma Department of Wildlife Conservation - Administration - Accounting

To: Oklahoma Department of Wildlife Conservation  
Administration - Accounting  
1801 North Lincoln Blvd  
Oklahoma City, Oklahoma 73105  
ATTN: Adriana Bustamante  
RE: Solicitation Number: 509C

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
(List Addendum Number(s) received above)

From: \_\_\_\_\_  
(Firm Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City/State/Zip)

\_\_\_\_\_  
(Telephone No.)

\_\_\_\_\_  
(EIN/TIN No.)

\_\_\_\_\_  
(Email Address)

**ARTICLE 1: General.**

1.1 The undersigned, being familiar with the local conditions affecting the cost of the work, with the Solicitation for Bids and in accordance with the provisions thereof, hereby proposes to furnish all labor, materials and equipment necessary for the sums listed herein.

1.2 In submitting the bid, it is understood that the right is reserved by the State of Oklahoma to reject any and all bids, and it is agreed that this bid may not be withdrawn for a period of thirty (30) days after the date bids are due.

1.3 If awarded the project:

(Indicate applicable response and fill in days below)

☒ We propose to complete this work within calendar days from the date of receipt of the Notice to Proceed.  
OR

☒ We propose to complete the work in as specified in Scope of Work.

**ARTICLE 2: Compliance.**

2.1 The Bidder certifies that:

2.1.1 they are an Equal Employment Opportunity Employer and that they do not discriminate in any of their business or employment practices;

2.1.2 they, and all sub-contractors and suppliers performing work on the Project, will comply with the provisions of the Oklahoma Taxpayer and Citizen Protection Act of 2007 and participate in the Status Verification System. The Status Verification System is defined in the Oklahoma Statutes, Title 25 §1312;

2.1.3 they will comply with the laws relating to public construction in the Oklahoma Statutes (Title 61) and the Oklahoma Administrative Code (Section 260, Chapter 65); and

2.1.4 they will comply with all State of Oklahoma Governor's Executive Orders, including those relating to the prohibited use of any and all tobacco product on any and all properties owned, leased or contracted for use by the State of Oklahoma, including but not limited to all buildings, land and vehicles owned, leased or contracted for use by agencies or instrumentalities of the State of Oklahoma.

**ARTICLE 3: Bid Proposal:**

To furnish all necessary Project Management, Superintendence, labor, machinery, equipment, tools, materials, supplies, and appurtenances to complete all the Work upon which is within these Contract Documents. Any required overtime and similar costs to complete the Project within the above stated days, is included.

Fill out the requested rates and apply that rate to the estimated quantities to establish a comparative basis for contract award. The quantities are estimates only and may not reflect actual contract usage. The State will only assign work based upon need and makes no warranty or guarantee as to any minimum amount that may be authorized under the contract.

\$ \_\_\_\_\_ Dollars  
(Insert amount using words)

\$ \_\_\_\_\_  
(Insert amount using numbers)

**ARTICLE 4: Alternate(s):**

Alternate No. 1: NA

\_\_\_\_\_ Dollars

(Insert amount using words)

\$ \_\_\_\_\_

(Insert amount using numbers)

Circle one:    ADD    DEDUCT

**ARTICLE 5: Statements.**

**5.1 Non-collusion Statement.** For the purposes of a competitive bid for a public construction contract, the undersigned, being first duly sworn, certifies that

5.1.1 I am the duly authorized agent of \_\_\_\_\_, the bidder submitting the competitive bid which is attached to this statement, 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 the bid to which this statement is attached;

5.1.2 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

5.1.3 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.

5.2 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 the contract to which this statement is attached

**5.3 Business Relationship Statement.**

5.3.1 I further certify that the nature of any partnership, joint venture or other business relationships presently in effect or which existed within one (1) year prior to the date of this statement with the Architect, Engineer, or other party of the project is:

\_\_\_\_\_  
(If none, so state; use additional sheet if necessary.)

