



PROJECT

Date	PO number	CAP project number	CAP fee code
Estimated contract cost	CAP fee PO number	Host a prebid conference? ☐ Yes ☐ No	If yes, is it mandatory? ☐ Yes ☐ No
Project address/location			
IS needs (access control, CCTV, fire safety, etc.)			
Project description (refer to Note 1 below)			

FUNDING (check all that apply)

☐ Agency purchase order	Expiration date:
☐ Federal funding – must list source:	Expiration date:
☐ Capital Improvements Program	Expiration date:
☐ Oklahoma Capital Assets Maintenance and Protection (OCAMP)	Expiration date:
☐ Other:	Expiration date:
Are you planning on claiming a tax exemption for this project? ☐ Yes ☐ No	Is an insurance claim associated with this project? ☐ Yes ☐ No

USING AGENCY

Agency name		Address	
Charge and invoice billing contact name		Primary project contact name	
Email	Phone	Email	Phone
Additional contact name		Additional contact name	
Email	Phone	Email	Phone

VENDOR (Contractor/CM/Design-Builder)

Company name (refer to Note 2 below)	
Contact name	
Address	
Email	Phone

OWNER'S REPRESENTATIVE (Consultant)

Company name (refer to Note 3 below)	
Contact name	
Address	
Email	Phone

Notes:

1. Please include a thorough description; submit all plans and specifications with this form or upload to CAP's OwnCloud at storcloud.ok.gov/index.php/s/CyeeN9Sauklpkap in the New Project Documents folder.
2. If applicable: Vendor information if requisition is for award of small project bid directly by agency.
3. If applicable: Consultant information if requisition is for project with documents prepared by licensed/registered design professional. (If none, state so.)
4. Incomplete forms will be returned. Submit a request or concern to cap@omes.ok.gov.
5. Pursuant to Title 74 O.S. § 9030.5, the Oklahoma Art in Public Places Act, all projects costing \$250,000 or more are to allocate 1.5% to the Oklahoma Arts Council for the purposes of funding the Art in Public Places Act, not to exceed \$500,000. Further information should be obtained from the Oklahoma Arts Council at 405-521-2030 or jarica.walsh@arts.ok.gov.