




MEMORANDUM

The City of
OKLAHOMA CITY
Public Works Department

TO: Public Works Project Managers

FROM: Billy R. Little, CPA 
Business Manager

DATE: March 26, 2020

SUBJECT: Contractor Responsibility Procedure
(Electronic Claims Processing - Continuity of Operations)

Please send the attached procedure and a copy of this memo to all of our contractors, engineers, testing companies, and vendors,

Public Works is implementing an immediate change in the processing of claims due to the recent state of emergency regarding COVID-19 (Coronavirus). We will process claims/invoices electronically going forward during this time. The attached page outlines the part of the procedure applicable to our contractors, engineers, testing labs, vendors, etc. (“contractors”).

We will still comply with State of Oklahoma Statutes and City of Oklahoma City policies and procedures with our goal of continuing to process vendor payments timely and accurately.

Please note that this updated procedure is for Public Works managed projects only and to communicate such to your contractors. Water and Wastewater projects will continue to follow the process outlined by the Utilities Department where claims are emailed to OCWUT Trust Support. MAPS projects should continue to follow the process MAPS has outlined for them.

If they have additional questions for you, please let Justin Henry or me know if we can help. Please be safe; wishing you, your families, and our contractors safe and healthy times ahead.

Thank you for your assistance in this matter.

**Procedure for Contractors, Vendors, Testing Labs, and Engineers
working with the Public Works Department**

Public Works - Electronic Claim Procedures for Contractors/Vendors:

- Vendor/contractor shall submit claims and invoices electronically via PDF file. Claims must be signed and notarized.
- Claims should be submitted to the established Project Manager for said project(s) with a Cc to PW-ProjectPayables@okc.gov. Please also Cc any Public Works alternate points of contact if any on specific project(s) if you have been given one.
- Please notify and address any third-party billing personnel and/or companies, if any.
- Upon receipt of a claim, the project manager will verify the claim for approval or denial as they do now.
- If denied, the claim will be emailed back to the email address it came from, with a “reply to all”.
- If approved, the claim will be forwarded internally for additional reviews required by PW Finance and City Engineer.
- Claims payments will be made in the same manner as you are accustomed to with a goal to continue processing timely and accurately.

Water/Wastewater/OCWUT and MAPS Projects – this procedure does not change your process for OCWUT and MAPS. Continue to follow their guidance on their projects.

1.2. Water and Wastewater Projects

- Submit claims to ocwut-support@okc.gov only.

1.3. MAPS Projects

- Submit claims to MAPS office as MAPS has directed.