

This should be considered a SAMPLE that requires editing before used to solicit bids for projects.
Contact Construction and Properties with questions on modifying this SAMPLE to fit you Using Agency's needs.
This document has restricted access, but is not password protected.

DATE OF SOLICITATION made as of the _____ day of _____ in the year 20____.**Solicitation Information:**

Solicitation Number: _____
Project Name: _____
Address: _____
City ZIP: _____

Using Agency Information:

Using Agency Name: _____
Point of Contact: _____
Mailing Address: _____
City, ST Zip: _____
Delivery Address: _____
City, ST Zip: _____
Phone: _____
Email: _____

Bids Due: Click to select a date at **[Enter Time]** Choose AM/PM.

The **Name of Using Agency** is inviting written bids for all Project Management, Superintendence, labor, machinery, equipment, tools, materials, supplies and appurtenances described by this solicitation.

Bids will be accepted up to 96 hours prior to the Date and Time specified above. Late Bids will not be accepted.

Method of Responding to this Solicitation: Bids will be accepted by mail, email or hand delivered to the Using Agency Contact specified above.

The requirements of the proposed contract for construction are described within this Solicitation, and the Solicitation will become a part of any resultant Contract. Bidder will perform work in compliance with all applicable codes, standards, ordinances and laws. The issuance of this Solicitation does not guarantee that the State of Oklahoma will enter into an agreement, and the State reserves the right to reject any and all bids.

In preparing a bid, please review the attached documents and comply with instructions given:

- **Bid Form**: Submit your Bid using the form provided;
- **Agreement Between Owner and Contractor**: This is the contract that will be used but is provided for reference to terms only (do not complete);
- **Contractor's Invoice**: After contract award, this document must be submitted for Payment, no letterhead invoices are accepted; and
- **Scope of Work (SOW)**: Description and Requirements of the proposed construction contract.

[Optional] A Pre-bid conference and walk-through will be held **[state date, time and location or N/A]** OR Bidder may contact the Using Agency Contact listed above to arrange for a site visit.

If the Bidder has any questions about this Solicitation, please contact the Using Agency Contact listed above.

This Solicitation and any resulting Contract for Construction is in accordance with 61 O.S. §101- 138, and specifically 61 O.S. §103(B) regarding projects under the statutory amount mandated therein. Any resultant contract will be awarded by the State of Oklahoma, Office of Management and Enterprise Services, Division of Capital Assets Management, Department of Real Estate Services, Construction and Properties (Owner Agent for State).