

The following outline provides information and procedures for authorized public agencies to use the Oklahoma Roof Asset Management Program. Authorized public agencies include state agencies, counties, cities, towns, school districts and other political subdivisions of the State.

- Step 1: Public Agency:
 - Contacts the pre-qualified Roofing Contractor designated for their area and requests proposal for work needed. Please refer to attached state map by county to find area and contractor contact information.

- Step 2: Roofing Contractor:
 - Schedules an on-site review, provides line-item proposal to Public Agency and reports contact to State Roofing Coordinator at **Construction and Properties (CAP)**.

- Step 3: Upon acceptance, Public Agency submits the following to the State Roofing Coordinator of **CAP**:
 - A completed CAP Form M701 *Project Requisition* (available at <https://oklahoma.gov/omes/services/construction-and-properties/cap-forms.html>),
 - A completed requisition (non-state entities submit a purchase order made to the roofing company) for the amount of the proposal,
 - The line-item proposal from the Roofing Contractor, and
 - A Purchase Order (PO) made to Office of Management and Enterprise Services (Vendor #0000000090) for the standard 3.5% administrative fee, to:

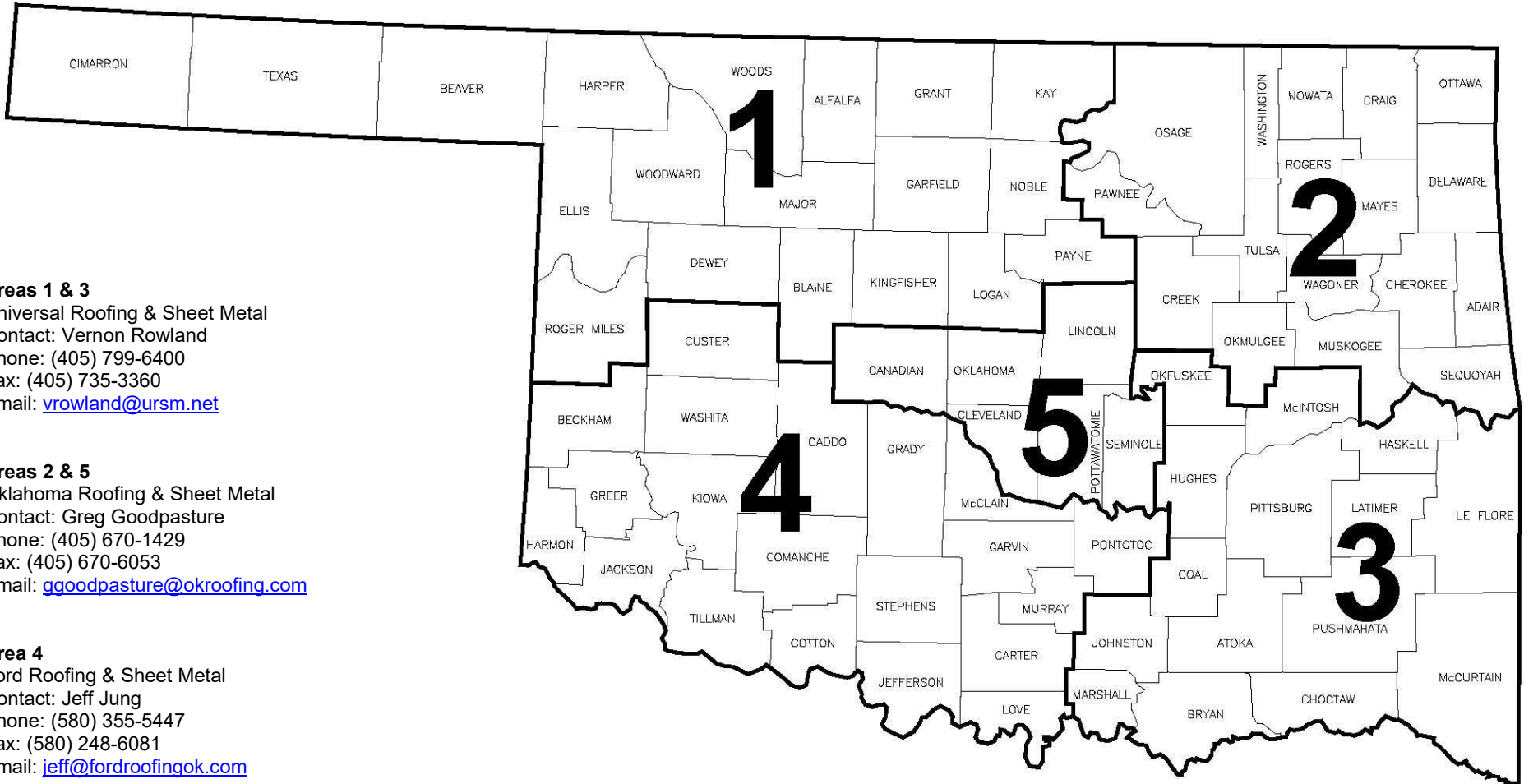
State of Oklahoma
OMES/CAM/DRES/
Construction and Properties
P. O. Box 53448
Oklahoma City, OK 73152-3448
cap@omes.ok.gov

- Step 4: Upon receipt of a request, **CAP** completes the following administrative functions:
 - Reviews line-item proposal and prepares release on Statewide Roofing Contract.
 - Verifies that Contractor has current Certificate of Insurance and bonds on file.
 - Verifies that plans and specifications, if required, have been received, reviewed, and approved.
 - **CAP** issues Work Order/Notice to Proceed to Roofing Contractor.
 - **CAP** invoices Public Agency for standard 3.5% administrative fee, if fee not previously provided.

- Step 5: Roofing Contractor coordinates pre-work meeting with Public Agency and performs work.:

- Step 6: Payment Application and Invoicing Process:
 - Roofing Contractor submits an Invoice to **CAP**. **CAP** reviews the Invoice and forwards to Public Agency for payment.
 - Public Agency makes payment to the Roofing Contractor.

State of Oklahoma by County Roof Maintenance Areas



Areas 1 & 3
 Universal Roofing & Sheet Metal
 Contact: Vernon Rowland
 Phone: (405) 799-6400
 Fax: (405) 735-3360
 Email: vrowland@ursm.net

Areas 2 & 5
 Oklahoma Roofing & Sheet Metal
 Contact: Greg Goodpasture
 Phone: (405) 670-1429
 Fax: (405) 670-6053
 Email: ggoodpasture@okroofing.com

Area 4
 Ford Roofing & Sheet Metal
 Contact: Jeff Jung
 Phone: (580) 355-5447
 Fax: (580) 248-6081
 Email: jeff@fordroofingok.com