5.3.2 That any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is:

\_\_\_\_\_  
(If none, so state; use additional sheet if necessary.)

5.3.3 And that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are:

\_\_\_\_\_  
(If none of the business relationships herein above mentioned exist, then a statement to that effect. Use additional sheet if necessary.)

**BIDDER:**

If awarded a contract, the bidder affirms that the work will be carried out in conformance with the contract requirements and that all invoices submitted for payment will reflect a true and accurate accounting of the work completed.

I solemnly swear or affirm, under penalty of perjury, that the foregoing is true and correct.

\_\_\_\_\_  
(Bidder Signature)

\_\_\_\_\_  
(Bidder Printed Name)

\_\_\_\_\_  
(Bidder Printed Title)

\_\_\_\_\_  
(Date)

# SCOPE OF WORK

## Mowing Services & Trash Pick Up – Lake Burtschi

Grady County, Oklahoma

### 1. GENERAL REQUIREMENTS

The proposed contract is for mowing services and trash pickup at Lake Burtschi, located in Grady County 10 miles southwest of Chickasha, Oklahoma. See attached map showing general areas in need of mowing and trash pickup.

Description of Services -Beginning on April 1, 2024, contractor will provide the following services (collectively, the "Services):

#### **Total of 8 mowing events:**

- A. April – Week of April 10<sup>th</sup> – shall mow in a competent and professional manner.
- B. May – First week of May shall mow in a competent and professional manner.
- C. May – Week immediately before Memorial Day shall mow in a competent and professional manner.
- D. June – Week of June 10<sup>th</sup> shall mow in a competent and professional manner.
- E. July – Week immediately before July 4<sup>th</sup> holiday shall mow in a competent and professional manner.
- F. August – First week of August shall mow in a competent and professional manner.
- G. August – Week immediately before Labor Day weekend shall mow in a competent and professional manner.
- H. Sept – Week of September 15<sup>th</sup> shall be mowed in a competent and professional manner.

#### **Trash Pickup:**

- I. Trash must be picked up before each mowing. No trash should be shredded by mower and left on ground.
- J. Haul off and dispose of trash.

#### **Brush Hogging:**

- K. Sides of entry roads, county ditches near entry, camping areas, fishing areas, top of dam, jetties, spillway, cut grass down to four (4) inches height.

#### **Finish Mowing:**

- L. Boat dock area, boat trailer parking area, and high use fishing area.

#### **Weed Eating:**

- M. Around all signposts, tops of jetties, boat launch area, boat dock area, and high use fishing areas down to waters edge.



Vendor is to provide all needed equipment to complete the work as required. Project must be completed **as specified within Scope of Work**. All work will be done as directed by the ODWC Regional Supervisor.

**Contract will be awarded to one vendor only. If vendor is awarded multiple ODWC projects, they must be capable of completing each project simultaneously.**

Insurance: The successful bidder will be required to provide certificates of insurance for general liability, vehicles and worker compensation in the amounts specified in the contract (attached) immediately upon notification that they are the successful bidder. A contract will not be issued without the required proof of insurance.

Basis of Contract: The determination will be made based on Lowest Responsible Bidder.

The Owner reserves the right to make any inquiries to ensure that the lowest bidder is able to complete the work in a satisfactory manner.

The contract will be issued by the Office of Management and Enterprise Services, Construction and Properties Division (OMES/CAP). The Contractor shall not begin work until the contract is in place and written notice to proceed has been issued by OMES/CAP.

Terms and conditions: As stated in the contract.

Change Orders: Changes in the work shall not be undertaken without prior written authorization. Field personnel are not authorized to modify the scope of work in any way or to issue change orders to this contract. The contractor shall submit a written request for a proposed change, the reason for the proposed change and the increase or decrease in price and time required as a result of the change. Cumulative changes that exceed the original contract price by more than 15% are prohibited by Oklahoma law.

