



Purchase Order

Dispatch via Print

Wildlife Conservation

OK DEPARTMENT OF WILDLIFE CONSERVATION
ACCOUNTING DEPARTMENT
PO BOX 53465
OKLAHOMA CITY OK 73152

Supplier: 0000238055
MICROTEL INN & SUITES
PO BOX 349
MIAMI OK 74355-0349

Purchase Order	Date	Revision	Page
3209007006	10/24/2017		1
Payment Terms	Freight Terms	Ship Via	
0 Days	Free on board at Destination	Common	
Buyer	Phone	Currency	
Cheryl Luetkemeyer	405/521-2097	USD	

Ship To: OK DEPARTMENT OF WILDLIFE CONSERVATION
TULSA AREA OFFICE
300 AQUARIUM DR
JENKS OK 74037

Bill To: OK DEPARTMENT OF WILDLIFE CONSERVATION
TULSA AREA OFFICE
PO BOX 1201
JENKS OK 74037

Tax Exempt? Y Tax Exempt ID: 736017987

Line-Sch	Cat CD / Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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SERVICES: Hotel/Motel Accommdations							

Hotel accommodations for ODWC workers at the Paddlefish Research Center from February 12, 2018 through May 5, 2018.

The Hotel will provide the following:

- A bi-weekly invoice that include the names of all the employees, dates of stay and the room rate
- If double occupancy, both names will be listed. The invoice will include the total number of nights and rooms for all employees for the week beginning Sunday through Saturday.
- The invoice shall be emailed to Brandon Brown, at brandon.brown@odwc.ok.gov.
- Rooms shall be registered under the name of the employee.
- The hotel will only accept reservations made by Jason Schooley or Brandon Brown for billing under this purchase order.
- No taxes will be charged
- The rate will remain the same for single or double occupancy.
- The hotel will provide a hot breakfast for the Oklahoma Department of Wildlife (ODWC) employees during the Paddlefish Research Center (PRC) season of March 1, 2018 through April 30, 2018, which will include items such as omelets, bacon, eggs, waffles, biscuits, toast, bagels, hot/cold cereal, etc.

Room rate will be \$65.00 per night single room.
Room rate will be \$69.00 per night double room.
Room rate will be guaranteed and not subject to change.

Total PO Amount

12,000.00

COMMENTS:

Agency Contact: Brandon Brown
Phone: 918-542-9422
Alt. Phone: 918-686-3673
Email: brandon.brown@odwc.ok.gov

Vendor Contact: Sara Mcquigg
Phone: 918-540-3333
Email: saramcquigg@yahoo.com

Division: 2100001
Area 045
State

Terms and conditions in accordance with solicitation #345C, on file with the ODWC Accounting Office.

Authorized Signature



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Please reference this purchase order number on all correspondence. Thank you.

This purchase is subject to the provisions of the Oklahoma Central Purchasing Act, 74 OS 2001 Section 85.1 et seq.

Payment for goods and services by a state agency shall be made only after products have been provided or services rendered.

The State of Oklahoma is exempt from payment of sales tax.

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.

This contract shall be considered to be in force until the expiration date or until 30 days after notice has been given by either party of its desire to terminate the contract.

Immediate cancellation shall be administered when violations are found to be an impediment to the function of the agency and detrimental to its cause.

All Contracts with the State of Oklahoma are governed by the laws of Oklahoma. Venue for any action or claim shall be Oklahoma County, Oklahoma.

Audit Clause: In accepting any contract with the State, the vendor must agree to this audit clause which provides that books, records, documents, accounting procedures, practices or any other items of the service provider relevant to the contract are subject to examination by the Agency, and the State Auditor and Inspector.

Authorized Signature