



1. Solicitation #: AC-0012 Re-bid

2. Solicitation Issue Date: 7/3/2025

3. Brief Description of Requirement:

Agency Contract for "On Call" Roofing Repairs, Replacement & Service

This Solicitation is for services in accordance with Oklahoma State Statute, Title 74 Section 85.12.B.3.

Bids are to be submitted to ODOT via email to [odotbids@odot.ok.gov](mailto:odotbids@odot.ok.gov). Subject line of email should include the Solicitation AC-0012 Re-bid and Response Due Date (Monday, 7/28/2025, 2:00 PM).

Questions are due no later than Friday, 7/11/2025, at 2:00 PM, with Answers to be posted by Friday, 7/18/2025, by 2:00 PM. Questions should be emailed to the buyer listed below.

4. Response Due Date<sup>1</sup>: 7/28/2025

Time: 2:00 PM CST/CDT

5. Issued By and **RETURN SEALED BID TO**<sup>2</sup>:

Electronic Submission Address: [odotbids@odot.ok.gov](mailto:odotbids@odot.ok.gov)

6. Solicitation Type (type "X" at one below):

- ☐ Invitation to Bid  
☒ Request for Proposal  
☐ Request for Quote

7. Contracting Officer:

Name: Heather Osborne

Phone: 405-420-2293

Email: [hosborne@odot.org](mailto:hosborne@odot.org)

<sup>1</sup> Amendments to solicitation may change the Response Due Date (read GENERAL PROVISIONS, section 3, "Solicitation Amendments").

<sup>2</sup> If "U.S. Postal Delivery" differs from "Carrier Delivery", use "Carrier Delivery" for courier or personal deliveries.



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*"Certification for Competitive Bid and Contract" **MUST** be submitted along with the response to the Solicitation.*

**1. RE: Solicitation #** AC-0012 Re-bid

**2. Bidder General Information:**

FEI / SSN : \_\_\_\_\_ Supplier ID: \_\_\_\_\_

Company Name: \_\_\_\_\_

**3. Bidder Contact Information:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**4. Oklahoma Sales Tax Permit<sup>3</sup>:**

☐ YES – Permit #: \_\_\_\_\_

☐ NO – Exempt pursuant to Oklahoma Laws or Rules – Attach an explanation of exemption

**5. Registration with the Oklahoma Secretary of State:**

☐ YES - Filing Number: \_\_\_\_\_

☐ NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming ([www.sos.ok.gov](http://www.sos.ok.gov) or 405-521-3911).

**6. Workers' Compensation Insurance Coverage:**

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act.

☐ YES – Include with the bid a certificate of insurance.

☐ NO – Exempt from the Workers' Compensation Act pursuant to 85A O.S. § 2(18)(b)(1-11) – Attach a written, signed, and dated statement on letterhead stating the reason for the exempt status.<sup>4</sup>

<sup>3</sup> For frequently asked questions concerning Oklahoma Sales Tax Permit, see <https://www.ok.gov/tax/Businesses/index.html>

<sup>4</sup> For frequently asked questions concerning workers' compensation insurance, see <https://www.ok.gov/wcc/Insurance/index.html>

**7. Disabled Veteran Business Enterprise Act**

☐ YES – I am a service-disabled veteran business as defined in 74 O.S. §85.44E. Include with the bid response 1) certification of service-disabled veteran status as verified by the appropriate federal agency, and 2) verification of not less than 51% ownership by one or more service-disabled veterans, and 3) verification of the control of the management and daily business operations by one or more service-disabled veterans.

☐ NO – Do not meet the criteria as a service-disabled veteran business.

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Authorized Signature

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Date

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Printed Name

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Title



**NOTE:** A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Agency Name: Oklahoma Dept. of Transportation Agency Number: 34500

Solicitation or Purchase Order #: AC-0012 Re-bid

Supplier Legal Name: \_\_\_\_\_

**SECTION I [74 O.S. § 85.22]:**

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above-named bidder submitting the competitive bid herewith 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 said bid;
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
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, nor
  - d. to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Section 85.45j.1. of this title.

B. 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 this contract herein.

**SECTION II [74 O.S. § 85.42]:**

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above-named supplier, by signing below, acknowledges this certification statement is executed for the purposes of:

☐ the competitive bid attached herewith and the contract, if awarded to said supplier;

**OR**

☐ the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

\_\_\_\_\_  
Supplier Authorized Signature

\_\_\_\_\_  
Certified This Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Fax Number

## TABLE OF CONTENTS

A. GENERAL PROVISIONS .....	5
B. SPECIAL PROVISIONS.....	11
C. SOLICITATION SPECIFICATIONS.....	14
D. EVALUATION.....	15
E. INSTRUCTION TO BIDDERS.....	15
F. CHECKLIST.....	15
G. OTHER.....	16
H. PRICE AND COST.....	16
EXHIBITS.....	17

## **A. GENERAL PROVISIONS**

### **A.1. Definitions**

As used herein, the following terms shall have the following meaning unless the context clearly indicates otherwise:

- A.1.1. "Acquisition" means items, products, materials, supplies, services, and equipment a state agency acquires by purchase, lease purchase, lease with option to purchase, or rental pursuant to the Oklahoma Central Purchasing Act;
- A.1.2. "Addendum" means a written restatement of or modification to a Contract Document executed by the Supplier and State.
- A.1.3. "Bid" means an offer in the form of a bid, proposal, or quote a bidder submits in response to a solicitation;
- A.1.4. "Bidder" means an individual or business entity that submits a bid in response to a solicitation;
- A.1.5. "Solicitation" means a request or invitation by the State Purchasing Director or a state agency for a supplier to submit a priced offer to sell acquisitions to the state. A solicitation may be an invitation to bid, request for proposal, or a request for quotation; and
- A.1.6. "Supplier" or "vendor" means an individual or business entity that sells or desires to sell acquisitions to state agencies.

