



## PROJECT

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

## FUNDING (check all that apply)

<input type="checkbox"/> Agency purchase order	Expiration date:
<input type="checkbox"/> Federal funding	Expiration date:
<input type="checkbox"/> Capital Improvements Program	Expiration date:
<input type="checkbox"/> Other:	Expiration date:
<input type="checkbox"/> Other:	Expiration date:
Are you planning on claiming a tax exemption for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is an insurance claim associated with this project? <input type="checkbox"/> Yes <input type="checkbox"/> 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		
City	State	ZIP
Email	Phone	

## OWNER'S REPRESENTATIVE (Consultant)

Company name (refer to note 3 below)		
Contact name		
Address		
City	State	ZIP
Email	Phone	

### Notes:

- 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](https://storcloud.ok.gov/index.php/s/CyeeN9Sauklpkap) in the New Project Documents folder.
- If applicable: Vendor information if requisition is for award of small project bid directly by agency.
- If applicable: Owner's representative (consultant) information if requisition is for project with documents prepared by licensed/registered design professional. (If none, state so.)
- Incomplete forms will be returned. Submit a request or concern to [cap@omes.ok.gov](mailto:cap@omes.ok.gov).
- 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).