Invoicing and Project Communication: All work-execution related communications must go through the Agency Representative. ODWC staff will meet with contractor before the first mowing event to discuss in detail what needs brush hogging, finish mowed, weed eating, trash up etc. Project invoices shall be sent to the Agency Representative at the following address and attention:

J. A. Manning State Fish Hatchery  
Ryan Ryswyk  
18798 State Hwy 49  
Lawton, Oklahoma 73507-6015  
580-529-2795  
[ryan.ryswyk@odwc.ok.gov](mailto:ryan.ryswyk@odwc.ok.gov)

## 2. EXECUTION

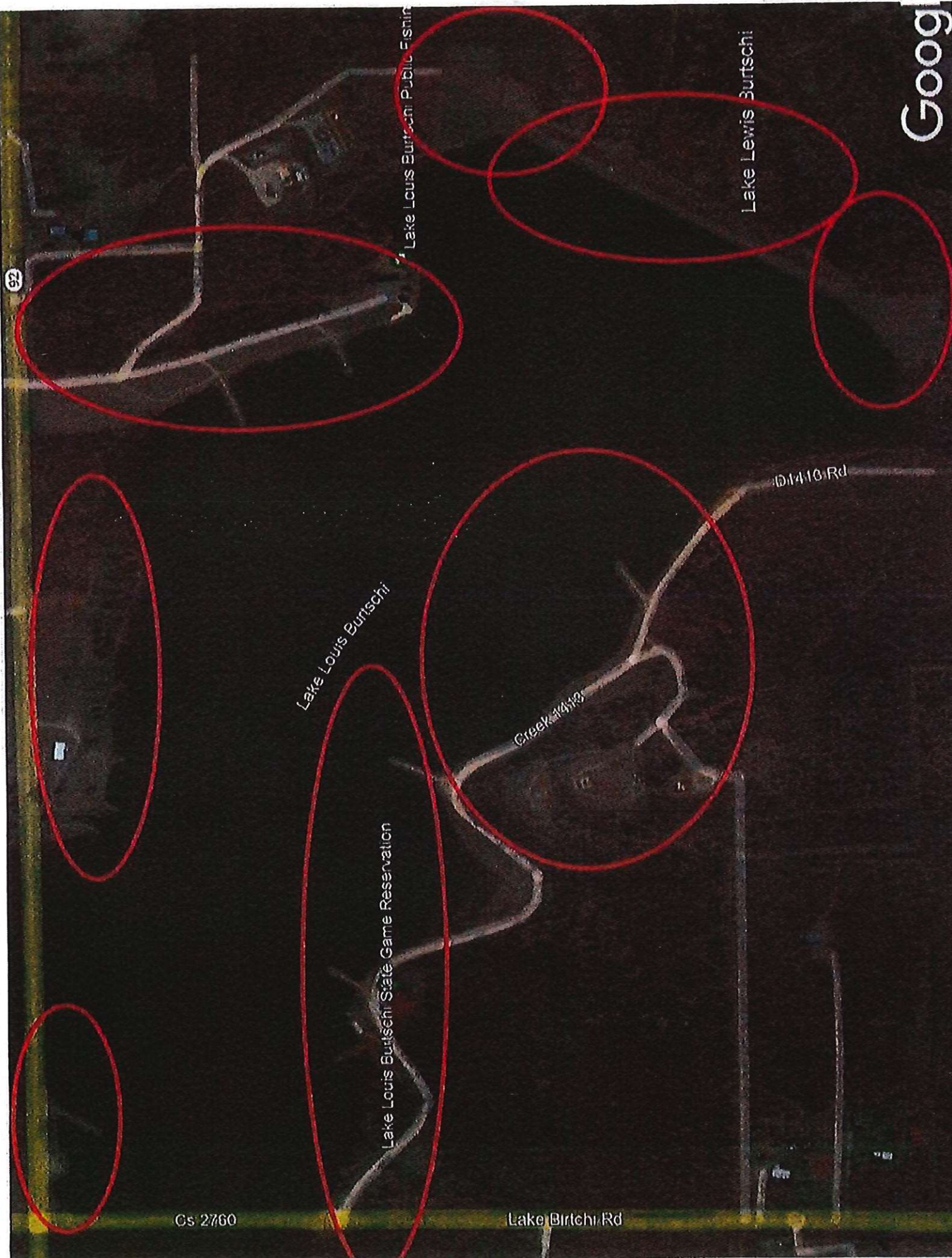
Scheduling: Provide Agency Representative with proposed work schedule prior to beginning work.

