REQUEST FOR PROPOSAL
FOR
FY2018 TREE PLANTING PROJECT

RFP Number: 2-RFP-18-006
Opening Date: February 5, 2018
Opening Time: 2:00 P.M.
CONTRACTORS: Proposals are invited for the FY2018 Tree Planting Project for Oklahoma City Community College (OCCC) in accordance with the standard terms and conditions and specifications set forth in this Request for Proposal (RFP). Proposals must be received at the address noted below and no later than the date and time of the submission deadline. All proposals must be clearly marked as a sealed proposal with the RFP Number, Opening Date and Time on the outside of the envelope or packing containing the Proposal. OCCC reserves the right to reject any or all proposals. Proposal submissions MUST meet all general and specific terms and contain the following:

1. Detailed response to the RFP
2. Statement of Price
3. Certification for Competitive Bid and Contract (Non-Collusion Certification)
4. Supplier Contract Affidavit
5. Certificate of Compliance, if applicable

RFP Number: 2-RFP-18-006
Date Issued: January 16, 2018
Proposal Delivery Address:
Mr. Craig Sisco, Director of Purchasing
Oklahoma City Community College
John Massey Center, Purchasing Dept.
Room 140
7777 South May Avenue
Oklahoma City, OK 73159

CERTIFICATION: Upon signing this Proposal;, the Contractor certifies that the Standard Terms and Conditions and specification have been read as set forth in the RFP, understands such and agrees to be bound by these Standard Terms and Conditions and specifications when a contract is entered into pursuant to this RFP. The Contractor also agrees that the proposal incorporates the Standard Terms and Conditions and specification of this RFP and is the complete and exclusive statement of the terms of the agreement between the parties, which supersedes all proposals or prior agreements, oral or written, and all other communications between the parties relating to the RFP. Proposal that are not signed will be rejected.

Name of Firm

Federal Tax ID #

Address, City State, Zip

Email Address

Printed Name

Title

Signature of Authorized Individual

Date
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REQUEST FOR PROPOSAL FOR FY2018 TREE PLANTING PROJECT FOR OKLAHOMA CITY COMMUNITY COLLEGE

1.0 GENERAL INFORMATION

1.1 Introduction
Oklahoma City Community College, hereinafter referred to as OCCC, will consider proposals for the FY2018 Tree Planting Project for OCCC located at 7777 South May Avenue, Oklahoma City. OCCC invites experienced companies, herein referred to as Contractor, to submit responses to this Request for Proposal (RFP) for the operation of such in accordance with the RFP specifications and terms and conditions.

1.2 College Information
OCCC is a two year community college which first opened in 1972. It has grown to serve more than 28,000 students per year. It offers a full range of associate degree programs, which prepare students to transfer to baccalaureate institutions. Other degree and certificate programs are designed to prepare students for immediate employment in a variety of fields. Additionally, OCCC offers a wide range of community and continuing education courses, workshops, conferences, and seminars.

1.3 Schedule of Events
The following schedule will apply to this RFP, but may change in accordance with the College’s needs.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release of RFP</td>
<td>January 16, 2018</td>
</tr>
<tr>
<td>Last Day/Time to Submit Written Questions</td>
<td>January 29, 2018; 1:00 P.M. CST</td>
</tr>
<tr>
<td>Submission Deadline (Opening)</td>
<td>February 5, 2018; 2:00 P.M. CST</td>
</tr>
<tr>
<td>Evaluation Period</td>
<td>February 5, 2018 – February 9, 2018</td>
</tr>
<tr>
<td>Beginning Date of Contract (Estimated)</td>
<td>February 12, 2018</td>
</tr>
</tbody>
</table>

1.4 Independent Contractor
The relationship of the Contractor and OCCC shall be that of an Independent Contractor, and other provision herein withstanding. Any and all employees or agents of the Contractor or other persons, while engaged in the performance of any work or services required by the Contractor under these specifications, shall not be considered employees of OCCC.
2.0 PROPOSAL REQUEST

2.1 Issuing Office
This RFP is issued on behalf of the Executive Director for Facilities Management of Oklahoma City Community College. The Purchasing department located at 7777 South May Avenue, Oklahoma City, is the sole point of contact between Contractors and OCCC for the selection process. Personal contact should be made through:

Mr. Craig Sisco, Director of Purchasing
Oklahoma City Community College
Purchasing Department
michael.c.sisco@occc.edu

or his designee. OCCC will provide written notification of OCCC’s intent to award the contract.

2.2 Electronic Copies of RFP
Electronic copies of the RFP will be distributed to Contractors by e-mail or can be downloaded from the OCCC Purchasing website located at www.occc.edu/purchasing.

2.3 Clarification of RFP
Contractors may submit written questions regarding the specifications or requirements of the RFP. Written questions must be received by email to OCCC no later than 1:00 p.m. CST on January 29, 2018. Questions will not be answered over the phone and phone or voice messages received regarding this RFP will not be returned. If OCCC determines that it should provide additional information or clarification, or if additional requirements are needed, Contractors will be notified by written addendum. All addenda issued will also be posted on the OCCC Purchasing website as referenced in section 2.2. All or any addenda issued must acknowledged by the Contractor in the RFP submitted.

2.4 Cost for Proposal Preparation and Campus Visits
OCCC will not reimburse the Contractor for costs incurred in the preparation and submission of proposals, nor will OCCC reimburse Contractors for expenses related to visiting the campus or providing on-campus presentations related to proposals, if applicable.

3.0 PROPOSAL INFORMATION

3.1 Submission of Proposals
Contractors shall provide one (1) original and signed copy of the RFP, including acknowledgement of any addenda issued and one (1) electronic copy in compact disc or flash drive format. Please do not password protect compact disc or flash drive.
Sealed written proposals will need to be received by 2:00 p.m. CST on February 5, 2018, at the following address:

Attn. Mr. Craig Sisco, Director of Purchasing  
Oklahoma City Community College  
Purchasing Department  
John Massey Center, Room 140  
7777 South May Avenue  
Oklahoma City, OK  73159

All proposal packages must be signed, sealed and labeled. The below sample label must be used on the envelope.

<table>
<thead>
<tr>
<th>Bid No: 2-RFP-18-006</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Due Date: February 5, 2018</td>
</tr>
<tr>
<td>RFP Due Time: 2:00 p.m.</td>
</tr>
<tr>
<td>Offeror’s Name: ____________________________</td>
</tr>
<tr>
<td>Offeror’s Address: ____________________________</td>
</tr>
<tr>
<td>Project Title: FY2018 Tree Planting Project</td>
</tr>
<tr>
<td>Deliver this package to the Purchasing Office – JMC RM 140</td>
</tr>
</tbody>
</table>

It is mandatory that the RFP package label, as shown above, is used or this exact information is provided on the outside of the sealed proposal package. Failure to do so may cause the proposal to be rejected.

Proposals must be signed by an official authorized to bind the Contractor to the resulting contract. Any literature descriptive of the Contractor must be submitted with the original and electronic proposal.

Contractors are cautioned that only written information contained in this RFP (including any amendments and addenda) are to be relied upon for preparation of a proposal.

Each Contractor is solely responsible for the timely delivery of the proposal by the specified deadline. State law required that the proposal be submitted no later than the date and time specified in this RFP. Contractor mailing proposals should allow a sufficient mail delivery period to ensure timely receipt of their proposal by the issuing office. Once again, timely receipt is defined as on or prior to 2:00 p.m. CST on February 5, 2018. Any proposals received after the scheduled date and time will be immediately disqualified. All proposals shall be guaranteed and binding for a period of not less than ninety (90) days past the proposal submission deadline.
3.2 **Response Format**
Beginning with the first subsection, it is requested that Contractor respond to each subsection of this RFP in the same paragraph and item number sequence, stating first the requirement and then providing their response.

For those paragraphs or items not requiring a specified response, Contractors may respond with concurrence or acknowledgement. Reference to handbooks or other technical documentation may be used to augment the response to an item but may not constitute the entire response.

Reference to handbooks and technical documentation must include the paragraph and/or page number of the reference document. It is requested that brochures and bulky publications be separate from the written response.

3.3 **Contents of Proposal**
A. Contractors should include as part of their proposal all of the provisions of this RFP and furnish all required information.

B. If the Contractor submits standard terms and conditions with the proposal, and if any of those terms are in conflict with the laws of the State of Oklahoma, state law shall govern. Standard terms and conditions submitted may need to be amended to adequately reflect all of the conditions of this RFP. Upon award of this RFP, the Contractor will be sent OCCC’s standard Contract for Services to sign for the impending contract period.

