



The City of Oklahoma City

Finance Department

Procurement Services Division

Purchasing Process

Types of Bids/Proposals

- ▶ **Material items and services**
 - ▶ Procurement bid process
 - ▶ Managed by Procurement Services
- ▶ **Professional services**
 - ▶ Request for Proposals (RFP)
 - ▶ Managed by individual departments
- ▶ **Construction-related bids**
 - ▶ Construction bid process
 - ▶ Managed by the Public Works Department

Formal Bid Limits

- ▶ Material items and services
 - ▶ \$25,000 for a single purchase – approved by the City Council
 - ▶ \$25,000 per year or in aggregate – approved by the City Council
 - ▶ \$2,500 - \$25,000 – informal quotes are obtained by departments and reviewed by Procurement (if not on contract)
 - ▶ \$2,500 – follow department policy (if not on contract)

Types of Procurement Purchases

- ▶ Agreements for material items and services

- ▶ Office Supplies
- ▶ Janitorial Supplies
- ▶ Plumbing Services
- ▶ Cleaning Services
- ▶ Office Furniture

- ▶ One-Time Purchases

- ▶ Fire Trucks
- ▶ Dump Trucks
- ▶ Heavy Equipment

- ▶ Professional Services

- ▶ Software
- ▶ Consulting Services
- ▶ Auditing Services

Bid Process

- ▶ Specifications are developed based on the needs of City departments
- ▶ Specifications are written to be clear and non-restrictive to allow for competition
- ▶ Specifications for Bids and RFPs are posted in BidSync and advertised in the Journal Record on Wednesday of each week
- ▶ Each week, an e-mail notification of bids/proposals is sent to several agencies who serve Disadvantaged Business Enterprises (DBE)
- ▶ If you wish to be added to this e-mail group, please e-mail amy.simpson@okc.gov

Submitting Bids/Proposals

- ▶ All bids/proposals must be submitted electronically through BidSync
- ▶ Bidders can register to bid through BidSync at no cost
- ▶ Bids close at 10:00 a.m. on Wednesdays
- ▶ RFP's close at 4:00 p.m. on Wednesdays

Award of Contract

- ▶ City staff will analyze bids to determine the lowest and best bidder(s)
- ▶ Recommendations are forwarded to the City Council for approval
- ▶ Agreements are for a term of one year
- ▶ Agreements can provide for annual renewals
 - ▶ The terms of renewals if desired will be included in specifications

Award of Contract

- ▶ Contracts are monitored for compliance
- ▶ Invoices are submitted to Accounts Payable
- ▶ The City targets to make payments within 30 days after receipt of an invoice
- ▶ The City also uses purchasing cards to provide immediate payment for purchases less than \$5,000

BidSync Registration Process

- ▶ Register with BidSync
- ▶ Navigate to <https://www.bidsync.com/the-city-of-oklahoma-city>
- ▶ Click on REGISTER FOR FREE
- ▶ There is no charge to register to bid on City of OKC bids
- ▶ They have subscriptions you can purchase (not necessary)

BidSync Training

- ▶ Go to the City's website at:
<https://www.okc.gov/departments/bidding>
- ▶ Training video is available with instructions on how to bid on procurement bids
- ▶ Training video is also available with instructions on how to bid on construction projects
- ▶ Link with information on how to become a prequalified construction bidder
- ▶ Link to tell you which Procurement Buyer to contact if you have questions about our commodities/agreements

Websites

<https://www.okc.gov/departments/bidding>

<https://www.okc.gov/departments/finance/bids-auctions-and-sales/bids>

<https://www.bidsync.com/the-city-of-oklahoma-city>

Types of Bids/Proposals

- ▶ City Clerk's Office receives all bids and proposals
- ▶ Bid Committee opens all bids at a public bid opening
- ▶ No bid opening for RFPs
- ▶ Proposals are referred to department for committee review

Public Works Department

- Architect and Engineer Selection Process
- Contractor Prequalification
- Construction Project Bidding

Architect and Engineer Selection Procedure

- Advertisement
- Consultant Response
- Selection Committee Evaluation and Selection
- Interviews and Selection
- Consultant Review Committee Report
- Council Authorization
- Contract Negotiation
- Council Approval

Architect and Engineer Advertisement Notification



Architect and Engineer Advertisement Response

- Submit Letter of Interest
- Selection Committee Evaluation



Architect and Engineer Interviews



Architect and Engineer Contract Negotiation and Approval



MEMORANDUM

The City of
OKLAHOMA CITY

OCMFA Agenda
Item No. MFA.A.
2/13/2018

TO: Chairman and Trustees of the Oklahoma City Municipal Facilities Authority

FROM: James D. Couch, City Manager/General Manager, OCMFA

Receive Consultant Review Committee Report, Projects MP-0521, park improvements for North Highland/West, North Rotary, Pat Murphy, Zachary Taylor, and Smitty Parks and MP-0522, park improvements, Woodson, Syl Goldman, Mike Dover, South Rotary, and Sellers Parks (10 locations); and authorization to negotiate contract. Wards 2, 3, 4, 5, 7 and 8.