### **A.2. Bid Submission**

- A.2.1. Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted with a completed Responding Bidder Information, OMES-FORM-CP-076, and any other forms required by the solicitation.
- A.2.2. Bids shall be submitted to the procuring agency in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.
- A.2.3. The required certification statement, "Certification for Competitive Bid and/or Contract (Non-Collusion Certification)," OMES-FORM-CP-004, must be made out in the bidder's name and properly executed by an authorized person who knows and accepts all its provisions.
- A.2.4. All bids shall be legible and completed in ink with electronic printer or similar office equipment. Any corrections to bids shall be identified and initialed in ink by the bidder. Penciled bids and penciled corrections shall NOT be accepted and will be rejected as non-responsive. In addition to a hard copy submittal, the bidder will also be required to submit an electronic copy. Electronic responses must be submitted in the same format as the solicitation (for example, Microsoft Word, Microsoft Excel, but not Adobe PDF). In the event the hard copy of the price worksheets and electronic copy of the price worksheets do not agree, the electronic copy will prevail.
- A.2.5. All bids submitted shall be subject to the Oklahoma Central Purchasing Act, Central Purchasing Rules, and other statutory regulations as applicable, these General Provisions, any Special Provisions, solicitation specifications, required certification statement, and all other terms and conditions listed or attached herein—all of which are made part of this solicitation.

### **A.3. Solicitation Amendments**

- A.3.1. If an "Amendment of Solicitation", OMES-FORM-CP-011, is issued, the bidder shall acknowledge receipt of any/all amendment(s) to solicitations by signing and returning the solicitation amendment(s). Amendment acknowledgment (s) may be submitted with the bid or may be forwarded separately. If forwarded separately, amendment acknowledgment (s) must contain the solicitation number and response due date and time on the front of the envelope. The procuring agency must receive the amendment acknowledgment (s) by the response due date and time specified for receipt of bids for the bid to be deemed responsive. Failure to acknowledge solicitation amendments may be grounds for rejection.
- A.3.2. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the solicitation. All amendments to the solicitation shall be made in writing by the procuring agency.
- A.3.3. It is the bidder's responsibility to check frequently for any possible amendments that may be issued. The procuring agency is not responsible for a bidder's failure to download any amendment documents required to complete a solicitation.

#### **A.4. Bid Change**

If the bidder needs to change a bid prior to the solicitation response due date, a new bid shall be submitted to the procuring agency with the following statement "This bid supersedes the bid previously submitted" in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

#### **A.5. Certification Regarding Debarment, Suspension, and Other Responsibility Matters**

By submitting a response to this solicitation:

- A.5.1. The prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants:
  - A.5.1.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency;
  - A.5.1.2. Have not within a three-year period preceding this proposal been convicted of or pled guilty or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - A.5.1.3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A.5.1.2. of this certification; and
  - A.5.1.4. Have not within a three-year period preceding this application/proposal had one or more public (Federal, State, or local) contracts terminated for cause or default.
- A.5.2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to its solicitation response.

#### **A.6. Bid Opening**

Sealed bids shall be opened by the See Page 1 above located at \_\_\_\_\_  
\_\_\_\_\_ at the time and date specified in the solicitation as the Response Due Date and Time.

#### **A.7. Open Bid / Open Record**

Pursuant to the Oklahoma Public Open Records Act, a public bid opening does not make the bid(s) immediately accessible to the public. The procurement or contracting agency shall keep the bid(s) confidential, and provide prompt and reasonable access to the records only after a contract is awarded or the solicitation is cancelled. This practice protects the integrity of the competitive bid process and prevents excessive disruption to the procurement process. The interest of achieving the best value for the State of Oklahoma outweighs the interest of vendors immediately knowing the contents of competitor's bids. [51 O.S. § 24A.5(5)]

Additionally, financial or proprietary information submitted by a bidder may be designated by the Purchasing Director as confidential and the procurement entity may reject all requests to disclose information designated as confidential pursuant to 62 O.S. (2012) § 34.11.1(H)(2) and 74 O.S. (2011) § 85.10. Bidders claiming any portion of their bid as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential and identify applicable law supporting their claim of confidentiality. The State Purchasing Director shall make the final decision as to whether the documentation or information is confidential pursuant to 74 O.S. § 85.10. Otherwise, documents and information a bidder submits as part of or in connection with a bid are public records and subject to disclosure after contract award or the solicitation is cancelled.

#### **A.8. Late Bids**

Bids received by the procuring agency after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

#### **A.9. Legal Contract**

- A.9.1. Submitted bids are rendered as a legal offer and any bid, when accepted by the procuring agency, shall constitute a contract.

A.9.2. The Contract resulting from this solicitation may consist of the following documents in the following order of precedence:

A.9.2.1. Any Addendum to the Contract;

A.9.2.2. Purchase order, as amended by Change Order (if applicable);

A.9.2.3. Solicitation, as amended (if applicable); and

A.9.2.4. Successful bid (including required certifications), to the extent the bid does not conflict with the requirements of the solicitation or applicable law.

A.9.3. Any contract(s) awarded pursuant to the solicitation shall be legibly written or typed.

#### **A.10. Pricing**

A.10.1. Bids shall remain firm for a minimum of sixty (60) days from the solicitation closing date.

A.10.2. Bidders guarantee unit prices to be correct.

A.10.3. In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by the supplier in performance of the Contract shall be included in the total bid price/contract amount.

#### **A.11. Manufacturers' Name and Approved Equivalents**

Unless otherwise specified in the solicitation, manufacturers' names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. Bidder may offer any brand for which they are an authorized representative, and which meets or exceeds the specification for any item(s). However, if bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit sketches, descriptive literature, and/or complete specifications with their bid. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements are subject to rejection.

#### **A.12. Clarification of Solicitation**

A.12.1. Clarification pertaining to the contents of this solicitation shall be directed in writing to the Contracting Officer specified in the solicitation and must be prior to the closing date of the solicitation.

A.12.2. If a bidder fails to notify the State of an error, ambiguity, conflict, discrepancy, omission or other error in the SOLICITATION known to the bidder or that reasonably should have been known by the bidder, the bidder shall submit a bid at its own risk; and if awarded the contract, the bidder shall not be entitled to additional compensation, relief, or time, by reason of the error or its later correction. If a bidder takes exception to any requirement or specification contained in the SOLICITATION, these exceptions must be clearly and prominently stated in their response.

A.12.3. Bidders who believe proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a written request for administrative review to the contracting officer listed on the solicitation. This request must be made prior to the closing date of the solicitation.

#### **A.13 Negotiations**

A.13.1. In accordance with Title 74 §85.5, the State of Oklahoma reserves the right to negotiate with one, selected, all, or none of the vendors responding to this solicitation to obtain the best value for the State. Negotiations could entail discussions on products, services, pricing, contract terminology, or any other issue that may mitigate the State's risks. The State shall consider all issues negotiable and not artificially constrained by internal corporate policies. Negotiation may be with one or more vendors for any and all items in the vendor's offer.