C. All agreements of any nature requiring execution by OCCC must be submitted with the proposal.

D. These documents should be amended by the Contractor in accordance with subsection 7.14 of this document.

E. A sample contract, if applicable, must be submitted with the proposal for review if required by the Contractor and will later require signature of OCCC officials.

F. OCCC reserves the right to reject any proposal that does not comply with their requirements and specifications of the RFP. An offer may be rejected if the offer contains or imposes terms or conditions that would modify the requirements of the RFP or limit the offerors’ liability to the State of Oklahoma or OCCC.

3.4 **Official Contractor’s Representative**
The name, mailing address, telephone, e-mail address and fax number of the Contractor’s authorized agent with authority to bind the Contractor with respect to questions concerning the Contractor’s proposal must be clearly stated in the proposal. The proposal
and/or the letter which transmits the proposal to OCCC must be signed by an authorized officer of the Contractor.

3.5 Proprietary Information
All proposals submitted in response to this RFP will become the property of OCCC and will be open to public inspection after the proposal opening in accordance with the laws of the State of Oklahoma.

3.6 Addendum
Written addenda will be issued for any changes and/or revisions in the proposal specifications and will become part of this RFP. Only written communications is binding of the College.

3.7 Modification or Withdrawal of Proposal
Proposals may be modified or withdrawn, by the bidder, prior to the established due date and time. All modifications to the bidders proposal must be communicated in writing to the Purchasing department contact or designee and modifications mailed or delivered in a sealed envelope using the sample label indicated in section 3.1 and referenced as a modification to Contractor’s original submitted proposal. Modification mailed or delivered must be received by OCCC Purchasing office by the due date and time indicated in this RFP.

3.8 Selection, Negotiation, Additional Information
OCCC is not bound to accept the lowest priced proposal if not in the best interest of the College. The College reserves the right to negotiate with any vendor or vendors to arrive at its final decision and/or to request additional information or clarification on any matter included in the proposal. The selected proposal will be the most advantageous offer for OCCC determined by evaluation and comparison of other factors in addition to cost or price.

Prior to award, OCCC may elect to conduct negotiation with the highest ranked respondent(s) for the purposes of:
- Resolving minor differences and informalities;
- Clarifying necessary details and responsibilities;
- Emphasizing important issues and/or points;
- Receiving assurances from respondents, and;
- Exploring ways to improve the final contract.

3.9 Clarification of Proposals
Contractors may be required to clarify or further explain their proposal. Any clarification will be submitted in writing by the Contractor and will considered part of the proposal. Refusal by a Contractor to comply with this requirement will be cause for rejection of the proposal.
3.10 Minimum Specifications
The services described herein indicate minimum specification required for tree planting services at OCCC.

Contractors responding to this RFP should outline a complete program which they would propose and any pertinent factors they wish OCCC to consider in evaluating the proposal.

4.0 GENERAL PROVISIONS

4.1 Contractor’s Obligation to Indemnify, Hold Harmless and Defend
Contractor without exception shall indemnify and hold harmless OCCC, its Regents, administration, employees, students, and any agent authorized to act on behalf of OCCC from any liability of any nature or kind and from any and all damages to persons and property resulting from or alleged to result from activities, acts or omissions of Contractor and of Contractor’s agents, and also hold harmless from any losses or damages which should arise due to failure of any utility service or any act causing interruption of Contractor’s operation outside control of OCCC. A party shall not be liable for any claims, demands, actions, costs, expenses and liabilities, including attorneys’ fees, which may arise in connection with the action or failure to act of the other party or its employees, officers, directors or agents in performing any of their obligations under this Services Contract unless so ordered by a court of competent jurisdiction. OCCC’s liability is governed and limited by the Oklahoma Governmental Tort Claims Act.

4.2 Equal Employment Opportunity
Contractor will not discriminate against any employee or applicant because of race, creed, color, sex, age, disability, religion, or national origin, and will make a diligent and continuing effort to insure that all persons are afforded equal employment opportunities without discrimination because of race, creed, color, sex, age, disability, religion, or national origin. Equal opportunity shall apply to recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, lay-off, termination, rate of pay, all other forms of compensation, and selection of training. The enumeration of the foregoing items shall not be limited to the scope of the application of this equal employment opportunity provision.

Contractor will state, in all solicitations or advertisements for employees, that all qualified applications will be afforded equal employment opportunities without discrimination because of race, creed, color, sex, age, disability, religion or national origin.

Contractor shall state its non-discrimination and/or affirmative action policy.
4.3 **Insurance**

It is the intention of OCCC that Contractor be an Independent Contractor and not an employee under this agreement. In order to protect OCCC from liability, the successful Contractor shall agree to maintain at his/her own cost malpractice insurance in the minimum amount of $1,000,000.00 to cover activities of Contractor. All policies shall contain a covenant requiring thirty (30) days written notice to OCCC before cancellation, reduction, or modifications. All policies shall be primarily and non-contributing with any insurance carried by OCCC. Upon notification of intent to award, Contractor shall furnish OCCC a certificate of insurance, if applicable.

Insurance shall be effective and evident of acceptable insurance furnished to OCCC, prior to commencing any operations under this Contract.

Contractor shall obtain and maintain in full force at all times during the term of this Contract insurance coverage naming the State of Oklahoma acting through OCCC, as a certificate holder that includes –

- Comprehensive General Liability in the amount of $1,000,000 per occurrence and of $1,000,000 in the aggregate.
- Business Automobile Liability Insurance for all owned, non-owned and hired vehicles with a minimum combined limit of $1,000,000 per occurrence for bodily injury and property damage.
- Workers Compensation with limits required by the State of Oklahoma and with Employer’s Liability limits of $500,000 per accident.

If insurance policies are not written for amounts specified above, Contractor shall carry Umbrellas or Excess Liability Insurance for any differences in amounts specified. If Excess Liability is provided, it shall follow the forms of the primary coverage.

Each policy of required insurance shall provide for thirty (30) days written notice of cancellation to the Owner and include the following provisions, “It is the condition of this policy that the Company shall furnish written notice to Oklahoma City Community College, Purchasing Department, 7777 S. May Avenue, Oklahoma City, Oklahoma 73159, thirty (30) days written notice in advance of any reduction in, or cancellation of this policy.”

At the beginning of each contract period, the Contractor shall furnish certificates to OCCC showing that such insurance is in effect. In the event that Contractor shall fail to maintain and keep in force product liability insurance, general liability insurance, property damage insurance, and worker’s compensation insurance, OCCC shall have the right to cancel and terminate the agreement immediately without notice. The protection afforded under the policies will not be cancelled or reduced until at least thirty (30) days after notice is sent to OCCC by the insurance company or agent. The insurance company provider must have an A.M. Best rating of A+ VIII.
4.4 **Comply with Laws**  
Without additional expense to OCCC, the Contractor shall be liable for all applicable Federal, State, and local taxes and shall comply with all laws, ordinances, codes, and regulation and shall obtain and pay for all permits and licenses.

4.5 **Assignments / Subcontracting**  
The selected Contractor will be required to assume all responsibility for the FY2018 Tree Planting Project Services contract and will be OCCC’s sole point of contact.

The Contractor shall not subcontract or assign any interest in the contract and shall not transfer any interest, whatsoever, in the contract (whether by assignment or novation), without prior written consent of OCCC.

4.6 **Invoice and Payment Provisions**  
Payments to Contractor by OCCC shall be made upon receipt of approved invoices. Invoices must be in duplicate and mailed to:

Oklahoma City Community College  
Accounts Payable  
7777 S. May Avenue  
Oklahoma City, OK 73159

Invoices must be submitted on a timely basis. Invoices shall show as a minimum: purchase order number; contract number; detail of charges; and any prompt payment discounts. Charges are payable when billed and process by OCCC per Net 30 payment terms.
5.0 Specifications

Please see APPENDIX A – LANDSCAPE ARCHITECTURE SPECIFICATIONS.

6.0 PRICE PROPOSAL

6.1 Price Proposal

Please list price proposal in the spaces indicated below.

