



1. A descriptive title of the project, matching plans. Must submit all plans and specifications with this form or upload to CAP's OwnCloud.
2. Must provide a purchase order number for CAP fee per CAP fee schedule. Fill in amount of fee and CAP fee code.
3. Contact in the Using Agency who will answer questions about the project, drawings and/or specifications.
4. If applicable: Vendor information if requisition is for award of small project bid directly by agency.
5. If applicable: Owner's representative (consultant) information if requisition is for project with documents prepared by licensed/registered design professional. (If none, so state.)
6. Incomplete forms will be returned. Contact [cap@omes.ok.gov](mailto:cap@omes.ok.gov) or 405-521-2112 with questions prior to submission.

**PROJECT**

Date	Approved requisition number	CAP project number	CAP fee code
Estimated contract cost	CAP fee purchase order number	Prebid conference? <input type="checkbox"/> Yes <input type="checkbox"/> No	Mandatory? <input type="checkbox"/> Yes <input type="checkbox"/> No
Project address/location			
Project description (Refer to Item 1 above)			

**USING AGENCY**

Agency name

Charge and invoice billing contact name		Project manager/contact name (Refer to Item 3 above)	
Billing contact email	Billing contact phone	Project manager/contact email	Project manager/contact phone
Address	City	State	ZIP code

**VENDOR (contractor/const. mgr/design-builder)**

**OWNER'S REPRESENTATIVE (consultant)**

Company name (Refer to Item 4 above)				Company name (Refer to Item 5 above)			
Contact name				Contact name			
Address	City	State	ZIP code	Address	City	State	ZIP code
Email	Phone			Email	Phone		

**ATTACHMENT CHECKLIST**

**Estimated project cost less than or equal to \$100,000:**

- |  |   |
|--|---|
| <input type="checkbox"/> Copy of approved and signed purchase order.           | <input type="checkbox"/> Cover letter stating to which contractor/vendor to award contract amount, justification for award if not lowest bidder and any special requirements. |
| <input type="checkbox"/> 3 lowest bid responses.                               | <input type="checkbox"/> Purchase order for CAP fee (Refer to Item 2 above).  |
| <input type="checkbox"/> Solicitation packet with addenda (See CAP Form M800). |   |
| <input type="checkbox"/> Insurance certificates from suggested vendor.         |   |

**Estimated project cost greater than \$100,000 or a Capital Improvements Program funding project:**

- |  |  |
|--|--|
| <input type="checkbox"/> Bid form.   | <input type="checkbox"/> Specification and plans uploaded to CAP OwnCloud site at <a href="http://storcloud.ok.gov/index.php/s/CyeeN9Sauklpkap">storcloud.ok.gov/index.php/s/CyeeN9Sauklpkap</a> in New Project Documents folder. Email <a href="mailto:cap@omes.ok.gov">cap@omes.ok.gov</a> upon successful upload. |
| <input type="checkbox"/> Specifications and plans describing planned work. |  |
| <input type="checkbox"/> Copy of LRCPC Award letter.                       |  |
| <input type="checkbox"/> Copy of approved and signed requisition.          |  |

**Note:** 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](mailto:jarica.walsh@arts.ok.gov).