Location
North Highland/West Park – 301 NW 81st Street
North Rotary Park – 5708 North Tulsa Avenue
Pat Murphy Park – 4551 West Haffner Road
Zachary Taylor Park – 633 NW 52nd Street
Smitty Park – 2404 NW 44th Street
Woodson Park – 3401 South May Avenue
Syl Goodman Park – 5333 South Independence Avenue
Mike Dover Park – 4601 South Walker Avenue
South Rotary Park – 1604 SW 15th Street
Sellers Park – 8301 South Villa Avenue

Purpose
To provide improvements to the parks listed. The improvements may include, but are not limited to: playgrounds, basketball courts, landscaping, walkways and sidewalks, paving, furniture, fencing, shelter, and ADA access improvements.

Background
The Parks Department submitted the names of four firms for this project to the Consultant Review Committee for consideration and prepared a report of the Committee's findings and a tabulation of the firms that submitted letters of interest on the project.

Architect
HALFF Associates

Architectural Fee
To be negotiated

Source of Funds
Oklahoma City Municipal Facility Authority, OCMFA General Purpose, Advanced Capital Funding-ASGN, Public Works Department – Parks Playground Improvements – Other Capital – North Rotary Park Improvements – Bond Pre-Funded Project Cost – A&E (OCMFA-680-1510-3305401-OTHCP-B0705010010-52890006)

- City Council Authorization to Negotiate Contract
- Scope of Work and Fee Negotiation
- City Council Approval

Engineer and Architect Resources

okc.gov



Residents Business Recreation Government **Departments** Visitors I Want to...

Search The City of Oklahoma City



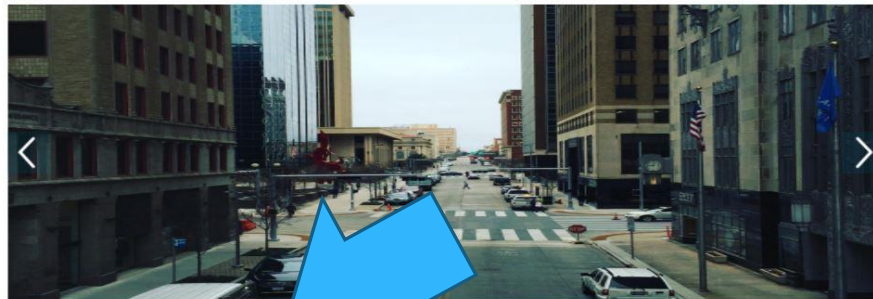
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PUBLIC WORKS

- Public Works
 - + Contractor Resources
 - + Divisions
 - + Engineer & Architect Resources
 - Household Hazardous Waste Facility
 - News
 - Project Updates
 - + Resident & Community Resources
 - Traffic Advisories



Resident/
Community



Engineer/
Architect



Contractor
Resources



Project
Updates



Traffic
Advisories

Prequalification Application Process



Contractor Prequalification

- Application online at
 - www.okc.gov/departments/public-works/contractor-resources/prequalification
- Required for bidding construction projects
- Major Categories
 - Bridge, Building, Paving, Environmental, Sanitary Sewer, Storm Water, Water, Traffic Signal

Construction Bidding



OKLAHOMA

STATUTES

TITLE 61

Public Buildings and Public Works

(Includes Revisions through 2011 Legislative Session)

Notice: These statutes were compiled to assist agencies and citizens doing business with the Construction and Properties Division. Although we have made every effort to assure they are correct, they are not warranted as to accuracy. In addition to the official published version, Oklahoma statutes may be accessed at several state websites, which include www.oscn.net and www.lsb.state.ok.us

- Competitive Bidding Act
- City Bidding Requirements for Construction Projects
- Electronic Bidding
- City Standard Specifications

Electronic Bidding



Residents Business Recreation Government Departments Visitors I Want to...

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CITY CLERK

- City Clerk
 - Public Hearings, City Council
- + Meetings
 - Easement, Deed, Land Document Locator
- Bidding
 - Current Bids
 - Bid Results
- + Elections
- + Records Request Form
- Initiative Petition Information

DEPARTMENTS > CITY CLERK

BIDDING

TEXT SIZE: SHARE & BOOKMARK FEEDBACK PRINT

The City of Oklahoma City and its trusts have partnered with BidSync, Inc. an electronic bidding system. The BidSync system provides suppliers and contractors with the opportunity to sign up to receive electronic notifications of bidding opportunities. All bids will be submitted electronically to the City Clerk for consideration of contract/pricing agreement award, including construction and all other material and service bids, as well as request for proposals.