*Submit additional information/pricing on a separate sheet, clearly marked as such, that you would like OCCC to consider.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>UNIT</th>
<th>UNIT COST</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Irrigation</td>
<td>1</td>
<td></td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>2. Oklahoma Redbud</td>
<td>4</td>
<td>Ea.</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>3. White Flowering Dogwood</td>
<td>3</td>
<td>Ea.</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>4. Caddo Maple</td>
<td>19</td>
<td>Ea.</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>5. Maidenhair Tree</td>
<td>6</td>
<td>Ea.</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>6. Kentucky Coffee Tree</td>
<td>9</td>
<td>Ea.</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>7. Black Gum</td>
<td>26</td>
<td>Ea.</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>8. Loblolly Pine</td>
<td>39</td>
<td>Ea.</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>9. London Plane Tree</td>
<td>13</td>
<td>Ea.</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>10. Swamp White Oak</td>
<td>20</td>
<td>Ea.</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>11. Shumard Red Oak</td>
<td>7</td>
<td>Ea.</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>12. Bald Cypress</td>
<td>22</td>
<td>Ea.</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>13. Cedar Elm</td>
<td>13</td>
<td>Ea.</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>14. Allee Lacebark Elm</td>
<td>40</td>
<td>Ea.</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>15. Utility Locate Work</td>
<td>1</td>
<td>Ea.</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>*Additional Costs</td>
<td></td>
<td></td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td><strong>TOTAL PROPOSED PRICE</strong></td>
<td></td>
<td></td>
<td></td>
<td>$_________</td>
</tr>
</tbody>
</table>
7.0  TERMS AND CONDITIONS

7.1  Contractual Force and Effect
The following terms and conditions establish OCCC’s rights and expectations with respect to the services sought hereunder. Unless otherwise specifically proposed by the Contractor, each term or condition herein shall, upon award by OCCC, have the force and effect of a contractual understanding between OCCC and each successful Contractor. OCCC may pursue any remedy legally available to it in the event the Contractor breaches or violates any such term or condition.

7.2  Contract Status
OCCC may hold each Contractor’s response to this RFP as a legal offer to contract. If OCCC formally accepts such offer, a contractual relationship shall be deemed to exist and OCCC will so communicate to each successful Contractor by issuing a notice of award.

7.3  Terms and Conditions of Resulting Contract are Incorporated by Reference
The specifications, terms and conditions set forth in this RFP and any related award document shall be incorporated by reference without Contractor exception into any resulting contract between OCCC and any successful Contractor.

7.4  Reservation
This RFP does not commit OCCC to award a contract. Further, OCCC reserves the right to accept or reject, in part or in its entirety, any or all proposals received, to re-advertise if deemed necessary, and to investigate any or all proposals as required. Proposals which fail to comply fully with any provision of the specification of the RFP will be considered invalid and will not receive consideration.

7.5  Ethical Standards
It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established selling agencies maintained by the Contractor for the purpose of securing business.

7.6  Compliance with Provisions
Contractor shall state that they have read, understand and will comply with all provisions and with the standard terms and conditions.

7.7  Conflicting Provisions
Under no circumstances shall any provision be effective if it is later found to be in conflict with state statute or other superior directive. In the event of a conflict between or among any provision contained in the resulting contract, such conflict shall be resolved in the following order, most effect to least effect.
1. Original RFP
2. Negotiations on those matters eligible for negotiation
3. Additional agreements and/or stipulations
4. Contractor’s Proposal

7.8 Discrepancies between Numbers and Words
In the event of a discrepancy between information written in numbers and the same information also written in words, the information written in words shall govern.

7.9 Settlement of Contract Disputes
In the event of dispute, doubt, or difference of opinion as to any matter related to any contract resulting from this RFP, OCCC reserves the right to select a ranking College executive officer to render a decision. Such decision shall be final and binding on all parties to the contract.

7.10 Termination Provision / Termination for Default / Show Cause Letter / Certain Remedies
The contract resulting from this RFP may be terminated by either party at any time by giving a sixty (60) day written notice to the other party.

OCCC may terminate a contract resulting from this RFP for reason of the Contractor’s default, if conditions including but not limited to those described in the following list come into being.

- The Contractor is adjudged bankrupt, makes a general assignment for the benefit of the Contractor’s creditors, or a receiver is appointed on account of the Contractor’s insolvency.
- The Contractor persistently or repeatedly refuses or fails to perform any of the provisions of the contract; or so fails to make progress pursuant to the contract’s terms; or so fails to meet any delivery dates except when extension may be granted to carry on as required by the contract.
- The Contractor persistently or repeatedly refuses or fails to make prompt payment to subcontractors.
- The Contractor persistently or repeatedly disregards laws, ordinances, or the instructions of any duly authorized representative of OCCC.
- The Contractor otherwise commits a substantial violation of any provision of the contract.

OCCC may, in its sole discretion and without prejudice to any other right or remedy either terminate the contract or deliver to the Contractor a letter citing the instances of noncompliance and directing the Contractor to show cause why the contract should not be terminated (Show Cause Letter). The Contractor shall have ten (10) days to reply to the Show Cause Letter and indicate why the contract should not be terminated. The Contractor shall then have thirty (30) days to cure the noncompliance cited in the Show Cause Letter. If the noncompliance is not cured within thirty (30) days, OCCC may negotiate a schedule to terminate the contract.
In the event all or any part of the contract is terminated, OCCC may take possession of any and all materials and finish the contract by whatever methods OCCC may deem expedient. In such case, the Contractor shall not be entitled to any further payment until the contract is finished. The Contractor shall be liable for any excess costs incurred by OCCC to perform the balance of the contract. The rights and/or remedies of OCCC under these terms and conditions are not exclusive but are in addition to any other rights to refuse to consider proposal received from the Contractor in response to RFP’s that OCCC may issue in the future.

7.11 Contract Modification
No change or modification to a contract resulting from this RFP shall take effect until all parties have agreed in writing to such change or modification.

7.12 Contract Assignment or Sublet
No successful Contractor shall assign, transfer, or sublet, either in whole or in part, any contract resulting from this RFP, without prior written approval from OCCC.

7.13 No Waiver of Rights by OCCC
No delay or failure on OCCC’s part to enforce any provision of this agreement shall constitute or be construed by any party as a waiver or limitation of OCCC rights under any resulting contract.

7.14 Contract Guidelines
Contractors should note the following in regard to the State’s contracting authority, and amend any documents accordingly. Failure to conform to these standards may result in rejection of the proposal.

A. The State of Oklahoma may not contract with another party:

1) To support continuation of performance in subsequent year of multi-year contract when funds are not appropriated or otherwise made available. The Contractor may be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the commodities or services delivered under the contract. No other termination charges shall be authorized.

2) To pay any penalties or charges for late payment or any penalties or charges which, in fact are penalties, for any reason.

3) To indemnify and defend that party for any liability and damages; however, the State may agree to hold the other party harmless from any loss or claim resulting directly from and attributable to the State’s use or possession of equipment and reimburse that party for the loss caused solely by the State’s use or possession, provided that such obligation is determined by and under the procedures of the State of Oklahoma.
4) Upon default, to pay all sums to become due under a contract.

5) To pay damages, legal expenses or other costs and expenses of any party.

6) To conduct litigation in a place other than Oklahoma.

7) To agree to any provision of a contract which violates the laws or Constitution of the State of Oklahoma.

B. A party wishing to contract with the State of Oklahoma must:
   1) Remove any language from its contract which grants to it remedies other than:
      a) The right to possession
      b) The right to accrued payments

2) Include in its contract that the laws of the State of Oklahoma govern the contract.

C. The State of Oklahoma may contract with another party:
   1) In the event the legislature of the State of Oklahoma does not appropriate funds for the services described in this contract, OCCC may, upon sixty (60) days written notice to Contractor, cancel this contract as to that period for which no appropriations were made; or, in the event that there are no funded appropriations from which payment can be made for the services described in this contract, OCCC may, upon sixty (60) days written notice to Contractor, cancel this contract as to that for which there is no funded appropriations from which payment can be made.

7.15 Contract Negotiation
OCCC reserves the right to negotiate with the successful Contractor the final terms and conditions deemed to be most advantageous to OCCC.

7.16 Pricing After the Initial Contract Year
Pricing may be negotiated for each and any period, except the initial period, prior to the beginning of the contract period. All prices will remain firm for any and each contract period. OCCC recognizes that the cost of labor of the Contractor may fluctuate from year to year. However, for each year of the contract, price increases, if any that may be proposal by the Contractor must be documented and justified to OCCC. OCCC reserves the right to approve or reject all price changes. In no event, except by OCCC request, will price changes increase by more than the portion of the “cost of living index” relating to food and labor as established by the United State Department of Labor for the previous twelve (12) month period. All increased must be in conformance with any Federal or State
wage price controls that may be in existence at that time. Any exceptions, except as stated above, to this would be any Federal, State or local statutory changed directly affecting costs (sales tax, minimum wage).