A.13.2. Firms that contend that they lack flexibility because of their corporate policy on a particular negotiation item shall face a significant disadvantage and may not be considered. If such negotiations are conducted, the following conditions shall apply:

A.13.3. Negotiations may be conducted in person, in writing, or by telephone.

A.13.4. Negotiations shall only be conducted with potentially acceptable offers. The State reserves the right to limit negotiations to those offers that received the highest rankings during the initial evaluation phase.

A.13.5. Terms, conditions, prices, methodology, or other features of the bidders offer may be subject to negotiations and subsequent revision. As part of the negotiations, the bidder may be required to submit supporting



financial, pricing, and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the offer.

- A.13.6. The requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the State determines that a change in such requirements is in the best interest of the State Of Oklahoma.

#### **A.14. Rejection of Bid**

The State reserves the right to reject any bids that do not comply with the requirements and specifications of the solicitation. A bid may be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidder's liability to the State. Other possible reasons for rejection of bids are listed in OAC 260:115-7-32.

#### **A.15. Award of Contract**

- A.15.1. The State Purchasing Director may award the Contract to more than one bidder by awarding the Contract(s) by item or groups of items, or may award the Contract on an ALL OR NONE basis, whichever is deemed by the State Purchasing Director to be in the best interest of the State of Oklahoma.
- A.15.2. Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that best-value criteria are being used.
- A.15.3. In order to receive an award or payment from the State of Oklahoma, suppliers must be registered. The vendor registration process can be completed electronically through the OMES website at the following link: [Supplier Portal](#)

#### **A.16. Contract Modification**

- A.16.1. The Contract is issued under the authority of the State Purchasing Director who signs the Contract. The Contract may be modified only through a written Addendum signed by the State Purchasing Director and the supplier.
- A.16.2. Any change to the Contract, including but not limited to the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the procuring agency in writing, or made unilaterally by the supplier, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Addendums, shall be void and without effect, and the supplier shall not be entitled to any claim under this Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the resultant Contract.

#### **A.17. Delivery, Inspection and Acceptance**

- A.17.1. Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The supplier(s) awarded the Contract shall prepay all packaging, handling, shipping and delivery charges and firm prices quoted in the bid shall include all such charges. All products and/or services to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the State at destination. "Destination" shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for goods until accepted by the State at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the supplier until accepted by the receiving agency. The supplier(s) awarded the Contract shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.
- A.17.2. Supplier(s) awarded the Contract shall be required to deliver products and services as bid on or before the required date. Deviations, substitutions or changes in products and services shall not be made unless expressly authorized in writing by the procuring agency.

#### **A.18. Invoicing and Payment**

- A.18.1. Upon submission of an accurate and proper invoice, the invoice shall be paid in arrears after products have been delivered or services provided and in accordance with applicable law. Invoices shall contain the purchase order number, a description of the products delivered or services provided, and the dates of such delivery or provision of services. An invoice is considered proper if sent to the proper recipient and goods or services have been received.
- A.18.2. State Acquisitions are exempt from sales taxes and federal excise taxes.
- B.18.3. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.

- A.18.4. Payment terms will be net 45. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. § 34.72.
- A.18.5. Additional terms that provide discounts for earlier payment may be evaluated when making an award. Any such additional terms shall be no less than ten (10) days, increasing in five (5) day increments up to thirty (30) days. The date from which the discount time is calculated shall be the date of a proper invoice.

#### **A.19. Tax Exemption**

State agency acquisitions are exempt from sales taxes and federal excise taxes. Bidders shall not include these taxes in price quotes.

#### **A.20. Audit and Records Clause**

- A.20.1. 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 successful bidder(s) agree any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.
- A.20.2. The successful supplier(s) awarded the Contract(s) is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the seven (7) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

#### **A.21. Non-Appropriation Clause**

The terms of any Contract resulting from the solicitation and any Purchase Order issued for multiple years under the Contract are contingent upon sufficient appropriations being made by the Legislature or other appropriate government entity. Notwithstanding any language to the contrary in the solicitation, purchase order, or any other Contract document, the procuring agency may terminate its obligations under the Contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for multiple year agreements. The Requesting (procuring) Agency's decisions as to whether sufficient appropriations are available shall be accepted by the supplier and shall be final and binding.

#### **A.22. Choice of Law**

Any claims, disputes, or litigation relating to the solicitation, or the execution, interpretation, performance, or enforcement of the Contract shall be governed by the laws of the State of Oklahoma.

#### **A.23. Choice of Venue**

Venue for any action, claim, dispute or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

#### **A.24. Termination for Cause**

- A.24.1. The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the procuring agency. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the supplier.
- A.24.2. The State may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the State Purchasing Director determines that an administrative error occurred prior to Contract performance.
- A.24.3. If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

#### **A.25. Termination for Convenience**

- A.25.1. The State may terminate the Contract, in whole or in part, for convenience if the State Purchasing Director determines that termination is in the State's best interest. The State Purchasing Director shall terminate the contract by delivering to the supplier a Notice of Termination for Convenience specifying the terms and

effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the State Purchasing Director.

- A.25.2. If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the supplier.

**A.26. Insurance**

The successful supplier(s) awarded the Contract shall obtain and retain insurance, including workers' compensation, automobile insurance, medical malpractice, and general liability, as applicable, or as required by State or Federal law, prior to commencement of any work in connection with the Contract. The supplier awarded the Contract shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the procuring agency with evidence of such insurance and renewals.

**A.27. Employment Relationship**

The Contract does not create an employment relationship. Individuals performing services required by this Contract are not employees of the State of Oklahoma or the procuring agency. The supplier's employees shall not be considered employees of the State of Oklahoma nor of the procuring agency for any purpose, and accordingly shall not be eligible for rights or benefits accruing to state employees.

**A.28. Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007**

By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, 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 Employment Verification Program (E-Verify) through the Department of Homeland Security and available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

**A.29. Compliance with Applicable Laws**

The products and services supplied under the Contract shall comply with all applicable Federal, State, and local laws, and the supplier shall maintain all applicable licenses and permit requirements.

**A.30. Special Provisions**

Special Provisions set forth in SECTION B apply with the same force and effect as these General Provisions. However, conflicts or inconsistencies shall be resolved in favor of the Special Provisions.

## **B. SPECIAL PROVISIONS**

### **B.1.0. Authority for Solicitation**

B.1.1. This contract is for services in accordance with Oklahoma State Statute Title 74 Section 85.12.B.3.

