

OPEN MARKET THREE BID CHECKLIST
(Purchases between \$5,000.01-\$10,000.00 or for a definite quantity/indefinite quantity on-going product/service)
DOES NOT INCLUDE TITLE 61, CONSTRUCTION AND PROPERTIES

1. _____ Specifications for product/service are non-restrictive to a certain manufacturer/brand/model number. If it is being restricted to one manufacturer/brand/model, sole brand documentation (request) attached. OMES-FORM-CP-002. Link to OMES-Central Purchasing below where forms can be located.

https://www.ok.gov/DCS/Central_Purchasing/index.html

2. _____ A copy of the P/S unauthorized purchase order with your (and any other required signatures necessary to approve your purchase) to the supplier you are requesting the purchase from, if it is not IT or telecommunications related. If it is IT or telecommunications, you will need to do an ePro requisition and attach all appropriate documentation to that ePro requisition.

3. _____ Certification for Competitive Bid and/or Contract filled out by the lowest responsive vendor. OMES-FORM-CP-004.

4. _____ Price quote sheet. OMES-FORM-CP-023. A minimum of three suppliers have been solicited.

5. _____ Verification of registration with OMES-Central Purchasing. There is a "How To" guide on the DOC C&A (Helpful Documents and Links) website to locate this information. If they are not registered, they are required to be prior to the purchase being awarded, which can be completed at the link below.

[https://www.ok.gov/doc/Organization/Administration/General_Services/Contracts & Acquisitions/Helpful DOC Internal Documents & Links.html](https://www.ok.gov/doc/Organization/Administration/General_Services/Contracts_&_Acquisitions/Helpful_DOC_Internal_Documents_&_Links.html)

http://www.ok.gov/DCS/Central_Purchasing/Vendor_Registration/index.html

6. _____ Current and valid Oklahoma Sales Tax Permit or the exemption form filled out. Link to document available on the DOC Helpful Documents and Links website.

For example, if a supplier that does not have a storefront in the state of Oklahoma, they are exempt. The supplier will need to state that on the form. If a supplier is not sure if they need to be registered with the Oklahoma Tax Commission, they will need to contact them to find out. They can do this by following the link below.

<https://www.ok.gov/tax/>

7. _____ Necessary certificate(s) of supplier's insurance. Worker's Compensation Insurance, Certificate of Non-Coverage with the Oklahoma Workers Compensation Commission or letter of exemption is required for every purchase request, whether supplier is coming on DOC property or not. Exemptions to the Administrative Workers' Compensation Act can be found at 85A O.S. § 2(18)(b)(1-11). This includes out-of-state suppliers.

If the supplier is providing a service on DOC property, they are required to have General Liability, Automotive and Workers Compensation Insurance (or a certificate of Non-Coverage of Workers Compensation from the Oklahoma Workers Compensation Commission). If they do not have all of these, they cannot be awarded the purchase request.

<https://ok.gov/wcc/>

8. _____ Vendor monitoring plan, if supplier is providing a service on DOC property. If not, type "N/A". Link to document available on the DOC Helpful Documents and Links website.

DOC Employee Name

Title

Signature

Date