



## Project Requisition Checklist

PROJECT INFORMATION				
Date: 01/08/2018	Agency Requisition Number: 0250002066	Agency Project Code:	Contract Number:	CAP Number: 19032CM
Project Location: Joint Forces Headquarters Complex 3501 Military Circle, Oklahoma City, OK 73111		Estimated Contract Cost: \$11,000.00		CAP Fee: \$500.00 (See 5 below) Code: 6
Project Description: (See 2 below) JFHQ Civil Works				
Prebid Conf. required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Mandatory? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		CAP Fee Payment <input checked="" type="checkbox"/> Blanket P.O. No. 0259006041 <input type="checkbox"/> P-Card
AGENCY INFORMATION				
CHARGE AND INVOICE TO: (Agency name and address) Agency Name: Oklahoma Military Department Attn (Name): Kris Millard Address: 3515 Military Circle City, ST Zip: Oklahoma City, OK 73111 Phone Number: 405/228-5697 Email: Ng.ok.okarng.list.state-purchasing@mail.mil		AGENCY CONTACT/PROJECT MANAGER: (See 1 below) Name: Christopher Brummett Address: 3515 Military Circle City, ST Zip: Oklahoma City, OK 73111 Phone Number: 405/228-5107 Fax Number: Email: Ng.ok.okarng.list.state-purchasing@mail.mil Number of copies of Bid Documents Agency requires:		
FUNDING INFORMATION				
FUNDING EXPIRATION INFORMATION (See 6 below)				
PeopleSoft Object Code: 515240		PeopleSoft Vendor I.D. 70827		
Funding Expiration Date 06/30/2019 (Choose how funding expires in box on the right)		<input checked="" type="checkbox"/> Funding must be encumbered by Expiration Date <input type="checkbox"/> Funding must be spent by Expiration Date		
THE FOLLOWING HAS BEEN SPECIFIED ON PEOPLESFT REQUISITION:				
<input checked="" type="checkbox"/> Location (Agency Number)	<input checked="" type="checkbox"/> Account	<input checked="" type="checkbox"/> Fund Type	<input checked="" type="checkbox"/> Department	
<input checked="" type="checkbox"/> Amount	<input checked="" type="checkbox"/> GL Unit	<input checked="" type="checkbox"/> Class Funding	<input checked="" type="checkbox"/> Budget Checked And Approved	
VENDOR INFORMATION (See 3 below)		CONSULTANT INFORMATION (See 4 below)		
Company Name: Crossland Construction Company Inc. Contact Name: Thomas Szczepanski Address: 408 NE 145 <sup>th</sup> Place City, ST, Zip: Oklahoma City, OK 73013 Phone: 405/748-5043 Fax: 405/748-7214 Email: tszczepanski@crossland.com		Company Name: MacArthur Associated Consultants LLC Contact Name: Russell Kent Address: 25 NW 146 <sup>th</sup> St City, ST, Zip: Edmond, OK 73013 Phone: 405/848-2471 Fax: Email: RKent@macokc.com		
ATTACHMENT CHECKLIST				
<u>ESTIMATED PROJECT COST LESS THAN OR EQUAL TO \$50,000.00:</u>				
<input checked="" type="checkbox"/> Copy of approved requisition		<input checked="" type="checkbox"/> Cover letter stating to which contractor/vendor to award contract and amount, justification for award if not lowest bidder and any special requirements		
<input type="checkbox"/> 3 lowest bid responses		<input type="checkbox"/> Insurance certificates from suggested vendor		
<input type="checkbox"/> Complete Solicitation Packet with any Addenda (See DCAM/CAP Form M800)		<input checked="" type="checkbox"/> Purchase order for CAP fee (See 5 below)		
<input type="checkbox"/> DCAM/CAP Form A100A Bid Affidavits from suggested vendor				
<u>ESTIMATED PROJECT COST GREATER THAN \$50,000.00:</u>				
<input type="checkbox"/> Copy of approved requisition		<input type="checkbox"/> Specification and plans uploaded to CAP ftp site		
<input type="checkbox"/> Bid form		<input type="checkbox"/> Email electronic specifications and bid form to CAP at <a href="mailto:CAP@omes.ok.gov">CAP@omes.ok.gov</a> .		
<input type="checkbox"/> Specifications and plans describing planned work		<input type="checkbox"/> Purchase order for CAP fee (See 5 below)		

### INSTRUCTIONS:

1. Enter the Contact information of the individual in the agency that may be contacted by this Department or bidders concerning the project, drawings, or specifications.
2. Place the descriptive title of the project in this entry. All specifications must be submitted on separate pages attached to this requisition.
3. Enter Vendor information if Requisition is for award of small project bid directly by Agency.
4. Enter Consultant information if Requisition is for a project where plans and specifications have been prepared by a licensed Architect, registered Engineer or other Consultant; if none, so state.
5. A Purchase Order for CAP fee per attached Fee Schedule must be attached. Fill in amount of fee and CAP fee code.
6. Information about Funding Expiration must be completed.