There is no charge to register with BidSync or to submit bids to The City of Oklahoma City or its trusts through the system.

How to register

1. Go to www.bidsync.com, select the BidSync Links icon, then click the "Register Now" button.
2. Enter information for the main contact on the account, as well as your company information.
3. Select your primary industry and narrow down your results by specific keywords. Select where you do business and how you wish to receive notifications.
4. Your information will be saved and your account will be activated within 24 hours. For quicker activation, please contact BidSync Customer Service at (800) 990-9339.

For more information on bidding, watch our training videos for [construction project contractors](#) and [material items/services vendors](#).

- Electronic Bidding
- City Clerk page on okc.gov
- www.bidsync.com



Standard Specifications

okc.gov

STANDARD SPECIFICATIONS FOR THE CONSTRUCTION OF PUBLIC IMPROVEMENTS

The City's Standard Specifications shall govern all aspects of Bidding and construction of the Project.

NOTE

With respect to all gender related references: where it is stated, "he" or "his" shall be taken to apply whether the authorizing individual is female or male. Dual gender references were avoided to simplify the understanding of the subject matter.

SECTION 10 – APPLICABILITY OF STANDARD SPECIFICATIONS

The provisions for the competitive Bidding of City Projects and the form of and requirements for the Bidding Documents are governed by the Charter and Ordinances of the City, the Oklahoma Competitive Bidding Act, the City's *Standard Specifications for the Construction of Public Improvements*, Resolution #93-01 of June 22, 1993 and other adopted policies of the City as amended.

Sections 100, 106, 109, 110 111, 112 and 200 through 900 shall apply to all Work (including Public or Private Contracts) performed within the limits of Oklahoma City.

Sections 100 though 900 shall apply to all Work under Contract with the City and/or its Trusts and Authorities including Informal and Emergency Contracts performed within the limits of Oklahoma City.

Contractor Resources

okc.gov



Residents Business Recreation Government **Departments** Visitors I Want to...

Search The City of Oklahoma City



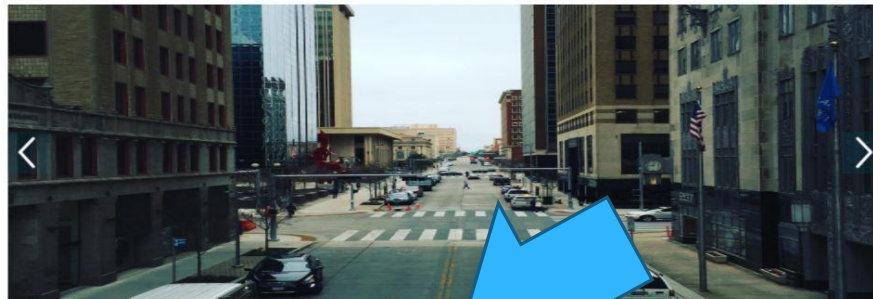
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PUBLIC WORKS

- Public Works
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 - News
 - Project Updates
 - + Resident & Community Resources
 - Traffic Advisories



Resident/
Community



Engineer/
Architect



Contractor
Resources



Project
Updates



Traffic
Advisories

Contact Information

- Public Works Department
 - <https://www.okc.gov/departments/public-works>
 - 405.297.2581
- A/E Contracts
 - Chad Meisenburg, Contract Administrator
 - chad.meisenburg@okc.gov
 - 405.297.2030
- Contractor Prequalification
 - Jose Lemus, Prequalification Manager
 - jose.lemus@okc.gov
 - 405.297.2293

Permits Required

Go to the City's website at:

<https://www.okc.gov/departments/development-services/development-center/permits>

Or go to : www.okc.gov

Hover over “I want to”, found at the top right of the page and click on get a building permit.

Development Services Department

➤ Permitting Requirements

Permits Required

When is a permit required?

Permits are required when you construct, alter, repair, enlarge, move or demolish any primary or accessory structure.

Permits Required

How to Purchase a Permit

- * Call (405) 297-2948
Permit Call Center
- * Walk-in 420 W Main St., 8th floor
(Office hours 8 a.m. to 5 p.m.)
- * Fax application to (405) 552-6024
[Download applications & forms from the City's website](#)

Permits Required

Submittal Checklists

- * New Construction
- * Remodel
- * Demo
- * Fire Restoration
- * Move-On
- * Install
- * Storm Shelter
- * Parking Lot
- * Fences
- * Retaining Wall
- * Pool