Travel: Operator will not be compensated for travel to and from sites.

Closeout: At completion of the work, conduct final inspection with Agency Representative. Complete any corrective work as directed.

**\*\*\*End of Scope of Work\*\*\***





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Lake Louis Burtzsch Public Fishing

Lake Lewis Burtzsch

Lake Louis Burtzsch

Lake Louis Burtzsch State Game Reservation

Creek 1410

D1410 Rd

Cs 2760

Lake Burtzsch Rd





This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion.

AGREEMENT made as of the \_\_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_\_.

**BETWEEN THE OWNER:**

State of Oklahoma  
OMES/CAM/DRES Construction and Properties  
P.O. Box 53448  
Oklahoma City, OK 73152-3448  
[cap@omes.ok.gov](mailto:cap@omes.ok.gov)

**PROJECT:**

\_\_\_\_\_  
(CAP Project Number) (Purchase Order Number)

\_\_\_\_\_  
(CAP Project Name)

\_\_\_\_\_  
(Address/Location)

**ON BEHALF OF THE USING AGENCY:**

\_\_\_\_\_  
(Using Agency Name)

**AND THE CONTRACTOR:**

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(City, State ZIP)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Telephone Number)

In consideration of the mutual covenants and obligations contained herein, Owner, Using Agency and Contractor agree as set forth herein.

**ARTICLE 1: The Contract Documents.**

1.1 The Contract Documents consist of this Agreement and the Solicitation, as referenced, inclusive of any stated Conditions, Requirements, Provisions, Scope of Work, Plans, Specifications, Addenda and the Contractor's Bid Form as may be contained therein, included as an attachment. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral.

**ARTICLE 2: The Work of this Contract.**

2.1 The Contractor shall fully execute the Work described in the Contract Documents, except to the extent specifically indicated in the Contract Documents to be the responsibility of others.

**ARTICLE 3: Date of Commencement and Substantial Completion.**

3.1 The date of commencement of the Work shall be the date of the Notice to Proceed/Work Order issued by the Owner and affixed to the State's separate Purchase Order issued to encumber the cost of the Work. The Contract Time shall be measured from the date of Notice to Proceed/Work Order.

3.2 The Contractor shall achieve Substantial and/or Final Completion of the Work not later than:

(The clause selected with an "X" shall be the valid 3.1 contractual clause)

☐ \_\_\_\_\_ (\_\_\_\_\_) calendar days from the date of commencement, subject to adjustments of this Contract Time as provided in the Contract Documents.

☐ within the fiscal year \_\_\_\_\_ starting in or after \_\_\_\_\_ and continuing until the end of the fiscal year on June 30, \_\_\_\_\_. If this contract is a 1+, multi-year, optional renewed contract, the duration may be renewed for \_\_\_\_\_ (\_\_\_\_\_) subsequent one (1) year, fiscal periods by renewal contract.

☐ or as follows: \_\_\_\_\_, subject to adjustments of this Contract Time as provided in the Contract Documents.

3.3 If provided for in the Solicitation, in regard to as-needed maintenance or trade services, the Contract Time may be extended for additional annual renewal periods by amendment to the Agreement.

