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| Oklahoma Pinwheel Logo |  | Amendment of Solicitation |

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| **Date of Issuance:** | 3/20/2020 | | **Solicitation No.** | | 0900000433 | | |
| **Requisition No.** | 0900013783 | | **Amendment No.** | | 1 | | |
| Hour and date specified for receipt of offers is changed: | | | No | Yes, to: | 4/29/2020 | 3:00 PM CST | |
| Pursuant to OAC 260:115-7-30(d), this document shall serve as official notice of amendment to the solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent.  Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:  (1) Sign and return a copy of this amendment with the solicitation response being submitted; or,  (2) If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date printed clearly on the front of the envelope. | | | | | | | |
| ISSUED BY and RETURN TO: | | | | | | | |
| U.S. Postal Delivery or Personal or Common Carrier Delivery:  Office of Management and Enterprise Services  ATTN: RFP #0900000433  5005 N. Lincoln Blvd.  Oklahoma City, OK 73105 | | Sheri Diehm | | | | |  |
| Contracting Officer | | | | |  |
| 405-365-1964 | | | | |  |
| Phone Number | | | | |  |
| Sheri.diehm@omes.ok.gov | | | | |  |
| E-Mail Address | | | | |  |
| **Description of Amendment:** | | | | | | | |
| a. This is to incorporate the following: | | | | | | | |
| ***AMENDED***: Section 9, Submission of Bid, Section 10, Bid Withdrawal, Bid Change and Alternate Bid and Section 12, Bid Public Opening, located in the Cover Page-Bidder Instructions, as follows: Submission of Bid9.1 IT IS THE BIDDER’S SOLE RESPONSIBILITY TO SUBMIT INFORMATION IN THE BID AS REQUESTED AND IN COMPLIANCE WITH THE OKLAHOMA CENTRAL PURCHASING ACT AND ASSOCIATED OAC TITLE 260 RULES[[1]](#footnote-1) INCLUDING WITHOUT LIMITATION OAC 260:115-3-7 AND 260:115-3-11[[2]](#footnote-2). A submitted Bid is rendered as a legal offer and is required to be in strict conformity with these Bidder Instructions. 9.2 A Bid shall be submitted electronically, via E-mail only. Do not use mail or delivery to provide a bid. Facsimile Bid submittals shall not be accepted. THE BID SHALL BE LABELLED, IN THE SUBJECT OF THE EMAIL, ORIGINAL AND TO THE ATTENTION OF THE CONTRACTING OFFICER IDENTIFIED ON THE BIDDER INSTRUCTIONS COVER PAGE, WITH THE SOLICITATION NUMBER AND BID RESPONSE DUE DATE AND TIME. The legal name and complete address of the Bidder shall be included in the beginning of the email. The date and time of the email will stand as received. If the files are too large to send them all at one time, you can send more than one email. If this is the case, provide a link to the response in the cloud. We will accept responses in a zip file or via cloud. Bidder will have to provide instructions on how to  access these type of submissions and are to be provided by the Bidder and not the agency. Each Bidder must submit one email or link to the cloud, of the Bid and is highly encouraged to submit its Bid in “a machine readable” format, meaning the Bid can be automatically read and processed by a computer. Bid shall be the original and will be considered the official Bid for all purposes. All Bids shall be legibly written or typed. Unnecessarily elaborate brochures or other presentations beyond those necessary to present a complete and effective Bid are not desired.Pursuant to OAC 260:115-3-7, in addition to other instructions pertaining to samples, if the Solicitation requires or allows submission of a sample with a Bid, the samples must be sent electronically, via email. Samples will not be received any other way.Bid Withdrawal, Bid Change and Alternate Bid 10.2 Except as requested by the State, a Bid may not be changed after the Bid Response Due Date and Time. If the Bidder needs to change a submitted Bid prior to the Bid Response Due Date and Time, the Bidder shall withdraw the originally submitted Bid and a new Bid shall be submitted to the State by the Bid Response Due Date and Time in accordance with Section 9 and include the following statement on the superseding Bid cover page: “THIS BID SUPERSEDES THE BID PREVIOUSLY SUBMITTED” AND “SUPERSEDING BID” MUST APPEAR IN THE SUBJECT LINE OF THE EMAIL.  10.3 A Bidder may submit one or more Alternate Bids. Any Alternate Bid submitted shall be a complete Bid and shall be clearly identified IN THE SUBJECT LINE OF THE EMAIL as an Alternate Bid. If more than one Alternate Bid is submitted, the identification shall refer to Alternate Bid 1, Alternate Bid 2, etc.  **12 Bid Public Opening**  There will be no physical Bid openings at this time. Public Bid openings will be conducted on a per request basis via ZOOM. Zoom address will be provided to anyone requesting a Public Bid Opening.  Question 1: Is the state planning to extend the date of submitting the bid due to COVID 19 situation?  Answer 1: The closing date has been changed to 4/29/2020 at 3:00PM CDT.  Question 2: With the impact of COVID-19 continuing to spread, we would like to request that OMES extend the deadline for questions by two weeks (4/6/2020) to accommodate vendors navigating the disruption of this complex and rapidly changing situation.  Answer 2: The Q&A period will close on 4/6/2020 at 3:00PM CDT.  Question 3: With the impact of COVID-19 continuing to spread, we would like to request that OMES extend the deadline for questions by two weeks (4/6/2020) to accommodate vendors navigating the disruption of this complex and rapidly changing situation.  Answer 3: Duplication, see answer #2.  Question 4: With the impact of COVID-19 continuing to spread, we would like to request that OMES extend the submission deadline by four weeks (5/13/2020) to accommodate vendors navigating the disruption of this complex and rapidly changing situation. We appreciate your consideration of this request so vendors can respond to the State with complete and accurate proposals.  Answer 4: The closing date has been changed to 4/29/2020 at 3:00PM CDT. | | | | | | | | |
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| b. All other terms and conditions remain unchanged. | | | | |
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| Supplier Company Name (**PRINT**) | | |  | Date |
|  |  |  |  |  |
| Authorized Representative Name (**PRINT**) |  | Title |  | Authorized Representative Signature |

1. Oklahoma Administrative Code Title 260, Chapter 115 is located at [http://www.oar.state.ok.us/oar/codedoc02.nsf/frmMain?OpenFrameSet&Frame=Main&Src=\_75tnm2shfcdnm8pb4dthj0chedppmcbq8dtmmak31ctijujrgcln50ob7ckj42tbkdt374obdcli00](http://www.oar.state.ok.us/oar/codedoc02.nsf/frmMain?OpenFrameSet&Frame=Main&Src=_75tnm2shfcdnm8pb4dthj0chedppmcbq8dtmmak31ctijujrgcln50ob7ckj42tbkdt374obdcli00_) [↑](#footnote-ref-1)
2. OAC 260:115-3-7 and OAC 260:115-3-11 are located at [http://www.oar.state.ok.us/oar/codedoc02.nsf/frmMain?OpenFrameSet&Frame=Main&Src=\_75tnm2shfcdnm8pb4dthj0chedppmcbq8dtmmak31ctijujrgcln50ob7ckj42tbkdt374obdcli00](http://www.oar.state.ok.us/oar/codedoc02.nsf/frmMain?OpenFrameSet&Frame=Main&Src=_75tnm2shfcdnm8pb4dthj0chedppmcbq8dtmmak31ctijujrgcln50ob7ckj42tbkdt374obdcli00_) [↑](#footnote-ref-2)