



Purchase Order

Wildlife Conservation

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

Supplier: 0000294428
HS FIELD SERVICES
PO BOX 605
DEWEY OK 74029-0605

Dispatch via Print

Dispatch via Email

Purchase Order	Date	Revision	Page
3209007580	02/28/2019		1
Payment Terms	Freight Terms	Ship Via	
0 Days	Free on board at Destination	Common	
Buyer	Phone	Currency	
Kelsey Bridges (090)	405/521-2112	USD	
Ship To: OK DEPARTMENT OF WILDLIFE CONSERVATION SEE BELOW . OK 73105			

Bill To: OK DEPARTMENT OF WILDLIFE CONSERVATION
1801 N LINCOLN BLVD
OKLAHOMA CITY OK 731054998

Tax Exempt? Y **Tax Exempt ID:** 736017987

Line-Sch	Cat CD / Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	72101500 / 1000017737	MAINT:CAP- Below Statutory Amt, Simple Award, Maintenance Contract	1.0000	JA	10,980.0000	10,980.00	02/28/2019

The proposed contract is for the installation of a 30" water valve and approximately 300' of 30" steel pipe on the Hulah Lake Wetland Development Unit (WDU) located near the town of Whippoorwill, OK.

General Project Overview: Excavate and install approximately 300' (feet) of 30" (inch) OD 250 wall steel pipe, pipe joints vary from 20' (feet) to 30' (feet) on average. Install one 30" (inch) inline valve with bolt flanges (equivalent to a Waterman H-30-FF). Weld on flanges/collars will be provided to match steel pipe and valve. Place approximately 30 tons of 12" (inch) rip-rap around ends of pipe for a total of 60 tons. This will be an open ended pipeline.

Project work will consist of: Opening and backfilling approximately 300' (feet) of trench and installing a 30" (inch) valve and steel pipe with an average cut depth of 6' (feet) and placing rip-rap around each end of the structure. Backfill of open trench shall be done in shallow lifts and tamped to ensure proper soil compaction. This will require the use of a hydraulic excavator with the capability to move, place, set and lift pipe, valve and rock as needed to complete the project in an off-road environment. Additional equipment will be needed to complete welding and pipe installation where required.

Additional Details: All materials for installation will be provided by ODWC and will be onsite for use. This solicitation is for the equipment and labor portion only to complete the project. See the federal compliance attachment at the end of the scope of work for a few additional details about the project.
Location of the job site will be on the Hulah Lake WDU, located approximately 5 miles S/SW of the town of Whippoorwill, Oklahoma. Additional directions will be given to the winning vendor, as needed. All work will be done as directed by the ODWC area biologist.

Total PO Amount

10,980.00

COMMENTS:

PROJECTS UNDER STATUTORY AMOUNT

AWARD OF CONSTRUCTION CONTRACT PURSUANT TO O.S. 61 § 103.B. FOR PROJECTS UNDER THE STATUTORY AMOUNT.

CAP Project 19216

AGY REQ: 3200001414

Agency Contact: Dennis McCollough 918-671-8771 Alt. Phone: 918-683-1031 Email:

dennis.mccollough@odwc.ok.gov

Vendor Contact: Jim Shambles, President Phone: 918-534-9121 Email: hsfieldservices@sbcglobal.net

CAP POC: Kelsey Bridges 405-521-4844 smallprojects@omes.ok.gov

CAP Project Name: Installation of Valve and Pipe

Division: Wildlife (11)
Area: 043



Authorized Signature



Purchase Order

Wildlife Conservation

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

Supplier: 0000294428
HS FIELD SERVICES
PO BOX 605
DEWEY OK 74029-0605

Dispatch via Print

Purchase Order	Date	Revision	Page
3209007580	02/28/2019		2
Payment Terms	Freight Terms	Ship Via	
0 Days	Free on board at Destination	Common	
Buyer	Phone	Currency	
Kelsey Bridges (090)	405/521-2112	USD	

Ship To: OK DEPARTMENT OF WILDLIFE CONSERVATION
SEE BELOW
. OK 73105

Bill To: OK DEPARTMENT OF WILDLIFE CONSERVATION
1801 N LINCOLN BLVD
OKLAHOMA CITY OK 731054998

Tax Exempt? Y **Tax Exempt ID:** 736017987

Line-Sch	Cat CD	Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
----------	--------	---------	-------------	----------	-----	----------	--------------	----------

Federal Aid #: F17AF00744

Solicitation #098P

Authorized Signature



State of Oklahoma
Office of Management and Enterprise Services
Division of Capital Assets Management
Construction and Properties

Standard Form of Agreement
Between Owner and Contractor
Minor Projects under the Statutory Amount or
No Design Consultant

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

AGREEMENT made as of the 20th day of February in the year 2019.