**ARTICLE 4: Contract Sum and Payments.**

(The clause selected with an "X" shall be the valid 4.1 contractual clause)

☐ 4.1 This Contract is for a firm fixed price in the amount of \_\_\_\_\_ Dollars (\_\_\_\_\_), Projects with duration of one month or less shall be invoiced upon final completion. Projects with a duration exceeding one month may be incrementally invoiced on a monthly basis. Final payment will not be made until Owner's Representative has verified that all work has been completed. No payment will be made to the Contractor after the Final Completion Date until all work is complete.

☐ 4.2 This Agreement is non-binding. The Owner may or may not purchase the quantities stated in the Solicitation. Work authorized under this agreement shall be invoiced at the rates stated on the Contractor's Bid Form. Invoices will be accepted for payment monthly for the Work completed in the previous month.

**ARTICLE 5: Other Terms and Conditions.**

5.1 Owner's Representative and Supervisory Official. For the purposes of this Agreement, the Administrator of Construction and Properties or a designated person shall serve as the Owner's Representative, an individual of the Using Agency shall serve as the



Supervisory Official for the purposes of accepting the work and approving Invoices for Payment. No work will be accepted, nor any payments made without approval by the Owner or the Owner's Representative.

**5.2 Contract Clauses.** Contract Changes shall be provided only upon prior written authorization by the Owner, and are subject to the statutory limits set forth in 61 O.S. § 121. Upon request by the Owner's Representative, Contractor shall prepare an itemized cost proposal for the requested contract change and submit to Owner's Representative for review and approval. If accepted by Owner, a Change Order will be processed and returned to Contractor, authorizing the change in the work and serving as a Notice to Proceed/WORK ORDER.

**5.3 Audits and Records Clause.** 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 of Oklahoma, the Contractor agrees any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution of the resultant contract. The contractor is required to retain all records relative to this contract for the duration of the contract term and for a period of three years following completion and/or termination of the contract. If an audit, litigation, or other action involving such records are started before the end of the three year period, the records are required to be maintained for three years from the date that all issues arising out of the action are resolved or until the end of the three year retention period, whichever is later.

**5.4 Ownership of Documents.** All documentation generated as an instrument of service is and shall remain the property of the Owner, including shop drawings, equipment manuals, equipment warranties and as-built drawings. Contractor shall deliver said documents to Owner's Representative or as otherwise stated in the Solicitation upon final completion of the work.

**5.5 Successors and Assigns.** The Owner and the Contractor each binds themselves, partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. The Contractor shall not assign, sublet or otherwise transfer its interest in this Agreement without the written consent of the Owner.

**5.6 Disputes and Claims.** The Owner, Using Agency's Supervisory Official and Contractor shall endeavor to resolve claims, disputes and other matters in question between them by participating in good faith in a settlement meeting to obtain a mutual agreement that resolves the claim or dispute. If an agreement cannot be attained, the Contractor may appeal to the Administrator of the Capital Assets Management, by submitting written notice of a protest to the Administrator within twenty-one (21) days of the previous settlement meeting. The Administrator may hear the protest or may assign the Contractor's appeal to an administrative law judge the Division retains. If the appeal is assigned to an administrative law judge, the administrative law judge shall review the protest for legal authority and jurisdiction. If legal authority and jurisdictional requirements are met, the administrative law judge shall conduct an administrative hearing in accordance with the Administrative Procedures Act, 75 O.S. § 309 et seq., and provide findings of fact and conclusions of law to the Administrator. The Administrator shall send written notice to the Contractor of the final decision sustaining or denying the Contractor's appeal. If the Administrator denies Contractor's appeal, the Contractor may appeal pursuant to provisions of 75 O.S., § 309 et seq. of the Administrative Procedures Act.

**5.7 Termination.**

**5.7.1** This Agreement may be terminated by the Owner upon mailing notice of termination to the Contractor at least seven (7) working days in advance of the date of termination if the Contractor substantially fails to perform according to the terms and conditions of this Agreement in the opinion of the Owner or funds for the Project are insufficient to proceed with the Project. In the event of termination, the Contractor shall be paid compensation for services performed up until the date of termination subject to amounts withheld to satisfy any rightful claim or set off by the Owner.