### **B.2.0. Definitions**

- B.2.1. The Department or Division is the Oklahoma Department of Transportation, Procurement Division.
- B.2.2. Response Documents include the Solicitation for Responses, these Instructions for Vendors, the Response Forms, other sample response forms, and any addenda issued prior to the receipt of Responses.
- B.2.3. Addenda are written or graphic instruments issued by the Department prior to the execution of the contract, which modify or interpret the Response Documents by additions, deletions, clarifications, or corrections.
- B.2.4. A Response is a complete and properly signed proposal to do the work or designated portion thereof for the sums stipulated therein, submitted in accordance with the Responding Documents.
- B.2.5. A Unit Price is an amount stated in the Response as a price per unit of measurement for materials or services as described in the Response Documents or in the proposed contract documents.
- B.2.6. A Vendor or Contractor is a person or entity that submits a Response.
- B.2.7. The Owner is the State of Oklahoma, represented by the Department of Transportation.

### **B.3.0. Contract Period**

- B.3.1. The initial contract is for a twelve (12) month period, commencing Date of Award through one year. The contract may be renewed for up to three (3) one-year option periods with a price increase not to exceed 2% on labor and non-roofing materials per year. The increase option excludes materials costs.
- B.3.2. Contract Renewal: Exercise of the renewal option is at the discretion of both parties and shall be conditioned, at a minimum, on the Contractor(s)' performance of this Contract and subject to the availability of funds. ODOT, if it desires to exercise its renewal option, will provide written notice to the Contractor(s) no later than thirty (30) days before the Contract expiration date. The renewal term shall be considered separate and will require the renewal option's exercise should both parties choose to renew this Contract.

### **B.4.0. Extension of Contract**

- B.4.1. ODOT may extend the term of this contract up to 180 days if both parties mutually agree upon it in writing.

### **B.5.0. Form of Award**

- B.5.1. An Award will be considered completed upon fully executing a Contract to the awarded Vendors.

### **B.6.0. Roofing Repair, Replacement & Service Projects**

- B.6.1. As projects are developed, Contractors awarded a contract for the specified ODOT Division will be contacted to supply a quote for the project. Any services to be furnished under this contract shall be ordered by issuance of written purchase orders by ODOT. There is no limit on the number that may be issued. Projects at multiple destinations may be required. All projects are subject to the terms and conditions of this contract. Any project dated prior to expiration of this contract shall be performed. In the event of conflict between a purchase order and this contract, the contract shall have precedence.
- B.6.2. In accordance with Oklahoma State Statute Title 158, Chapter 85, the vendors must hold a valid roofing license with a commercial endorsement with the Oklahoma Construction Industries Board.
- B.6.3. The Department may elect to pay for Roofing repair, replacement & Service Projects with a cost of less than \$5,000.00 or as allowed for by the ODOT Purchasing Procedures.

### **B.7.0. Ordering**

- B.7.1. Any supplies and/or services to be furnished under this contract shall be ordered by issuance of written purchase orders or with the purchase card by ODOT. There is no limit on the number that may be issued. Delivery to multiple destinations may be required. All orders are subject to the terms and conditions of this contract. Any order dated prior to expiration of this contract shall be performed. In the event of conflict between a purchase order and this contract, the contract shall have precedence.

### **B.8.0. Minimum Order Requirements**

- B.8.1. Minimum orders will not be accepted.

#### **B.9.0. Prompt Payment Discounts**

- B.9.1. Discounts for prompt payment will not be considered in evaluating offers. However, any discount offered will be annotated on the award and may be taken if payment is made within the discount period.

#### **B.10.0. Gratuities**

- B.10.1. The right of the successful offeror to perform under this contract may be terminated by written notice if the Contracting Officer determines that the successful offeror, its agent, or another representative offered or gave a gratuity (e.g., an entertainment or gift) to an officer, official or employee of the Department of Transportation.

#### **B.11.0. Proposal Conformities**

- B.11.1. By submitting a response to this solicitation, the offeror attests that the supplier or services conform to specified contract requirements.

#### **B.12.0. Indemnification and Hold Harmless Clause**

- B.12.1. The Contractor shall indemnify and save harmless ODOT, their respective officers, employees and agents from all claims, suits, or actions of every kind and character made upon or brought against ODOT, their respective officers, employees and agents, for or on account of any injuries or damages received or sustained by any part or parties by or from acts of said Contractor or its servants, agents, and subcontractors, in doing the work and rendered the services contracted for, or by or consequence of any negligence in operation, or any improper material or equipment used, or by or on account of any fact or omission of said Contractor or his or its servants, agents, and subcontractors. This hold harmless and indemnity obligation shall include attorney's fees, court costs, and all other expenses incurred in the investigation and defense of any claim or suit.

#### **B.13.0. Required Delivery**

- B.13.1. Delivery shall be made as ordered by the agency.
- B.13.2. Delivery to End Users: Authorized Users are located throughout the State, both within and outside of major metropolitan areas. Whenever possible, Authorized Users will work with Contractor to develop delivery schedules. All deliveries must be made on days and times acceptable to Authorized Users.

#### **B.14.0. Warranty**

- B.14.1. The Successful offeror agrees the products furnished under the contract shall be covered by the most favorable commercial warranties the contractor gives to any customer for such products; and rights and remedies provided herein are in addition to and do not limit any rights afforded to the State of Oklahoma by any other clause of this contract.

#### **B.15.0. Travel**

- B.15.1. No reimbursable travel is contemplated under the terms of this contract.

#### **B.18.0. Additional Insurance Requirements**

- B.18.1. Please refer to A.26 for basic insurance requirements. This contract has the additional requirements stated below.
  - B.18.1.1. Public Liability and Property Damage Insurance covers all operations and activities in the following minimum limits (but in no event less than the statutory limits found at 51 Oklahoma Statutes, Section 151 et. Seq. or successor or amendatory statutes).
    - B.18.1.1.1 Bodily Injury Liability in the amount of not less than \$100,000 for injuries, including accidental death and products liability, to any one person, and subject to the same limit for each person, in an amount not less than \$1,000,000 (One Million) for one occurrence.
    - B.18.1.1.2 Property Damage Liability in the amount of not less than \$25,000 for any one accident including products liability and an aggregate limit of \$1,000,000 (One Million) per occurrence.
    - B.18.1.1.3 Combined aggregate liability coverage shall not be less than \$2,000,000 (Two Million) for bodily injury, death, and property damage.
  - B.18.1.2. A Comprehensive Business Auto policy with a minimum of not less than \$1,000,000 (One Million) combined single time limit for bodily injury and property damage, providing coverage for at least any and all leased, owned, hired, or non-owned vehicles used in any of the Contractor's activities pursuant to this agreement, with any self-insured retention not excluding \$100,000. Any and all

mobile equipment which is not covered under the Comprehensive Business Auto policy shall have said coverage provided for under the Comprehensive General Liability policy.