7.17 **Contract Components**
This RFP, the successful Contractor’s response thereto, and any additional written modifications and/or stipulations mutually agreed upon by OCCC and the successful Contractor will constitute the final contract. During the contractual period, any changes to the conditions outlines in these materials must be approved in writing with the signatures of representatives from each selected Contractor(s) and OCCC.

7.18 **Laws and Regulations**
Contractors are solely responsible for keeping themselves fully informed of and faithfully observing all laws, ordinances, and regulations affecting the rights of their employees, and shall protect and indemnify OCCC, its officers and agents against any claims of liability arising from or based on any violation thereof. By submitting a proposal for services, the Contractor certifies that they and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify). Contractor further agrees to affirm and certify in writing to OCCC in the event a contract between OCCC and the Contractor results from this RFP that sexual or violent offenders are prohibited and no Contractor, subcontractor or their employee is registered or required to be registered as a sex or violent offender under the Oklahoma Sex Offender Registry Act or the Mary Rippy Violent Crimes Offender Act.

7.19 **Prior Course of Dealings**
No trade usage, prior course of dealing, or course of performance under other contracts shall be a part of any contract resulting from this RFP; nor shall such trade usage, prior course of dealing, or course of performance be used in the interpretation or construction of such resulting contract.

7.20 **Availability to Other Colleges and Universities**
In the event a contract between OCCC and the Contractor results from this RFP, the Contractor shall agree to offer same prices, terms, conditions, and all other particulars herein to all other institutions within the Oklahoma State Regents for Higher Education system. Provided however that the Contractor may apply fair and reasonable cost adjustments to those institutions whose locations may be materially remote or proximate when compared to the distance contemplated under this RFP.

7.21 **Payment in Advance of Receipt of Products or Services Prohibited**
As a state agency, OCCC is prohibited by statute from paying for products or services in advance. Payment provisions shall be in arrears, with late payment and interest calculated as provided by Oklahoma law.
7.22 **Choice of Law and Venue**
The resulting contract shall be construed under the laws of the State of Oklahoma, and venue in any action to enforce shall be in Oklahoma County, Oklahoma.

7.23 **Equal Opportunity Employer**
The Contractor must assure that they are an Equal Opportunity Employer, a provider of services and/or assistance, and in compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 or the Rehabilitation Act of 1973, as amended, and Executive Orders 11246 and 11375. The Contractor must acknowledge the requirements in their submitted proposal. Please refer to Certificate of Compliance in Appendix B – Required Forms.

7.24 **Americans with Disabilities Act**
The Contractor must assure compliance with the American with Disabilities Act of 1990 (Public Law 101-336) and all amendments and requirements imposed by the regulations issued pursuant to this act. The Contractor must acknowledge the requirements in the submitted proposal.

7.25 **Debarment and Suspension**
As supplemented in the Department of Labor regulations (29 C.F.R. Part 98), the Contractor certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in this contract by any governmental debarment or agency.

7.26 **Environmental**
The Contractor, if engaged hereby for any amount in excess of $100,000, shall comply with all applicable standards, orders and regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations must be reported to OCCC and federal agencies as required under OMB Circular A-110.

7.27 **Anti-Lobbying**
Contractor, if engaged hereby for an amount in excess of $100,000, shall comply with the requirement of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), by providing to OCCC all certifications required there under regarding the disclosure of the use of funds for lobbying. The Contractor will certify that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of a member of Congress in connection with obtaining and Federal contract, grant or any other award covered by 31 U.S.C. 1352. Contractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
7.28 **Access to Vendors**
The Contractor shall maintain all fiscal records and any other records relating to this contract in such a manner as to clearly document the Company’s performance hereunder. OCCC, the Federal government, or any their duly authorized representatives, shall have access to any books, documents, paper and records of the Contractor which are directly pertinent to this contract for the purpose of making audits, examinations, excepts and transcriptions.

7.29 **Federal, State and Local Taxes, Licenses and Permits**
Contractors are solely responsible for complying with all laws, ordinances, and regulations on taxes, licenses and permits, as they may apply to any matter under this RPF. Contractors shall, at no expense to OCCC, procure and keep in force during the entire period of the contract all such permits and licenses and pay such taxes.

7.30 **Indemnification Requirements**
The below listed requirements are mandatory.

- **Hold Harmless:** The successful Contractor shall indemnify and hold the State Regents harmless from all performance or failure of performance under the resulting contract.
- **Liens:** The successful Contractor shall keep the State Regents free and clear from all liens asserted by any person or firm for any reason arising from the furnishing of services or materials by or to the bidder.
- **Qualification Data:** If necessary to evaluate vendor qualifications, you may be required to furnish additional information. Information may include but not limited to the following:
  - Ability to meet specifications quality requirements
  - Availability to provide service
  - Executive and/or key person resumes and references
  - Financial resources and/or audited financial reports
  - Personnel resources and/or experience

7.31 **Limitation of Liability**
The successful Contractor acknowledges that under the laws of the State of Oklahoma, Contractors may not contractually limit their potential liability. The Oklahoma Constitution prohibits the inclusion of clauses in any OCCC or other State contract which limits the Contractor’s liability for fraud, willful injury to persons or property, or violation of the law, whether willful or negligent; or otherwise has the effect of requiring OCCC to indemnify the Contractor for the Contractor’s own damages. To the extent any limitation of liability contained in any resulting contract is construed by a court of competent jurisdiction to be a limitation of liability in violation of Oklahoma law, such limitation of liability shall be void.
7.32 Conflict of Interest
Information on possible conflicts of interest should be provided as part of the proposal response. Such information will be taken into account in making a decision of the selection of the Contractor to perform the services. Should a conflict arise during preparations for or while undertaking these services, the Contractor shall immediately advise OCCC of such conflict.

7.33 Intellectual Property Licenses and Releases
The selected Contractor is responsible for any indemnification issues related to or arising from it undertaking and performance of the Scope of Work; and for obtaining all releases, licenses, waivers, permits, or other permission needed for use of talent, copyrighted or trademarked materials, information, sound, or images, or that are or may be subject to common law or other property rights. The selected Contractor is solely responsible for any contracts, agreements, licenses, releases, fees or negotiations needed to obtain the necessary rights to use of any and all such talent, materials, information, images, sound, and property as well as all related administrative and legal expenses. Selected Contractor’s cost to secure and defend intellectual property rights related to performance under the contract shall be included in the firm fixed price contract.

7.34 College Provides Information in Good Faith without Liability
All information provided by OCCC in this RFP is offered in good faith. Individual items are subject to change at any time. OCCC makes not warranty or certification that any item is without error. OCCC is not responsible or liable for any use of the information, or for any claims attempted to be or asserted therefrom.

7.35 Notification of Non-Selection
OCCC reserves the right not to notify bidders whose RFP responses are not selected for further consideration or notice of award. If OCCC decides to notify such bidders in writing, it will send the notification to the e-mail address indicated in each such bidder’s proposal.

7.36 Public Record
Once finalized, documents resulting from this RFP, including the resulting award(s), are available for public inspection pursuant to the Open Records Act. Copies are provided upon written request to OCCC Public Relations, 7777 South May Avenue, Oklahoma City, Oklahoma 73059. OCCC shall not be liable in any manner or in any amount for disclosing Proprietary Information if such information is required by law to be disclosed.

7.37 Proposal Pricing to Reflect College Tax Exempt Status
Proposal pricing shall be exclusive of taxes. Oklahoma City Community College is exempt from taxes, including State Sales Tax, Property (Ad Valorem) Tax and Federal Excise Tax. The exemption authority is Oklahoma State Tax Code, Title 68, OS 1981, Article 13, Section 1356 (Oklahoma Tax Commission Tax Exemption Permit #EXM-14371559-02) and Federal Tax Exempt Number 73-1556390.
7.38 **Contractors Understanding of the RFP**

In responding to this RFP, the Contractor accepts the responsibility fully to understand the RFP in its entirety, and in detail, including making any inquiries to OCCC as necessary to gain such understanding. OCCC reserves the right to disqualify any Contractor who demonstrates less than such understanding. Further, OCCC reserves the right to determine, at its sole discretion, whether the Contractor has demonstrated such understanding. Related to this, OCCC’s right extends to cancellation of award if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to OCCC.

