



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

**Solicitation For Bids  
(Bid Notice)**

Sealed bids will be received by the Division of Capital Assets Management, Construction and Properties Department, Will Rogers Building, 2401 Lincoln Blvd, Suite 106, Oklahoma City, OK 73105, or by mail at P.O. Box 53448, Oklahoma City, OK 73152-3448, up to and including the time and date indicated below. The bids will be opened and read aloud after the time indicated. Copies of the plans and bid documents may be obtained from the DCAM/CAP website at [http://www.ok.gov/DCS/Construction\\_&\\_Properties](http://www.ok.gov/DCS/Construction_&_Properties). Copies of the bid documents are on file at the Construction and Properties office and are available for public inspection.

- CAP Project Number: **15291**
- Project Name: **Data Services – DHS Elevator Maintenance**
- Project Location: **1110 NE 12<sup>th</sup>, Oklahoma City, OK**
- Cost Estimate: **\$12,744.00**
- Using Agency: **Oklahoma Department of Human Services**
- Bid Documents Available: **6/4/15, Fee For Bid Documents: See Website**

■ **Pre-Bid Conference:** **No Pre-Bid**, Refer to “Instructions To Bidders” in Project Manual. In case of adverse weather conditions, please call 405-521-2112 prior to Pre-bid Conference.

- Date and Time: **N/A**
- Location: **N/A**

■ **Bid Opening:**

- Date and Time: **6/25/15 at 2:00 P.M.**
- Location: **Will Rogers Building  
2401 N Lincoln Blvd, Suite 102/104 OKC, OK 73105**
- Mailing Address: **P.O. Box 53448, OKC, OK 73152-3448**

■ Contact Person(s) For Questions: **Regina Pate - 405-521-2960 - [regina.pate@okdhs.org](mailto:regina.pate@okdhs.org)  
Manny Sauviller - [manny.sauviller@omes.ok.gov](mailto:manny.sauviller@omes.ok.gov)**

**Bid Bond:**

- If the bid exceeds \$50,000, a cashier’s check, a certified check or surety bid bond in the amount of five percent (5%) of the total bid shall accompany the sealed bid of each bidder. Security checks will be returned to all but the three lowest bidders after the bid opening. The three lowest bid securities will be retained until the contract is awarded.
- \* Or \*
- A cashier’s check, a certified check or surety bid bond in the amount of **\$0.00** shall accompany the sealed bid of each bidder. Security checks will be returned to all but the three lowest bidders after the bid opening. The three lowest bid securities will be retained until the contract is awarded.

**NOTE:**

**Bidding Documents** – Bidders shall use complete sets of Bidding Documents obtained from the source indicated in the Solicitation for Bids. Neither the Owner nor the Consultant assumes any responsibility for errors or misrepresentation resulting from the use of incomplete sets of Bidding Documents.

**Bid Forms** – Only bid forms from the DCAM/CAP Project Manual shall be used for bid submissions.

**Addenda** – Notifications of Addenda will be emailed or faxed to all who are known by the Construction and Properties Department (CAP) to have received a complete set of Bidding Documents from Plan Express, CAP’s Online Plan Room, accessible through the CAP web site.

**Plan Holder List** – In order to be placed on the Plan Holder List for a CAP Project and automatically receive Notifications of Addenda the vendor must have purchased Bidding Documents from Plan Express, CAP’s Online Plan Room, accessible through the CAP web site.