

Office of Management & Enterprise Services ■ Capital Assets Management ■ Department of Real Estate Services ■ Construction and Properties

1. A descriptive Title of the project, matching plans. All plans and specifications must be submitted with this form or uploaded to CAP's OwnCloud.
2. A Purchase Order Number for CAP fee per CAP Fee Schedule must be provided. Fill in amount of fee and CAP fee code.
3. This section only applies if the Project is a Capital Improvement Project and partially paid for with Using Agency funds. If 100% funded by LRCP, skip this section. CAP will prepare and approve the Requisition and Purchase Order for LRCP funded project costs.
4. Contact information for individual in the Using Agency for questions about the project, drawings and/or specifications.
5. Vendor information if Requisition is for award of small project bid directly by Agency.
6. Owner's Representative (Consultant) information if Requisition is for project with documents prepared by licensed/registered Design Professional; if none, so state.
7. Incomplete Forms will be returned. Please email [cap@omes.ok.gov](mailto:cap@omes.ok.gov) or call (405) 521-2112 with question prior to submission.

**PROJECT INFORMATION:**

\_\_\_\_\_ (CIP Project No. if applicable) \_\_\_\_\_ (CAP Project No.)

\_\_\_\_\_ (Date) \_\_\_\_\_ (Approved Requisition Number) \_\_\_\_\_ (Using Agency Project Code) \_\_\_\_\_ (CAP Fee Amount) (Refer to 2 above) \_\_\_\_\_ (CAP Fee Code)

\_\_\_\_\_ (Estimated Contract Cost) \_\_\_\_\_ (CAP Fee Purchase Order No.)  
 Pre-bid Conference?  Yes  No Mandatory?  Yes  No

\_\_\_\_\_ (Project Address/Location)

\_\_\_\_\_ (Project Description) (Refer to 1 above)

**CAPITOL IMPROVEMENT PROJECT FUNDING INFORMATION:** (Refer to 3 above)

\_\_\_\_\_ (Agency Requisition No.) \_\_\_\_\_ (Amount Paid w/Agency Funds) Funding must be \_\_\_\_\_ by \_\_\_\_\_ (Expiration date).

**USING AGENCY:**

\_\_\_\_\_ (Using Agency Name)

Charge and Invoice to:

Using Agency Project Manager/Contact: (Refer to 4 above)

\_\_\_\_\_ (UA Billings Contact Name)

\_\_\_\_\_ (UA Project Manager Contact Name)

\_\_\_\_\_ (UA Billings Email)

\_\_\_\_\_ (Telephone)

\_\_\_\_\_ (UA Project Mgr. Email)

\_\_\_\_\_ (Telephone)

**VENDOR (Contractor/Const. Mgr./Design-Builder):** (if applicable)

**OWNER'S REPRESENTATIVE (Consultant):** (if applicable)

\_\_\_\_\_ (Vendor Company Name)

\_\_\_\_\_ (Refer to 5 above)

\_\_\_\_\_ (Consultant Company Name)

\_\_\_\_\_ (Refer to 6 above)

\_\_\_\_\_ (Vendor Contact Name)

\_\_\_\_\_ (Consultant Contact Name)

\_\_\_\_\_ (Vendor Address, City, ST Zip)

\_\_\_\_\_ (Consultant Address, City, ST Zip)

\_\_\_\_\_ (Vendor Email)

\_\_\_\_\_ (Telephone)

\_\_\_\_\_ (Consultant Email)

\_\_\_\_\_ (Telephone)

**ATTACHMENT CHECKLIST:**
**Estimated Project Costs less than or equal to \$100,000.00:**

- Copy of approved and signed Purchase Order
- 3 lowest bid responses
- Solicitation Packet w/Addenda (See CAP Form M800)
- Insurance certificates from suggested vendor

- Cover letter stating to which contractor/vendor to award contract and amount, justification for award if not lowest bidder and any special requirements
- Purchase Order for CAP fee (See 5 above)

**Estimated Project Cost greater than \$100,000.00 or a Capital Improvements Program Funding Project:**

- Bid Form
- Specifications and plans describing planned work
- LPCPC Award Letter (copy)
- Copy of approved and signed Purchase Order

- Specification and plans uploaded to CAP OwnCloud site at: <https://storcloud.ok.gov/index.php/s/CyeeN9Sauklpkap> within "New Project Documents" Folder. Please email [cap@omes.ok.gov](mailto:cap@omes.ok.gov) upon successful upload.

**NOTE:** Pursuant to Title 74 O.S. § 9030.5, the Oklahoma Art in Public Places Act, all Projects costing two hundred fifty thousand dollars (\$250,000.00) or more are to allocate one and one-half percent (1 ½ %) to the Oklahoma Arts Council for the purposes of funding the Art in Public Places Act, not to exceed five hundred thousand dollars (\$500,000.00). Further information should be obtained from the Oklahoma Arts Council (405) 521-2030 or [jarica.walsh@arts.ok.gov](mailto:jarica.walsh@arts.ok.gov).