Please call Construction and Properties at (405) 521-2112 with any questions prior to submitting your Requisition.

**CONTRACT MANAGEMENT FEES** (PeopleSoft Code for all CAP Fees is TRM0277)

Fee Code	Construction Contracts	PeopleSoft Code For Requisition	
1	Requisition for Contract Award < 50,000 w/ Agency Quotes	TRM 0282	\$100.00 Fixed Fee
2	Requisition for Contract Award < 50,000 CAP Advertises <sup>1</sup>	TRM 0282	\$250.00 Fixed Fee
3	Requisition for Contract Bid & Award, ≥ 50,001 <sup>1</sup>	TRM 0281	0.75 % of Contract Requisition
Example: \$1,125,000 X 0.0075 = \$8,437.50			

Fee Code	Projects with Complex Requirements	PeopleSoft Code For Requisition	
(All projects funded by OCIA; others as determined by the Department)			
4	Total Project Cost: Consultant and Construction Contracts <sup>1</sup>	TRM 0278 or TRM 0281	1.0 % Includes solicitation and bidding
Example: Design + Construction = \$14,000,000 X 0.01 = \$140,000.00			

Fee Code	Construction Document Quality Control Review	PeopleSoft Code For Requisition	
5	Independent Plan Review when determined by the Department	Call CAP	Direct Cost Paid from Project Funds

Fee Code	Solicitation and Award of Consultant Contract	PeopleSoft Code For Requisition	
6	Consultant Solicitation, Fee Negotiations and Award of Contract	TRM 0278	\$500.00 /\$200 ea additional <sup>2</sup>
7	Solicitation Only	N/A	\$150.00

Fee Code	Value-Added Programs And Services	PeopleSoft Code For Requisition	
8	Roof Asset Management Program	TRM 0283	3.5 % of Roofing Cost
8.1	Parking Lot, Pavement, Maintenance and Repair Program	TRM 0283	3.5 % of Paving Cost
8.2	IDIQ Environmental Abatement Program	TRM 0283	3.5 % of Abatement Cost
8.3	Elevator Maintenance Program	TRM 0283	3.5 % of Maintenance Cost
9	On-Call Consultant	TRM 0280	7.0 % of Consultant Fee
10	IDIQ Testing Program	TRM 0279	7.0 % of Testing Charges
11	IDIQ Land Survey Program	TRM 0279	7.0 % of Survey Fee
12	IDIQ Construction Inspection Program	TRM 0279	7.0 % of Consultant Fee
13	IDIQ Pre-Design Services	TRM 0279	7.0 % of Consultant Fee
14	IDIQ Emergency Consultant Services	TRM 0279	7.0 % of Consultant Fee
15	IDIQ Architect and Engineer Consulting Services	TRM 0279	7.0 % of Consultant Fee
15.1	IDIQ Environmental Consulting Services	TRM 0279	7.0 % of Consultant Fee

Fee Code	Miscellaneous Costs and Fees	PeopleSoft Code For Requisition	
16	Annual Renewal for Multi-Year Service Contract or Work Order Release on an Agency IDIQ Contract.	TRM 0281 or TRM 0282	\$100.00
17	Bid Document Reproduction <sup>1</sup>	N/A	Cost + 15.00 %
18	Newspaper Bid Advertising <sup>1</sup>	N/A	Cost + 15.00 %
19	Miscellaneous Transaction	Call CAP	\$100.00
20	Requisition to bid and award Agency Statewide Contract	TRM 0283	\$250.00
21	Release on Agency Statewide Contract	TRM 0283	0.50 %
22	Release on Agency IDIQ Consultant Contract	TRM 0278	\$50.00

**Notes:**

1. Projects advertised for bids are subject to advertising costs (See Fee Codes 17 and 18). Contact CAP for estimates.
2. \$200.00 charge for each additional contract on multiple award solicitations