**5.7.2** This Agreement may be terminated by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

**5.7.3** This Agreement may be terminated by the Owner upon not less than seven days' written notice to the Contractor for the Owner's convenience and without cause.

**5.8 Insurance.** Insurance meeting the minimum limits of coverage listed below shall be maintained in full force by Contractor for the duration of the Contract. Certificates of Insurance shall be furnished naming the Owner as the Certificate Holder prior to acceptance of the Contract or issuance of a Work Order. The following are minimum limits of insurance coverage. If higher limits or additional insurance provisions are stated in the Bid Solicitation, the requirements of the Solicitation shall be the minimum required.

**5.8.1** Workers' Compensation and Employers' Liability meeting statutory limits mandated by state and federal laws. (Companies exempt from the Workers' Compensation Act may substitute CAP Form D321 in lieu of a Certificate of Coverage).

**5.8.2** Commercial General Liability shall be \$100,000 (Each Occurrence) and \$300,000 (General Aggregate).

**5.8.3** Automobile Liability (owned, non-owned and hired vehicles) shall be \$100,000 (Each Occurrence) and \$300,000 (General Aggregate), for bodily injury and property damage.

**5.8.4** Property Damage (for projects under \$50,000) shall be \$50,000 (Each Occurrence) and \$100,000 (General Aggregate).

**5.8.5** Builder's Risk (for projects \$50,000.00 and above) shall be \$50,000 (Each Occurrence) and \$100,000 (General Aggregate).

**5.9 Bonds.**



- 5.9.1 Bonds are required for any contract where the firm, fixed price contract sum equals or exceeds fifty thousand dollars (\$50,000), or where an individual work order under a non-binding service or maintenance contract exceeds fifty thousand dollars (\$50,000).
- Performance Bond for 100% of the value of the Contract to insure completion of the Work.
  - Defect Bond for 100% of the value of the Contract to provide correction of defects in the construction and equipment for one year after acceptance of the Work; and
  - Payment Bond for 100% of the Contract to assure that the Owner is protected from the action of Subcontractors, suppliers and employees for unpaid debts of the Contractor.

5.9.2 All bonds shall be on the forms prescribed and issued by the Owner as attached to this Agreement.

5.9.3 Irrevocable Letters of Credit may be used as a substitute for the required bonds, on the forms prescribed and provided by the Owner and issued by a financial institution insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation.

5.10 Jurisdiction. This Agreement shall be governed by the laws of the State of Oklahoma.

**ARTICLE 6: Other Conditions of the Contract.**

6.1 Oklahoma Taxpayer and Citizen Protection Act of 2007. The Contractor certifies that it and all proposed subcontractors and suppliers, whether known or unknown at the time this contract is executed or awarded, will comply with the provisions of the Oklahoma Taxpayer and Citizen Protection Act of 2007 and participate in the Status Verification System. The Status Verification System is defined in the Oklahoma Statutes, Title 25 §1312.

6.2 State of Oklahoma Governor's Executive Order 2012-01. Per the State of Oklahoma Governor's Executive Order 201201, filed February 6, 2012 and effective July 1, 2012, the use of any tobacco product shall be prohibited on any and all properties owned, leased or contracted for use by the State of Oklahoma, including but not limited to all buildings, land and vehicles owned, leased or contracted for use by agencies or instrumentalities of the State of Oklahoma.

6.3 Other documents, if any, forming part of the Contract Documents are as follows:  
Purchase Order  
Notice to Proceed/Work Order

This agreement is entered into as of the day and year first written above and is executed in at least three (3) original copies, of which one is to be delivered to the Contractor, and the remainder to the Owner and Using Agency.