8.0 **SELECTION CRITERIA**

8.1 **General**

The Contractor will be selected on the basis of which proposal is, in the opinion of OCCC, in the best interest of OCCC when all factors are considered. Factors considered will include, but not necessarily limited to: pricing, services offered, quality, experience, marketing capabilities, creativity, and the ability to perform efficient, economical services. Also, Contractor performance records, references, response to this RFP, and service related performance capabilities will be reviewed. Other relevant factors that OCCC may deem to be important will be considered. Some of these factors are judgmental and subjective, and the decision of OCCC is final. OCCC reserves the right to reject any and all proposals or parts thereof, and to waive informalities in the proposals received.

Contractors are encouraged to submit any additional information or comments they wished considered. This additional information should be included as a separate appendix to the proposal.

Contractors shall be cautioned not to minimize the importance of adequate responses, although a particular category may carry less weight than other areas.

The award will be made to the Contractor whose proposal conforms to the RFP and, in a sole judgement of OCCC, will be most advantageous to OCCC.

8.2 **Initial Classification of Proposals as Responsive or Nonresponsive**

OCCC shall initially classify all proposals as either “responsive” or “nonresponsive”. OCCC may deem a proposal nonresponsive if: any of the required information is not provided, the submitted price is found to be excessive or inadequate as measured by the RFP criteria, or the proposal does not meet RFP requirements and specification. OCCC may find any proposal to be nonresponsive at any time during the procurement process. If OCCC deems a proposal nonresponsive, it will not be considered further.
APPENDICES

Appendix A – Landscape Sheets
Appendix B – References
Appendix C – Required Forms
Appendix D – No Bid Response Form
APPENDIX A
LANDSCAPE ARCHITECTURE SPECIFICATIONS
APPENDIX A

LANDSCAPE ARCHITECTURE SPECIFICATIONS

OCCC FY2018 Tree Planting Project
Oklahoma City Community College, OKC, Oklahoma

December 20, 2017

Section / Title                                           Pages
02811 – Irrigation                                      1-12
02923 – Landscape Grading                                1-3
02938 – Sodding                                         1-4
02950 – Trees                                           1-6
HFSD, Inc.
3100 NW 149th Street
Oklahoma City, Ok. 73134
(405) 752-8018
SECTION 02811
UNDERGROUND SPRINKLER SYSTEM

PART 1 - GENERAL

1.1 SUMMARY

A. This section includes the installation of an automated irrigation system, two wire system additions to existing two wire systems and additions to existing multiple automated conventional irrigation systems for tree plantings, as shown on the Drawings. Components to be installed include, (but not limited to) connection to existing main lines, bubblers, drip irrigation at tree plantings, rotor heads and spray heads, Wi-Fi enabled irrigation controller, rain/freeze sensor, flow sensor, additional 12 station expansion controller module, automatic drain valves, two wire and control wiring, wire connectors, fittings, electrical connections, zone valves, manual valves, sleeves under paving, lateral piping, mainline piping, borings under existing streets, sidewalks, and drainage channels, wire decoders, and all necessary accessories to provide complete additional operational two wire and conventional irrigation systems.

B. Contractor shall become familiar with the existing site conditions and other construction activities. Coordinate with the Owner's Representative on current construction activities, utilities, and other construction trades.

C. Contractor shall provide tree bubblers to all new trees and rotor and spray heads in existing turf locations. Bubblers shall be tied into the existing Wi-Fi enabled controllers that are centrally located on site and to the existing two wire system that is located on the perimeter of the site. Rotor and spray heads shall be tied into the existing irrigation systems, and some spray heads will be tied into the existing Wi-Fi enabled controllers that are centrally located on site. Refer to irrigation plans for locations. Coordinate with staked location of new tree plantings. Field verify all locations of existing irrigation systems with OCCC maintenance personnel or facilities management.

1.2 RELATED SECTIONS

A. Section 02923 - Landscape Grading.

B. Section 02938 - Sodding.

C. Section 02960 - Trees, Shrubs, and Ground Covers

1.3 REFERENCES

A. AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM):

1. D1785-83 - Poly (Vinyl Chloride) (PVC) Plastic Pipe, Schedules 40 and Class 200
2. D2241-84 - Poly (Vinyl Chloride) (PVC) Plastic Pipe (SDR-PR)
3. D2287 - Nonrigid Vinyl Chloride Polymer and Copolymer Molding and Extrusion Compounds
4. D2466-78 - Poly (Vinyl Chloride) (PVC) Plastic Pipe Fittings, Schedule 40
5. D2564-80 - Solvent Cements for Poly (Vinyl Chloride) (PVC) Plastic Pipe and Fittings
7. D3139-84 - Joints for Plastic Pressure Pipes Using Flexible Elastomeric Seals
B. NATIONAL STANDARD PLUMBING CODE.

C. NATIONAL ELECTRIC CODE.

1.4 DEFINITIONS

A. Distribution: Diameter of Coverage - diameter of the surface area receiving water

B. Irrigation Heads:

1. Fill-in- heads not located on the basic symmetrical pattern and/or which may not have the same coverage as the heads in the pattern.
2. Pop-up Rotor - water-lubricated, gear-driven head installed flush with the turf, containing a nozzle which rises four (4) inches above the turf when operating.
3. Pop-up Spray - spray head installed flush with the turf, containing a nozzle which rises four (4) inches above the turf when operating.
4. Spray - head containing a nozzle that discharges a fine uniform water spray.
5. Strip - spray head designed for watering long, narrow strips of turf or landscaping, usually in a square or rectangular pattern.
6. Pop up Flood Bubbler-head containing a nozzle that discharges a continuous flow of water. (Designated tree plantings)
7. Drip Emitter-In line tubing drip with emitters that provide a precise amount of water to tree plantings. - match existing campus standard for tree watering and drip components.

C. Lines:

1. Header - water line leading off from a zone valve; subject to pressure only when zone is operating.
2. Lateral - water line leading off from a header to a head.
3. Main - water line under constant pressure, supplying the sprinkler zones.

D. Valves:

1. Automatic Drain - a low pressure valve used to drain main and lateral lines.
2. Manual - a valve used to activate/terminate flow to a zone.
3. Zone - a section of heads controlled by one valve.

1.5 DESIGN CRITERIA - TWO WIRE IRRIGATION ADDITION-THEATER/ALLEE TWO WIRE TIE IN, PEDESTRIAN MALL PARKING TIE IN, AND CENTRAL CONTROLLER TIE IN.

A. General:

1. The Theater/Alee two wire tie in, Pedestrian Parking Mall two wire tie in, and the Central Controller two wire tie ins are existing two wire controlled systems with an existing controllers and remote controlled valves as manufactured by Hunter Industries. Main line shall be drained with manual drains at all low points, while zones shall be drained automatically at all low points.
2. For design purposes, the bubbler layout and dripline at tree plantings has been designed with RAINBIRD bubbler heads, drip line, and Hunter valves. Other manufacturers may be provided with similar precipitation rates and GPMs. Any changes shall be submitted as a shop drawing for review and approval.
1.6 DESIGN CRITERIA – CONVENTIONAL IRRIGATION SYSTEMS – AFO CONTROLLER, NORTHEAST CONTROLLER, SOUTH CENTRAL CONTROLLER, SOUTH CONTROLLER IRRIGATION SYSTEMS, AND HPC FACILITY CONTROLLER.

A. General:
1. The existing and new irrigation systems shall be automatic with controllers and remote controlled valves.
2. For design purposes, the irrigation system layout has been designed with RAIN BIRD bubblers, spray heads and HUNTER valves to determine line sizes, types of heads, valve sizes, number of zones and coverage. Other manufacturers may be provided as listed in 2.3.A with similar precipitation rates and GPMs. Changes in pipe sizing, amount of pipe, number or size of valves, number of heads, number of sleeves and other accessories shall be at no additional cost.
3. Lateral lines shall not be less than three quarter 1-inch in diameter.

B. Sleeves:
1. The sleeves shown are the minimum number of sleeves required.
2. Sleeves and Boring under Existing Sidewalks, Streets, or drainage channels: The Contractor shall add additional sleeves and borings as necessary to insure proper operation of the irrigation system at no additional cost.

C. Two Wire Irrigation System Requirements: Two Wire Irrigation Addition-Existing Northwest System.
1. Provide Hunter ICD-100 through ICD-600 station decoders with surge suppression and ground wire as needed to group irrigation remote control valves.
2. Provide 14 AWG/1.6 mm diameter twisted decoder wire in sheathed casing as provided by Hunter Industries. Hunter Industries wire must be used to maintain warranty provided by Hunter. Provide DBR6 or D8Y6 wire fittings manufactured by 3M for connection of decoders to valve connections and decoders to two wire system. Wire runs shall not be looped.
3. Install two wire irrigation systems as per manufacturer’s recommendations to provide a complete and operational system.
4. Prior to construction of irrigation system, irrigation contractor to provide shop drawings to the landscape architect showing valve groupings and wiring path diagrams.

