



**State of Oklahoma
Department of Central Services
Construction and Properties**

**OKLAHOMA ROOF ASSET
MANAGEMENT PROGRAM
PROCEDURES**

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

1. Public Agency contacts Roofing Maintenance Contractor designated for the Roofing Maintenance Quadrant in which work is to be performed and requests proposal from such Contractor for the work.
2. Roofing Maintenance Contractor provides line item proposal to the Public Agency from bid sheets for the applicable Roofing Maintenance Quadrant.
3. If the Public Agency chooses to accept the proposal, the Public Agency submits a completed requisition or an authorized purchase order for the amount of the proposal with the line item proposal attached and a purchase order to Construction and Properties for the standard 5% administrative fee¹ to:

Department of Central Services
Construction and Properties
P.O. Box 53448
Oklahoma City, OK 73152-3448
Phone: 405 521-2145
Fax: 405 521-3789

4. Upon receipt of a proposal, CAP completes the following administrative functions:
 - 4.1. Sends contract and bonds to roofing maintenance Contractor.
 - 4.2. Receives completed contract and bonds from Contractor.
 - 4.3. Verifies that Contractor has current Certificate of Insurance on file.
 - 4.4. Verifies that plans and specifications, if required, have been received, reviewed and approved.
 - 4.5. State Construction Administrator executes contract and CAP issues work order to the roofing maintenance Contractor.
 - 4.6. CAP invoices Public Agency for standard 5% administrative fee¹.
 - 4.7. Contractor coordinates pre-work meeting with Public Agency and performs work.
5. Payment Application and Invoicing Process:
 - 5.1. Contractor submits a payment application to CAP. CAP reviews the payment application and forwards to Public Agency for payment.
 - 5.2. Public Agency makes payment to the Contractor.
 - 5.3. Public Agency makes payment to CAP.
 - 5.4. Contractor receives payment from Public Agency

Attachments:
OSF Chapter 300, paragraph D.1.
OSF Form 15B
Example of Roofing Maintenance Line Item Proposal
DCS/CAP FORM A140

¹ Effective July 1, 2003, all Public Agencies submitting Roofing Maintenance Line Item Proposals which become executed contracts through the Construction and Properties Division, will be assessed the mandatory 5% Administrative Fee