**OWNER:**

State of Oklahoma  
Office of Management and Enterprise Services  
Capital Assets Management  
Department of Real Estate Services

**USING AGENCY:**

The Using Agency certifies that funds are available and dedicated to completing the contract sums stated in this Contract. The Using Agency agrees to pay all project related costs including but not limited to work related to unknown site conditions, remediation of discovered environmental conditions, legal expenses, judgments and any reasonable project related expense.

\_\_\_\_\_  
(Authorized Representative Signature)

Mickel Jones  
Director, Construction and Properties

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Authorized Representative Signature)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Authorized Representative Printed Name)

\_\_\_\_\_  
(Authorized Representative Printed Title)

**CONTRACTOR:**

Non-Collusion Statement

The Authorized Representative for the Contractor, of lawful age, solemnly swears or affirms, under penalty of perjury, that (s)he is the duly authorized agent of the Company indicated herein under the Contract which is attached to this statement, for the purpose of certifying the facts pertaining to the giving of things of value to government personnel in order to procure said Contract.

(S)He is fully aware of the facts and circumstances surrounding the making of the Contract to which this statement is attached and has been personally and directly involved in the proceedings leading to the procurement of said Contract: and

Neither the Company nor anyone subject to the Company's direction or control has paid, given or donated or agreed to pay, give or donate to any office or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring the Contract to which this statement is attached.

**Exhibits/Attachments list:**

\_\_\_\_\_  
(Authorized Representative Signature)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Authorized Representative Printed Name)

\_\_\_\_\_  
(Authorized Representative Printed Title)

\_\_\_\_\_  
(EIN/TIN number)





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b>						
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
							PRODUCTS - COMP/OP AGG \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	<b>AUTOMOBILE LIABILITY</b>						
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b>	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N <input type="checkbox"/> N/A					WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE





Office of Management & Enterprise Services ■ Capital Assets Management ■ Department of Real Estate Services ■ Construction and Properties

Pursuant to Attorney General Opinion #07-8, the exemption from the Workers' Compensation Act provided for in 85a O.S. applies only to employers who are natural persons, such as sole proprietors, and does not apply to employers who are entities created by law, including but not limited to corporations, partnerships and limited liability companies.

DATED this \_\_\_\_\_ day of [Select] \_\_\_\_\_ in the year 20\_\_\_\_.

**BETWEEN THE OWNER:**

State of Oklahoma  
OMES/CAM/DRES Construction and Properties  
P.O. Box 53448  
Oklahoma City, OK 73152-3448  
[cap@omes.ok.gov](mailto:cap@omes.ok.gov)

**PROJECT:**

\_\_\_\_\_  
(CAP Project Number)

\_\_\_\_\_  
(CAP Project Name)

\_\_\_\_\_  
(Address/Location)

**ON BEHALF OF THE USING AGENCY:**

\_\_\_\_\_  
(Using Agency Name)

**CONTRACTOR/CONSTRUCTION MGR/DESIGN-BUILDER:** Is this a d/b/a (doing business as)? ☐ Yes ☐ No

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(City, State ZIP)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Telephone Number)

Claimed Exemption(s):

☐ Title 85, Section 311.5

☐ Other: \_\_\_\_\_

I, the undersigned, hereby solemnly swear or affirm, under penalty of perjury, that I am exempt from the Oklahoma Workers' Compensation Act and hereby waive any claim against the State of Oklahoma, including but not limited to, the Owner and the Using Agency, and/or their agents, and I assume all responsibility for accidents, injuries or losses incurred by me or one of my employees, subcontractors or suppliers while in connection with any activity conducted with performance of the contract for construction, thereby releasing the aforesaid from any responsibility under the Workers' Compensation laws of the State of Oklahoma.

\_\_\_\_\_  
(Authorized Representative Signature)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Authorized Representative Printed Name)

\_\_\_\_\_  
(Authorized Representative Printed Title)

\_\_\_\_\_  
(EIN/TIN number)