1.7 QUALITY ASSURANCE

A. Irrigation Contractor shall be a single firm with over 7-years of documented experience in all aspects of irrigation work; irrigation maintenance and capable of installing irrigation systems of this scope. Two wire manufacturer’s representative shall provide assistance to irrigation contractor to successfully execute the proper installation of a complete and operational two wire irrigation system. Systems shall be installed according to the specification requirements.

B. General: Irrigation contractor shall install all elements of the irrigation system including pipe sleeving, piping, borings, drip irrigation tubing, heads, valves, wiring, valve boxes, controller, sensors, decoders, and other items necessary to operate the system.
1.8 **WORK COORDINATION**

A. Scheduling and Existing Information:

1. Schedule and coordinate to facilitate the most expeditious completion of the project in a workmanlike manner.

1.9 **SUBMITTALS**

A. Operations and Maintenance (O & M) Data:

1. Operation and maintenance data shall be bound into three (3) individually bound hardback binders and properly indexed. O&M data shall include at least the following:

   a. The index sheet shall indicate the installer’s name, address, and telephone number.
   b. Manufacturer’s specifications, and description, and O&M information for all system components.
   c. Routine recommended maintenance activities of the entire system including weekly, monthly, semi-annual, seasonal and annual activities.
   d. A schedule of the measured or calculated flow rates for each zone, and a recommended controller setting and a schedule of times and duration of operation for each zone for each month or season based on a stated recommended precipitation requirement for the type of turf or plants and the geographical location of the installation.

B. Literature or Product Items include:

1. Schedule 40 Pvc Sleeves
2. Schedule 40 PVC Mainline from existing Mainline to Brass Ball Valve.
3. Class 200 Pvc Laterals
4. PVC Fittings - Schedule 40
5. Flexible Vinyl Chloride Pipe
6. PVC Solvent Compound and Primer
7. Swing Joints for Spray and Rotor Heads
8. Tree Bubblers
9. Drip Irrigation Tubing
10. Automatic Flush Valve
11. Pop-Up Rotor Heads
12. Pop-Up Spray Heads
13. Remote Control Valves
14. Drip Irrigation Remote Control Valve with Filter and 40 Psi Pressure Regulator
15. Brass Ball Valves before New Remote Control Valves and along Mainline
16. Automatic Drain Valves (Laterals)
17. Hunter Pro-HC-1200 Wi fi enabled full functioning controller (12 Station) (HPC Facility).
18. Hunter Pro-HC12 Station Expansion Module (South Controller)
19. Wireless Rain/Freeze Sensors (WR-Clik)
20. Wiring-Two Wire and Conventional
21. Wire Connectors-Two Wire and Conventional
22. Valve Boxes (12 x 18 Standard Size)
23. Identification Tape
24. Wire decoders
25. Tracing Wire for Laterals, and Valve Boxes

C. Complete Record Drawings

   1. Installed conditions.
   2. Two dimensions to each remote control valve, gate valves, etc. from two secure points.

1.10 PROTECTION OF EXISTING CONDITIONS

A. Any existing structures, equipment, utilities, pavement, irrigation zones (all areas on campus), existing and proposed landscaping, etc., damaged by the Contractor during the course of the work, including any subsequent damage caused by equipment activity, leakage or settling of piping shall be restored at the Contractor's expense and to the Owner's satisfaction.

B. The Contractor shall assume responsibility for locating all site utilities, and perform work in a manner to avoid damage. Contractor shall contract with Baker Peterson, LLC utility locate service (405) 318-3693; (or approved equal) to locate ALL utility lines on campus (within areas to be planted). Contractor is responsible for keeping the marked lines updated and protected.

1.11 EXTRA MATERIALS

A. Four Flood Bubblers with SR050 Filter Screen, Check Valve, and Pressure Regulator.

B. 100' length of dripline tubing

C. Two Pop-Up Spray Heads of each type

D. Two Pop-Up Rotor Heads of each type

PART 2 - PRODUCTS

2.1 GENERAL

A. Product Schedules: As soon as practicable after notice to proceed and before procurement of any products, submit a complete list of products to be incorporated in the work. List shall include catalog numbers, cuts, diagrams, and such other descriptive data as may be required by the Landscape Architect. Approval of products under this provision shall not be construed as authorizing any deviations from the specification unless attention has been directed in writing to the specific deviation. No consideration will be given to partial lists submitted from time to time. Approval of products will be based on manufacturer's published ratings. Products listed that are not in accordance with these specification requirements will be rejected.

B. Standard Products: Products furnished shall be standard products of manufacturers regularly engaged in the production of such products and shall be manufacturers' latest standard design that complies with the specification requirements.

C. Delivery and Storage: Products delivered to site shall be inspected for damage, unloaded, and stored with the minimum of handling. Do not store products directly on the ground. Inside of pipes and fittings shall be kept free of dirt and debris.

D. Handling: Products shall be handled in such a manner as to insure delivery to the trench in
a sound undamaged condition. Pipe shall be carried to the trench, not dragged. Gasket materials and plastic materials that are not to be installed immediately shall not be stored in the direct sunlight. Valves, controller, sprinkler heads, etc., shall be removed from protective cover only upon installation.

2.2 PIPE AND FITTINGS

A. Pipe and fittings: Shall be PVC plastic unless otherwise specified. Pipe and fittings shall be rated for a minimum working pressure of 150 psi and a minimum hydrostatic pressure of 200 psi.

B. PVC Plastic:

1. Pipe shall conform to ASTM D1785, Schedule 40 and Class 200, Class 12454-B, PVC 1120. Fittings for use with Class 200 pipe shall conform to the requirements of ASTM D2464 or D2467. Fittings for schedule 40 pipe shall be solvent weld socket type conforming to ASTM D2466.

2. Main Lines: Schedule 40

3. Lateral Lines: Class 200

4. Sleeves Under Paving: Schedule 40

5. Flexible vinyl chloride pipe: from laterals to heads.


1. Manufacturer: SLOANE, LASCO, and SPEARS.

2.3 TREE BUBBLERS

A. Bubbler Nozzle: The plastic nozzle shall be constructed of UV resistant plastic. 6" pop-up with check valve and pressure regulator, with a PA-90 adapter.

1. Manufacturer: RAINBIRD or approved equal.

2.4 DRIP SYSTEM

A. The drip system shall consist of components manufactured by the same COMPANY. The system shall be manufactured by: Rain Bird. Components shall consist of the following:

1. Landscape Drip line: XFD-09-18 (Tree Drip Areas)

2. Discharge: 0.9 gph (Tree Drip Areas)

3. Dripper Spacing: 18 inches

4. Pressure Compensation Range: 8.5 to 60 psi.

5. Maximum System Pressure: 40 psi.

6. Valve and Filtration (PCZ-101-40) Hunter:

   Flow: 0.5-15 GPM

   Filtration: Wye Filter

   Construction: durable, UV-resistant

7. Size according to manufacturer's recommendations

8. Regulates and maintains constant outlet pressure between 15 and 120 psi


10. Only Rain Bird fittings to be used in securing and connecting dripline to each other and PVC. Under no circumstance are SCH 40 PVC fittings to be used above ground in connecting supply headers and exhaust header to drip line.

11. Rain Bird approved closures

12. Dripline will be installed above grade at tree plantings.
2.5 VALVES

A. Zone Valves: Valves shall be pressure regulating and sized as shown on Drawings. Valves shall be manufactured by HUNTER INDUSTRIES or approved equal.

B. Brass Ball Valves

1. Brass Ball valves shall be provided along the mainline and along the mainline before each remote control valve as shown on the irrigation plans.

C. Automatic Drain Valves

1. Valves shall be spring-loaded, plunger type.
2. Manufacturer: KING TECHNOLOGY or approved equal.

2.6 CONTROLLER - NEW HPC FACILITY CONTROLLER

A. Controller shall be Model no. Hunter PHC-1200 Wi-Fi enabled fully functional irrigation controller with touchscreen. 12 station fixed controller. Include Hunter WR-Clik Sensor and HC-100 Flow Meter (HC-100-FLOW). Wall mount irrigation controller on the east retaining wall at the HPC Facility. Mount controller 5' above grade. Controller shall be equipped for compatibility with the Hunter Hydrawise Central Control System. Irrigation contractor to provide power to controller and install as per manufacturer's recommendations. Controller location as shown on plans.