- B.18.1.3. Contractor will furnish ODOT with all certificates necessary to show the existence of all such insurance coverage. Said insurance coverage shall provide that ODOT are additional named insured under said policy or policies and that said policy or policies cannot be canceled or materially modified except upon thirty (30) days advance written notice to ODOT. The foregoing provision regarding additional named insured shall not create or be deemed to create any liability on the part of additional named insured which would not otherwise exist under the laws of the State of Oklahoma.

#### **B.19. Civil Rights Act of 1964**

- B.19.1. The Contractor agrees to comply with Title VI of the Civil Rights Act of 1964, 78 O.S. 252, 42 U.S.C. 200d et. Seq., and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Part 21 – “Nondiscrimination in federally assisted programs of the Department of Transportation – effectuation of Title VI of the Civil Rights Act of 1964”.

#### **B.20. Equal Employment Opportunity**

- B.20.1. In connection with the execution of this CONTRACT, the CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age or national origin. The CONTRACTOR shall take affirmative action to ensure the applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, age or national origin. Such actions shall include, but not be limited to, the following: employment; upgrading; demotion or transfer; recruitment or advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

#### **B.21. Assignment**

- B.21.1. The Contractor shall NOT sublet, sell, transfer, assign, or otherwise dispose of the contract or contracts or any portion thereof, or of his right, title, or interest therein, without the written consent of ODOT. In case such consent is given, the Contractor will be permitted to sublet a portion thereof but shall perform with his own organization, work amounting to not less than 80% of the total contract cost, except that any items designated in the contract as “specialty items” may be performed by sub-contract and the cost of any such “specialty items” so performed sub-contract may be deducted from the total cost before computing amount of work required to be performed by the Contractor with his own organization. For this contract, “specialty items” will be defined to include the following activities: 1) Construction signing and traffic control and 2) Joint sealing. Request for permission to sublet, assign, or otherwise dispose of any portion of the contract shall be in writing and accompanied by a statement showing that the organization performing the work is particularly experienced and equipped for such work. No sub-contracts, or transfer of contract, shall in any case release the Contractor of his liability under the contract and bonds.

#### **B.22. Cure Cause & Breach of Contract**

- B.22.1. Upon written notification from the requesting agency concerning the Contractor's failure to perform up to contract specifications, the Contractor shall have three (3) calendar days to cure the said deficiency and document the cure to the requesting agency. Three such occurrences within the contract period shall be deemed breach of contract by the Contractor and cause for ODOT to cancel this contract on seven.
- B.22.2. (7) Days written notice to the Contractor. In the event of cancellation of this contract, the Contractor agrees to perform the terms and conditions of this contract up to and including the date of cancellation as though no cancellation has been made.

#### **B.23. Work Overload Clause**

- B.23.1. Should circumstances be such that the Contract cannot keep up with the work demand in a timely manner, at no fault of the Contractor, ODOT reserves the right to seek additional services from other contractors. Such action shall not nullify this contract.

#### **B.24. Surety Bonds**

- B.24.1. Should any projects awarded under this Contract exceed \$50,000.00, the Department reserves the right to require that the awarded Contractor(s) provide the Department with Surety Bonds for those projects.
- B.24.2. Surety bonds include coverage for (1) Performance: to ensure the completion of the work in accordance with contract documents in the time stipulated; (2) Defect – to provide for defects in construction or materials for a

period of one (1) year from the date of acceptance of the completed work; and (3) Payment – to assure the State is protected from the actions of subcontractors, suppliers, and employees for unpaid debts of the contractor.

B.24.3 All bonds must be on the forms prescribed and issued by the Department and included in the solicitation material.

B.24.4 Irrevocable Letters of Credit may be used as a substitute for the bonds required in B.24.2 of these instructions. The letters of credit must be issued by a financial institution insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation on forms obtained from the Division.

#### **B.25. State P-Card**

B.25.1. State P-Card will not be used as a payment method on this contract to help facilitate the Department's tracking of Contract usage.

#### **B.26.0. Response Documents**

B.26.1. Copies

B.26.1.1 Vendors shall use complete sets of Response Documents in the Solicitation for Responses.

B.26.2. Amendments

B.26.2.1 Amendments will be posted on the website,

B.26.2.2 Each Vendor shall acknowledge that all Amendments were received by signing the Amendment Forms.

#### **B.27.0 Taxation Status**

B.27.1. Please be advised that all governmental entities of the State of Oklahoma, FEI 73-6017987, are exempt from Oklahoma sales or use taxes pursuant to title 68, O.S. 2001, section 1356(1). Therefore, direct purchases made by a state entity are exempt from sales tax, whereas purchases made by a contractor in fulfilling a state contract are taxable to the contractor.

#### **B.28.0 Communications during the Solicitation Process**

B.28.1 Communication with anyone but the Buyer may result in a Vendor not being allowed to bid on this project.

#### **B.28.9. Vendor's Representations and Prequalification**

B.29.1. Each Vendor, by making a response, represents that:

B.29.2. The Vendor has read and understood the Response Documents, and the Response is made in accordance with them.

B.29.3. The submitted Response is based upon the materials required by the Response Documents without exception.

#### **B.29. Labor**

B.29.1. The Vendor shall comply with all State and Federal Laws in the employment and payment of labor.

### **C. SOLICITATION SPECIFICATIONS**

#### **C.1.0. Purpose of the Contract**

C.1.1. It is the intent that the contract will be executed by ODOT and by the successful offeror (hereinafter referred to as "CONTRACTOR") for "On Call" labor, parts, or materials necessary to repair or replace existing roofing systems at all ODOT facilities Statewide. The intent is for the CONTRACTOR to identify counties within the State of Oklahoma where they would be willing to provide services. Note: There may be multiple CONTRACTORS willing to provide service within the same county.

C.1.2. All actions, duties, and obligations required by the CONTRACTOR apply to the CONTRACTOR's agents and employees. All legal protections shall be extended to the Oklahoma Department of Transportation (ODOT) and any State entity involved with this contract.