BETWEEN the Owner: State of Oklahoma
Office of Management and Enterprise Services
Division of Capital Assets Management
Construction and Properties Department
Will Rogers Building
2401 N. Lincoln, Suite 212
Oklahoma City, OK 73105

On behalf of
Using Agency: Oklahoma Department of Wildlife Conservation

And the Contractor: HS Field Services
PO Box 605 Dewey, OK 74029

For the Project: Solicitation No: 098P
CAP Project No: 19216
Project Name: Installation of Valve and Pipe
Project Location: Hulah Lake WDU S/SW of Whippoorwill, OK 74454



The Owner and Contractor agree as follows:

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. CONTRACT SUM AND PAYMENTS

3.1 The date of commencement of the Work shall be the date of the 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 Work Order.

3.2 The Contractor shall achieve Final Completion of the entire Work not later than 60 days from the date of commencement, or as follows: N/A, 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 Ten Thousand Nine Hundred Eighty Dollars (\$ 10,980.00). 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.

☐ 4.1 This Contract 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:** For the purposes of this Contract, the Administrator of DCAM/CAP or a designated person shall serve as the Owner's Representative, and 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 CHANGES: 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 providing a notice to proceed.

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, 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 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 Division of 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 DCAM/CAP Form A321D 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).

5.9.1.1 Performance Bond for 100% of the value of the Contract to insure completion of the Work.

5.9.1.2 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

5.9.1.3 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 The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time this contract is executed or awarded, 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 Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

6.2 The Contractor certifies that they are in compliance with the State of Oklahoma Governor's Executive Order 2012-01, 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
G109**

This Agreement entered into as of the day and year written above.

STATE OF OKLAHOMA
Office of Management and Enterprise Services
Division of Capital Assets Management

HS FIELD Services


(Owner Signature)

(Date Signed)

Mickerl Jones
Director
Construction and Properties Department

(Contractor Signature)

(Date Signed)


Jim Shamblee President
(Printed Name and Title)

68-0553593
(EIN/TIN Number)

ATTACHMENTS:

1. Contractor's Bid Form
2. Contractor's Bid Affidavit
3. Contractor's Insurance Certificate(s)
4. Contractor's Bonds (if applicable)
5. Copy of Solicitation for Bids
6. n/a



State of Oklahoma
Office of Management and Enterprise Services
Division of Capital Assets Management
Construction and Properties

Non-Collusion Affidavit

The statement below must be signed and notarized before this contract will become effective

STATE OF _____)
) ss
COUNTY OF _____)

Project Name: _____

CAP Project #: 19216

Jim Shambles, of lawful age, being first duly sworn, on oath states,
(S)he is the duly authorized agent of H S Field Services Inc., the Company
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.

H S Field Services Inc.
(Company Printed Name)

(Authorized Representative Signature)

Jim Shambles
(Authorized Representative Printed Name)

President
(Authorized Representative Printed Title)

Subscribed and sworn to before me this 27th day of February, 2019

(Signature of notarial officer)

My Commission Expires: 2-25-2020

My Commission #: 16002001

(Seal)





HSFIELD-01

JMANN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/19/2018

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 have **ADDITIONAL INSURED** provisions or 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 INSURICA - Tulsa 406 S. Boulder Ave. Suite # 500 Tulsa, OK 74103	CONTACT NAME: PHONE (A/C, No, Ext): (918) 660-0090 FAX (A/C, No): (918) 660-0836 E-MAIL ADDRESS:	
INSURED HS Field Services, Inc PO Box 605 Dewey, OK 74029	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Mid-Continent Casualty Co.	23418
	INSURER B : Oklahoma Surety Company	23426
	INSURER C : CompSource Mutual Insurance Co.	36188
	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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			04-GL-000999187	06/10/2018	06/10/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			06-CA-002828655	06/10/2018	06/10/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			04XS205528	06/10/2018	06/10/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	01802809181	06/01/2018	06/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached 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