2.7 CONTROLLER – EXISTING SOUTH CONTROLLER

A. Provide Hunter Pro-HC 12 Station Expansion Module. Install as per manufacturer's recommendations.

2.8 IRRIGATION CONTROLLERS - WALL MOUNTED - AFO SITE, THEATER/ALLEE, NORTHEAST, SOUTH CENTRAL, SOUTH, AND NEW HPC IRRIGATION SYSTEMS.

Coordinate actual locations of existing controllers and new controllers with OCCC maintenance personnel or Facilities Management as necessary.

2.9 CONTROL WIRES – TWO WIRE IRRIGATION ADDITIONS-EXISTING THEATER/ALLEE TIE IN, EXISTING PEDESTRIAN PARKING MALL TIE IN, AND EXISTING CENTRAL CONTROLLER TIE IN TWO WIRE IRRIGATION SYSTEMS.

Provide 14 AWG/1.6 mm diameter twisted decoder wire in sheathed casing as provided by Hunter Industries. Provide DBR or DBY wire fittings manufactured by 3M for connection of decoders to valve connections and decoders to two wire system. Wire runs shall not be looped.

2.10 CONTROL WIRES-CONVENTIONAL IRRIGATION SYSTEMS- AFO CONTROLLER, NORTHEAST CONTROLLER, SOUTH CENTRAL CONTROLLER, AND SOUTH CONTROLLER IRRIGATION SYSTEMS.

A. Electrical control wires shall be type UF, U.L. approved with polyvinyl chloride (PVC) insulation. Wire shall be sized according to requirements with common ground and color coded for each zone. Multi-strand colored wire is not acceptable.

B. Waterproof connections: Waterproof connectors shall be manufactured by Silicone-
2.11 VALVE BOXES

A. Boxes shall be high impact-strength plastic. Boxes shall have a lockable cover. Two keys shall be furnished with each system for each type of box provided. Cover to be green in lawn areas and brown in the shrub bed areas and box enclosure to be black in color. Remote control valves and Ball Valves shall be located in the standard 12" x 18" size boxes. Label all valve boxes as per OCCC's standards and guidelines. Field verify labeling method with OCCC Facilities Management Personnel or the Grounds and maintenance Division.

B. Manufacturer shall be:

1. AMETEK
2. RAIN BIRD
3. CARSON
4. NATIONAL DIVERSIFIED SALES, INC.

C. Box Sizes:

1. Zone Valves: Standard 12" x 18" size - box with extensions as required or larger.
2. Brass Ball Valves: Standard 12" x 18" size box with extensions as required or larger.

2.12 IDENTIFICATION TAPE - MAINLINE/TRACER WIRE (all piping)

A. Provide underground-type plastic line markers above all mainline pipe, manufacturer's standard permanent, bright-colored continuous printed plastic tape, intended for direct burial service; not less than six (6) inches wide by four (4) mils thick. The tape shall be purple with black printing reading "CAUTION NON POTABLE IRRIGATION WATER LINE BURIED BELOW".

B. Contractor shall provide 14 gauge Tracer insulated wire along top of all Class 200 Lateral Lines, additional mainlines, and wrapping each new valve box. All splices in the tracer line will be with waterproof connectors. Contractor will have to splice into the existing tracer line at the main water line with waterproof connectors. This tracer line will follow mainlines and all lateral lines.

C. Manufacturer shall be:

1. PRESCO PRODUCTS, Sherman, TX, 800.527.3295 or approved equal.

2.13 WATER

A. During construction and testing of the irrigation system, the domestic water from the Project property will be obtained on site. The Contractor shall utilize the water in a conservative manner.

PART 3 - EXECUTION

3.1 GENERAL
A. General: Examine installation areas. Report unsatisfactory condition in writing to Landscape Architect. Do not proceed until unsatisfactory conditions have been corrected.

1. Locate all Site Utilities: Locate all site utility systems and perform work in a manner that will also avoid damage.

B. Starting installation constitutes acceptance of conditions or satisfactory for installation of underground irrigation system by Contractor, who shall correct damage and defects or unsatisfactory work at no additional cost.

C. Coordinate with the Landscape Contractor on the location of trees and shrub beds in relationship to the location of sprinkler heads.

3.2 INSTALLATION:

A. Water Sources: Existing main lines/valves from different locations on site. Refer to drawings as shown on irrigation plans.

B. Trenching:

1. Sprinkler mains, laterals, and control wires shall be installed in common trenches wherever possible. Wiring shall be separated from pipe a minimum of 6-inches to avoid possibility of current leakages and short circuits. Mains shall be installed a minimum of 18-inches below finished grade. Headers and laterals shall be a minimum of 18-inches below finished grade. Soft, spongy, or otherwise unstable material that will not provide a firm foundation for the pipe shall be removed and replaced with satisfactory fill material as defined therein.

2. Contractor to provide protective barricades and flagging along all open trenches.

C. Sleeves:

1. Sleeves installed as per plans under drives shall be 30-inches below grade.

D. Pipe Laying:

1. Snake pipe in trench at least 1-foot per each 100-feet to allow for expansion and contraction.

E. Backfilling:

1. After piping has been tested according to paragraph TESTING, trenches shall be cleared of trash and debris. Material for backfilling shall be satisfactory fill material, properly moistened to obtain optimum compaction and compacted by hand or machine tampers to density of undisturbed adjacent earth or compacted fill.

2. Install continuous line markers, located directly over buried main lines at 6-8 inches below finish grade during backfilling and topsoil operations.

F. Piping:

1. General: Joints connecting pipe of differing materials shall be made in accordance with the manufacturer's recommendations using approved transition fittings or procedures.

2. Flushing: When the pipelines are connected and the sprinkler risers in place, but
before any heads are installed, the control valves shall be opened and the full head of water used to flush out the system.

3. Pitch: Mains shall be pitched down not less than 1/4-inch in 10-feet in the direction of drainage valves. Laterals and headers shall be pitched toward the automatic drain valves at not less than 1/8-inch in 10-feet.

4. PVC:
   a. Pipe shall be installed in accordance with manufacturer's instructions or as hereinafter noted.
   b. Solvent cement joints shall be made in accordance with ASTM D2855 and the manufacturer's instructions.

G. Valves:
   1. Brass Ball valves and remote control valves shall be installed with extension valve boxes with tops set flush or not more than 1/2-inch above finished grade. All valves shall be installed as per Drawings and manufacturer's recommendations and with top of valve not less than 1 inch below bottom of lid valve.
   2. Automatic drain valves shall be furnished at all low points on a lateral line or within a zone but no closer than 12-inches from the last head. Valves shall be installed at 45 degrees below horizontal into a gravel sump or as recommended by the manufacturer. Sump shall be of sufficient size to accommodate the water released.

H. Control Wiring: Two Wire Irrigation Additions Theater/Allee Two Wire Tie In, Pedestrian Parking Mall Two Wire Tie in, and Central Controller Two Wire Tie In.

   1. Wiring shall be installed a minimum of 18-inches below finished grade to the side of or below piping where possible.
   2. Looped slack at valves shall be provided for electrical wiring. Wires shall be snaked in trenches with and expansion loop at 100-foot intervals.
   3. Provide a two wire system to each solenoid valve from the controller.

I. Control Wiring: Conventional Systems-AFO Site Controller, Northeast Controller, South Central Controller, South Controller, and new HPC Controller Irrigation Systems:

   1. Provide a single wire to each solenoid valve from the controller and a common neutral wire to all solenoids from controller as power supply.
   2. Connections shall be waterproof with the waterproofing system specified. Install according to manufacturer's instructions.
   3. Coordinate with other disciplines in power connection.

3.3 TESTING

A. Notification: The Landscape Architect shall be present at all phases of testing and shall be notified 24 hours in advance of testing.

B. Hydrostatic Testing: Water piping and valves shall be tested psi before piping is covered with earth. Test at a hydrostatic pressure of 100 pounds per square inch with out pumping for a period of one hour with an allowable pressure drop of five (5). If hydrostatic pressure cannot be held for a minimum of three hours, make adjustments or replacements and the tests repeated until satisfactory results are achieved and accepted by the Landscape Architect. Piping may be tested in sections to expedite work.

3.4 OPERATION AND MAINTENANCE

A. General Information: Provide operating instructions for a period of one hour prior to

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final acceptance. Provide on-site consultation with the Owner's operating personnel for a period of six (6) months, not to exceed four (4) hours per month at no additional cost.