C.1.3. Contractor will not start work until directed by ODOT, OTA, or OAC personnel.

#### **C.2.0. Items to be Provided**

C.2.1. This Contract aims to establish prices and a course of supply labor, parts, or materials necessary to repair or replace existing roofing systems at all ODOT facilities Statewide.

- C.2.2. The pay items listed on this Solicitation are to be provided Pricing Unit of Measure is listed by Item.
  - C.2.2.1. Superintendent – To be priced \$/HRS
  - C.2.2.2. Superintendent (Overtime, Holidays, Nights & Weekends) – To be priced \$/HRS
  - C.2.2.3 Roofer/Laborer – To be priced \$/HRS
  - C.2.2.4 Roofer/Laborer (Overtime, Holidays, Nights & Weekends) – To be priced \$/HRS
  - C.2.2.5. Service Calls – To be priced LUMP SUM
  - C.2.2.6 Materials & Parts – To be priced Cost + 10%
  - C.2.2.7 Fuel Surcharge for anything over 50 miles – To be priced Per Mile
  - C.2.2.8. Third Party Charges (Labor, Equipment, Rentals & Materials) will be paid at invoiced cost + 10%
- C.2.3. Hourly rate to commence when the Contractor reaches a job site.
- C.2.4. Responding vendors shall include copies of their roofing license with a commercial endorsement with the Oklahoma Construction Industries Board.

## **D. EVALUATION**

### **D.1.0. Evaluation Criteria**

- D1.1. The RFP will be evaluated on the following criteria: ODOT will award based on best value in accordance with Oklahoma State Statute, Title 74, Section 85 in the evaluation of proposals. Criteria for award are cost and experience.

### **D.2.0. Negotiation**

- D.2.1. The offeror is advised that under the provisions of this Request for Proposal, ODOT reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. ODOT may negotiate if deemed necessary and will determine the scope and subject of any negotiations. However, the Offeror should not expect that ODOT will negotiate to give the Offeror an opportunity to strengthen its proposal. Therefore, the Offeror must submit its best offer based on the terms and conditions set forth in this solicitation. If such negotiations are conducted, the following conditions shall apply.
- D.2.2. Negotiations may be conducted in person, in writing, or by telephone.
- D.2.3. Negotiations will only be conducted with potentially acceptable proposals. The ODOT Procurement Division reserves the right to limit negotiations to those proposals that best meet the agency's needs. All offerors involved in the negotiation process will be invited to submit a best and final offer.
- D.2.4. Terms, conditions, prices, methodology, or other features of the offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the offeror may be required to submit supporting financial, pricing, and other data to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
- D.2.5. The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless ODOT determines that a change in such requirements is in the best interest of the ODOT

## **E. INSTRUCTIONS TO VENDOR**

### **E.1. Questions regarding this Solicitation**

- E.1.1. Questions regarding this solicitation are due no later than Friday, July 11, 2025. Questions are to be emailed to [hosborne@odot.org](mailto:hosborne@odot.org). Questions received after this date will not be answered.

## **F. CHECKLIST**

- \_\_\_\_\_ Completed Responding Bidder Information page
- \_\_\_\_\_ Completed and Signed Non-Collusion Certification page
- \_\_\_\_\_ Completed and Signed Pay Item Response Form (Exhibit A) – Pricing and Service Calls (Exhibit C)
- \_\_\_\_\_ Completed and Signed Addenda and Amendment Receipts – If Necessary
- \_\_\_\_\_ Completed Exhibit D and E – Proposer's Statutory Certification and Reference Questionnaire
- \_\_\_\_\_ Read Section B.25.1 regarding Taxation Status
- \_\_\_\_\_ Read Section B.26 regarding communication during the Solicitation Period
- \_\_\_\_\_ Read Section A.2.4, which relates to the completion of the Pay Item Response Sheet regarding corrections made to the document



## **G. OTHER**

### **G.1. Forms**

- G.1.1. Exhibit "A" – Pricing Sheet by ODOT Field District
- G.1.2. Exhibit "B" – County Listing by Field District
- G.1.3. Exhibit "C" – Service Calls/Response Time Details
- G.1.3. Exhibit "D" – Proposer's Statutory Certificate
- G.1.4. Exhibit "E" – Reference Questions

## **H. PRICE AND COST**

### **H.1. Pricing Submission**

- H.1.1. A pricing sheet for each ODOT Field District is provided. Vendors may bid on all or individual counties listed for each Field District. A fillable version of the pricing sheet is available below, and it is the preferred submission method.  
[https://na2.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhBTB3QsUIZ6RjB4Nox-dTRpK2sOHiK926IKKlmq3y5p3m-3-EixUGzDmXrndJAITU\\*](https://na2.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhBTB3QsUIZ6RjB4Nox-dTRpK2sOHiK926IKKlmq3y5p3m-3-EixUGzDmXrndJAITU*)

# EXHIBITS

STATE OF OKLAHOMA  
OKLAHOMA TRANSPORTATION CABINET

Roofing Repairs, Replacement & Service

Brand

ALL

Vendor Name:



ITEM ID #	ITEM DESCRIPTION		ODOT DISTRICT ONE (1) COUNTIES							
		UOM	ADAIR	CHEROKEE	HASKELL	MCINTOSH	MUSKOGEE	OKMULGEE	SEQUOYAH	WAGONER
	Superintendent	\$/HRS								
	Superintendent (Overtime, Holidays, Nights & Weekends)	\$/HRS								
	Roofer/Laborer	\$/HRS								
	Roofer/Laborer (Overtime, Holidays, Nights & Weekends)	\$/HRS								
	Service Calls	LUMP SUM								
	Materials & Parts (Cost +)	%								
	Fuel Surcharge for anything over 50 miles	Per mile								

Third Party Charges (Labor, Equipment Rentals & Materials) will be paid at invoiced cost + 10%

Contact Info:

Name

Phone/Email

Signature

Date

AC-0012

Solicitation AC-0012

Exhibit A


STATE OF OKLAHOMA  
OKLAHOMA TRANSPORTATION CABINET

Roofing Repairs, Replacement & Service

Brand

ALL

Vendor Name:



ITEM ID #	ITEM DESCRIPTION	UOM	ODOT DISTRICT TWO (2) COUNTIES								
			ATOKA	BRYAN	CHOCTAW	LATIMER	LEFLORE	MCCURTAIN	MARHSALL	PITTSBURG	PUSHMATAHA
	Superintendent	\$/HRS									
	Superintendent (Overtime, Holidays, Nights & Weekends)	\$/HRS									
	Roofer/Laborer	\$/HRS									
	Roofer/Laborer (Overtime, Holidays, Nights & Weekends)	\$/HRS									
	Service Calls	LUMP SUM									
	Materials & Parts (Cost +)	%									
	Fuel Surcharge for anything over 50 miles	Per mile									
<div><div>Third Party Charges (Labor, Equipment Rentals &amp; Materials) will be paid at invoiced cost + 10%</div><div>Contractor to fill in % Materials &amp; Parts</div></div>											

Contact Info:

Name

Phone/Email

Signature

Date

STATE OF OKLAHOMA  
OKLAHOMA TRANSPORTATION CABINET



Roofing Repairs, Replacement & Service

Brand

Vendor Name:

ITEM ID #	ITEM DESCRIPTION	UOM	ODOT DISTRICT THREE (3) COUNTIES										
			CLEVELAND	COAL	GARVIN	HUGHES	JOHNSTON	LINCOLN	MCCLAIN	OKFUSKEE	PONTOTOC	POTTAWATOMIE	SEMINOLE
	Superintendent	\$/HRS											
	Superintendent (Overtime, Holidays, Nights & Weekends)	\$/HRS											
	Roofer/Laborer	\$/HRS											
	Roofer/Laborer (Overtime, Holidays, Nights & Weekends)	\$/HRS											
	Service Calls	LUMP SUM											
	Materials & Parts (Cost +)	%											
	Fuel Surcharge for anything over 50 miles	Per mile											

Third Party Charges (Labor, Equipment Rentals & Materials) will be paid at invoiced cost + 10% Contractor to fill in % Materials & Parts

Contact Info:

Name	<input type="text"/>
Phone/Email	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

AC-0012

Solicitation AC-0012

Exhibit A


STATE OF OKLAHOMA  
OKLAHOMA TRANSPORTATION CABINET

Roofing Repairs, Replacement & Service

Brand

ALL

Vendor Name:



ITEM ID #	ITEM DESCRIPTION	UOM	ODOT DISTRICT FOUR (4) COUNTIES								
			CANADIAN	GARFIELD	GRANT	KAY	KINGFISHER	LOGAN	OKLAHOMA	NOBLE	PAYNE
	Superintendent	\$/HRS									
	Superintendent (Overtime, Holidays, Nights & Weekends)	\$/HRS									
	Roofer/Laborer	\$/HRS									
	Roofer/Laborer (Overtime, Holidays, Nights & Weekends)	\$/HRS									
	Service Calls	LUMP SUM									
	Materials & Parts (Cost +)	%									
	Fuel Surcharge for anything over 50 miles	Per mile									

Third Party Charges (Labor, Equipment Rentals & Materials) will be paid at invoiced cost + 10%

Contractor to fill in % Materials & Parts

Contact Info:

Name

Phone/Email

Signature

Date


STATE OF OKLAHOMA  
OKLAHOMA TRANSPORTATION CABINET

Roofing Repairs, Replacement & Service

Brand

ALL

Vendor Name:



ITEM ID #	ITEM DESCRIPTION	UOM	ODOT DISTRICT FIVE (5) COUNTIES										
			BECKHAM	BLAINE	CUSTER	DEWEY	GREER	HARMON	JACKSON	KIOWA	MILLS	TILLMAN	WASHITA
	Superintendent	\$/HRS											
	Superintendent (Overtime, Holidays, Nights & Weekends)	\$/HRS											
	Roofer/Laborer	\$/HRS											
	Roofer/Laborer (Overtime, Holidays, Nights & Weekends)	\$/HRS											
	Service Calls	LUMP SUM											
	Materials & Parts (Cost +)	%											
	Fuel Surcharge for anything over 50 miles	Per mile											

Third Party Charges (Labor, Equipment Rentals & Materials) will be paid at invoiced cost + 10%

Contractor to fill in % Materials & Parts

Contact Info:

Name

Phone/Email

Signature

Date


STATE OF OKLAHOMA  
OKLAHOMA TRANSPORTATION CABINET

Roofing Repairs, Replacement & Service

Brand

ALL

Vendor Name:



ITEM ID #	ITEM DESCRIPTION	UOM	ODOT DISTRICT SIX (6) COUNTIES								
			ALFALFA	BEAVER	CIMARRON	ELLIS	HARPER	MAJOR	TEXAS	WOODS	WOODWARD
	Superintendent	\$/HRS									
	Superintendent (Overtime, Holidays, Nights & Weekends)	\$/HRS									
	Roofer/Laborer	\$/HRS									
	Roofer/Laborer (Overtime, Holidays, Nights & Weekends)	\$/HRS									
	Service Calls	LUMP SUM									
	Materials & Parts (Cost +)	%									
	Fuel Surcharge for anything over 50 miles	Per mile									

Third Party Charges (Labor, Equipment Rentals & Materials) will be paid at invoiced cost + 10%

Contractor to fill in % Materials & Parts

Contact Info:


Name

Phone/Email

Signature

Date

STATE OF OKLAHOMA  
OKLAHOMA TRANSPORTATION CABINET



Roofing Repairs, Replacement & Service

Brand

ALL

Vendor Name:

ITEM ID #	ITEM DESCRIPTION	UOM	ODOT DISTRICT SEVEN (7) COUNTIES								
			CADDO	CARTER	COMANCHE	COTTON	GRADY	JEFFERSON	LOVE	MURRAY	STEPHENS
	Superintendent	\$/HRS									
	Superintendent (Overtime, Holidays, Nights & Weekends)	\$/HRS									
	Roofer/Laborer	\$/HRS									
	Roofer/Laborer (Overtime, Holidays, Nights & Weekends)	\$/HRS									
	Service Calls	LUMP SUM									
	Materials & Parts (Cost +)	%									
	Fuel Surcharge for anything over 50 miles	Per mile									

Third Party Charges (Labor, Equipment Rentals & Materials) will be paid at invoiced cost + 10%

Contractor to fill in % Materials & Parts

Contact Info:

Name

Phone/Email

Signature

Date




AC-0012

Solicitation AC-0012

Exhibit A

STATE OF OKLAHOMA  
OKLAHOMA TRANSPORTATION CABINET



Roofing Repairs, Replacement & Service

Brand

ALL

Vendor Name:

ITEM ID #	ITEM DESCRIPTION	UOM	ODOT DISTRICT EIGHT (8) COUNTIES										
			CRAIG	CREEK	DELAWARE	MAYES	NOWATA	OSAGE	OTTAWA	PAWNEE	ROGERS	TULSA	WASHINGTON
	Superintendent	\$/HRS											
	Superintendent (Overtime, Holidays, Nights & Weekends)	\$/HRS											
	Roofer/Laborer	\$/HRS											
	Roofer/Laborer (Overtime, Holidays, Nights & Weekends)	\$/HRS											
	Service Calls	LUMP SUM											
	Materials & Parts (Cost +)	%											
	Fuel Surcharge for anything over 50 miles	Per mile											

Third Party Charges (Labor, Equipment Rentals & Materials) will be paid at invoiced cost + 10%

Contractor to fill in % Materials & Parts

Contact Info:

Name

Phone/Email

Signature

Date

## FIELD DIVISIONS (BY COUNTY)

### **DIVISION 1**

ADAIR  
CHEROKEE  
HASKELL  
MCINTOSH  
MUSKOGEE  
OKMULGEE  
SEQUOYAH  
WAGONER

### **DIVISION 4**

CANADIAN  
GARFIELD  
GRANT  
KAY  
KINGFISHER  
LOGAN  
OKLAHOMA  
NOBLE  
PAYNE

### **DIVISION 7**

CADDO  
CARTER  
COMANCHE  
COTTON  
GRADY  
JEFFERSON  
LOVE  
MURRAY  
STEPHENS

### **DIVISION 2**

ATOKA  
BRYAN  
CHOCTAW  
CLEVELAND  
LATIMER  
LEFLORE  
MCCURTAIN  
MARSHALL  
PITTSBURG  
PUSHMATAHA

### **DIVISION 5**

BECKHAM  
BLAINE  
CUSTER  
DEWEY  
GREER  
HARMON  
JACKSON  
KIOWA  
ROGER MILLS  
TILLMAN  
WASHITA

### **DIVISION 8**

CRAIG  
CREEK  
DELAWARE  
MAYES  
NOWATA  
OSAGE  
OTTAWA  
PAWNEE  
ROGERS  
TULSA  
WASHINGTON

### **DIVISION 3**

COAL  
GARVIN  
HUGHES  
JOHNSTON  
LINCOLN  
MCCLAIN  
OKFUSKEE  
PONTOTOC  
POTTAWATOMIE  
SEMINOLE

### **DIVISION 6**

ALFALFA  
BEAVER  
CIMARRON  
ELLIS  
HARPER  
MAJOR  
TEXAS  
WOODS  
WOODWARD

**Service Calls**

A Service Call will include the following:

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Response Time Once a Request has been submitted to the Contractor:

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Contractor:

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### **STATUTORY CERTIFICATION**

The undersigned hereby certifies to the following statutory requirements:

A. Pursuant to Title 74 O.S. § 85.22, I certify:

1. I am the duly authorized agent of the contractor for the purpose of certifying facts pertaining to the existence of collusion among and between bidders and suppliers 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 connection with the prospective acquisition;
2. I am fully aware of the facts and circumstances surrounding the acquisition or making of the bid to which this statement relates and have been personally and directly involved in events leading to the acquisition or submission of such bid and
3. Neither the business entity that I represent in this certification nor anyone subject to the business entity's direction or control has been a party:
  - a. to any collusion among bidders or suppliers in restraint of freedom of competition by agreement to bid or contract at a fixed price or to refrain from bidding or contracting,
  - 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. to any discussions between bidders or suppliers and any state official concerning exchange of money or other thing of value for special consideration in connection with the prospective contract.

B. I certify pursuant to 74 OS §85.22, if awarded the contract, whether competitively bid or not, neither the business entity I represent nor anyone subject to the business entity's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of this state any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement relates.

C. I certify, pursuant to Title 74 O.S. § 85.42, that no person who has been involved in any manner in the development of this Agreement while employed by the State of Oklahoma shall be employed to fulfill any of the services provided under this contract.

D. That, to the best of my knowledge and belief, the contractor has not previously entered into a contract with the Oklahoma Department of Transportation or any other agency of the State of Oklahoma, which could result in a substantial duplication of the services required by this contract.

E. That the contractor has registered and fully participates in the Status Verification System, as required by Title 25 O.S. § 1313(B)(1), to verify the work eligibility status of all new employees of the contractor.

F. In full compliance with Title 74 O.S. § 582, the contractor certifies that the contractor is not currently engaged in a boycott of goods or services from Israel.

G. I certify pursuant to Title 74 O.S. § 12005 that the contractor does not boycott energy companies and will not boycott energy companies during the term of this contract.

Certified by the contractor's authorized representative, DATED: \_\_\_\_\_

\_\_\_\_\_  
CERTIFIER

# Roofing Repairs, Replacement & Service

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*Solicitation # AC0012 Re-bid*

*Exhibit E*

## Reference Questionnaire

This form should be completed by three (3) references for projects of similar scope and scale and not ODOT Projects. Completed reference forms should be returned with bid documents in order to be considered for award of this project.

Reference Completed for: \_\_\_\_\_

Completed by (Company Name): \_\_\_\_\_

Completed by (Your Name): \_\_\_\_\_ Phone #: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Questions

1. What was the scope of the project you obtained from the vendor?
  
  
  
  
  
  
  
  
  
2. What year(s) were the services performed (example: 2019-2021)?
  
  
  
  
  
  
  
  
  
3. What would you do differently the next time you undertake a similar contract?
  
  
  
  
  
  
  
  
  
4. Explain why you would, or would not, do business with this vendor again.

Using a scale where (0 is Poor, 2 is Fair, 4 is Good, and 5 is Excellent), please complete:

1. How would you rate the quality of the vendor's performance? \_\_\_\_\_
2. How would you rate the responsiveness of this vendor? \_\_\_\_\_
3. Did the vendor complete the work within the required timeline? \_\_\_\_\_
4. Did the vendor maintain communication with you? \_\_\_\_\_
5. Did the vendor keep you informed of problems that occurred? \_\_\_\_\_
6. Did you experience any problems with invoicing/billing accuracy? \_\_\_\_\_
7. Were any problems experienced dealt with to your satisfaction? \_\_\_\_\_
8. Was this vendor flexible in meeting your requirements? \_\_\_\_\_