



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

1. Utilizing Agency (UA) contacts pre-qualified Elevator Maintenance Contractor (EMC) 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.
2. Elevator Maintenance Contractor (EMC) schedules on-site review, provides line item proposal to UA and reports contact to State Elevator Maintenance Coordinator (SEMC).
3. Upon acceptance, UA submits the following to the SEMC:
 - A completed DCAM-FORM-CAP-M701 (available at http://www.ok.gov/DCS/Construction_&__Properties/index.html),
 - A completed requisition (non-state entities submit a purchase order made to the Elevator Maintenance company) for the amount of the proposal
 - The line item proposal
 - A purchase order made to Office of Management and Enterprise Services (Vendor #0000000090) for the standard 3.5% administrative fee.
 - All documents should be sent to:
Division of Capital Assets Management
Construction and Properties
P. O. Box 53448
Oklahoma City, OK 73152-3448
Phone: 405 521-2112
Fax: 405 522-0051
 - Send electronic documents to: cap@omes.ok.gov
4. Upon receipt of a request, CAP completes the following administrative functions:
 - 4.1 Reviews line item proposal and prepares release on Statewide Elevator Maintenance Contract.
 - 4.2 Verifies that Contractor has current Certificate of Insurance and bonds on file.
 - 4.3 Verifies that plans and specifications, if required, have been received, reviewed and approved.
 - 4.4 CAP issues work order/notice to proceed to Elevator Maintenance contractor.
 - 4.5 CAP invoices UA for standard 3.5% administrative fee.
5. Contractor coordinates pre-work meeting with UA and performs work.
6. Payment Application and Invoicing Process:
 - 6.1 Contractor submits a payment application to CAP. CAP reviews the payment application and forwards to UA for payment.
 - 6.2 UA makes payment to the Contractor.