B. Record Drawings and Controller Charts:

1. Maintain a complete set of up-to-date Record Drawings.
2. Prepare controller charts showing:
   a. Location of all sections, valves, lateral lines, and routes of control wires.
   b. Identify all valves as to size, station, number, and type of irrigation.
   c. Provide chart as a black-line print with a different color used to show area of coverage for each station.
   d. Locate additional charts inside existing controller doors. Seal charts between two pieces of plastic.
   e. Complete charts and receive approval prior to final inspection of irrigation systems.

C. Final Testing and Acceptance:

1. Final testing shall show proper operation of all components and actual measured application rates at representative and selected locations. All irrigated areas shall have 100% coverage, if extra bubblers, rotor heads, spray heads, piping and accessories are required for 100% coverage, these items shall be at no additional cost.
2. Final acceptance will be the same date as final acceptance of the entire project. Upon final acceptance the Owner will assume responsibility for maintenance of the irrigation system. Said assumption does not relieve the Contractor of obligations under warranty.

END OF SECTION
SECTION 02923
LANDSCAPE GRADING

1 GENERAL

1.01 SECTION INCLUDES
A. Placement of imported topsoil blend for tree planting pits.

1.02 RELATED SECTIONS
A. SECTION 02811 - Underground Sprinkler System.
B. SECTION 02938 - Sodding.
C. SECTION 02950 - Trees, Shrubs and Ground Covers.

1.03 SUBMITTALS
A. The Contractor shall submit copies of imported topsoil delivery receipts to the Architect for their record.

B. The Contractor shall conduct a soil test for imported topsoil AND for each area to be planted (4 min.). Soil tests to include pH, soil composition-%sand, %silt, %clay, recommendations for correcting soil & nutrient deficiencies, and identify soluble salts (and any other detrimental soil contaminants).

C. Submit written results of laboratory soil tests of imported topsoil and subgrade material for the review by the Architect.

1.04 QUALITY ASSURANCE
A. Imported Topsoil Test Specification (Soil Fill Type S-1): Furnish imported topsoil complying with the following specifications:
   1. Composition (by volume):
      a. Organic material - minimum of 2 percent.
      b. Silt - minimum of 15 percent.
      c. Sand - 15 to 50 percent.
      d. Clay - 15 to 35 percent.
      e. Foreign materials - maximum of 1.0 percent.
   2. Soil pH should range from 6.5 to 6.8.

1.05 PROTECTION OF EXISTING CONDITIONS
A. Any existing structures, equipment, utilities, pavement, landscaping, etc., damaged by the Contractor during the course of the work shall be restored at the Contractor's expense and to the satisfaction of the Owner.

B. Barricades or other type of protector shall be provided to prevent unauthorized personnel from entering the landscape areas.
2 PRODUCTS

2.01 EARTH MATERIAL

A. Imported Topsoil Blend (Soil Fill Type S1):
   1. All topsoil to be imported from an off-site location.
   2. Imported topsoil includes selectively excavated material that is representative of soils in a vicinity that produce heavy growths of crops, grass or other vegetation and is reasonably free from underlying subsoil, clay lumps, objectionable weeds, and grasses including Bermuda grass, litter, brush, matted roots, toxic substances or any material that might be harmful to plant growth or be a hindrance to grading, planting or maintenance operations.
   3. Imported topsoil shall not contain more than five (5) percent by volume of stones, stumps, or other objects larger than one-inch in any dimension.

B. Subgrade Material (Soil Fill Type S2):
   1. Subgrade material shall be obtained on site. Off site material may be obtained if character is comparable to on site material excavated no deeper than 3 feet in depth.
   2. Subgrade material includes excavated material that is representative of soils in the project vicinity that is a sandy clay loam. Subgrade material is reasonably free from underlying clay lumps, objectionable weeds, and grasses including bermuda grass, litter, brush, matted roots, toxic substances or any material that might be harmful to plant growth or be a hindrance to grading, planting or maintenance operations.
   3. Subgrade material shall not contain more than five (5) percent by volume of stones, stumps, or other objects larger than one-inch in any dimension.

3 EXECUTION

3.01 EXAMINATION

A. Examine installation areas. Report unsatisfactory conditions in writing to Architect. Do not proceed until unsatisfactory conditions have been corrected.
   1. Become familiar with project site conditions and areas to receive subgrade and topsoil material.
   2. Verify surface grading and trench backfilling has been inspected and approved by the Architect.
   3. Verify substrate base has been contoured and compacted with two passes in opposite directions of a lawn roller (250 lbs).
   4. Topsoil shall not be placed when the subgrade is frozen, excessively wet, extremely dry, or in a condition otherwise detrimental to proper grading of the proposed planting.

B. Starting installation constitutes acceptance of condition or satisfactory for installation of landscape grading by Contractor, who shall correct damage and defects or unsatisfactory work at no additional cost.

3.02 PREPARATION OF SUBSTRATE

A. Eliminate uneven areas and low spots.

B. Remove debris, roots, branches, stones, in excess of one (1) inch in size. Remove subsoil contaminated with petroleum products.

C. Receive Architect’s approval on the substrate preparation, subsurface drainage system and grading before placement of topsoil.
3.03 PLACING TOPSOIL

A. Imported Topsoil (Tree Pits) mix shall consist of 5-parts imported topsoil, 1-part clean washed sand and 1-part composted cow manure shall be placed to a depth as shown on the drawings. Place topsoil mix in 6-inch layers, lightly compact each layer twice with a lawn roller (250 lbs.). Second pass shall be perpendicular to the first pass. Spreading shall be performed in such a manner that planting can proceed with little additional soil preparation or tillage.

3.04 DISPOSAL OF UNSUITABLE SOIL

A. Transport unsuitable soil from the site and legally dispose of it.

3.05 CLEAN UP

A. Leave the site clean and raked, ready to receive landscape work.

END OF SECTION
SECTION 02938

SODDING

PART 1 - GENERAL

1.01 SECTION INCLUDES

A. Fertilizing.
B. Sod installation (of disturbed areas only).
C. Maintenance.

1.02 RELATED SECTIONS

A. SECTION 02811 - Underground Sprinkler System.
B. SECTION 02923 - Landscape Grading.
C. SECTION 02950 - Trees, Shrubs, and Ground Covers.

1.03 REFERENCES

A. ASPA (American Sod Producers Association) - Guideline Specifications to Sodding.

1.04 SUBMITTALS

A. Maintenance Data: Include maintenance instructions, cutting method and maximum grass height, types, application frequency, and recommended coverage of fertilizer.
B. Certification: Submit sod certification for grass species and location of sod source prior to installation.
C. Material Safety Data Sheet(s): Submit MSDS for each herbicide or chemical brought to the project site.

1.05 DEFINITIONS


1.06 QUALITY ASSURANCE

A. Sod: Minimum age of 18 months, with root development that will support its own weight without tearing, when suspended vertically by holding the upper two corners.
B. Sod Producer: Company specializing in sod production and harvesting with minimum five-(5) years experience, and certified by the State of Oklahoma.
C. Installer: Shall have over five-years of documented experience in the scope of work specified.

1.07 REGULATORY REQUIREMENTS

A. Comply with regulatory agencies for fertilizer and herbicide composition.

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B. Provide certificate of compliance from authority having jurisdiction indicating approval of fertilizer mixture and herbicide mixture.

1.08 DELIVERY, STORAGE, AND HANDLING

A. Deliver sod on pallets. Protect exposed roots from dehydration.
B. Do not deliver more sod than can be laid within 24 hours or sod will be rejected.

1.09 COORDINATION

A. Coordinate with installation of underground sprinkler system piping, bubbler heads, spray heads, rotor heads, valves and ball valves – SECTION 02811 - Underground Irrigation System.

1.10 JOB CONDITIONS

A. Proceed with sodding operations after underground sprinkler system has been approved by the Landscape Architect.
B. Work within seasonal limitations of the grass species.
C. Remove deleterious substance or waste from the area prior to proceeding.
D. When detrimental conditions are encountered, notify the Landscape Architect.

1.11 MAINTENANCE SERVICE

A. Maintain sodded areas immediately after placement until Final Acceptance of the project. The lawn shall be well established and exhibit a vigorous growing condition, free of weeds and uneven/unlevel areas. Sodded and planted areas that have settled or shifted, shall be repaired to original grade.

PART 2 - PRODUCT

2.01 MATERIALS

A. Sod: ASPA Certified grade; a cultivated grass sod; 'U-3' Bermuda grass with a strong fibrous root system, free of stones, burned or bare spots; containing no more than 10 weeds per 1,000 square feet. Sod as grown by Tulsa Grass and Sod, Tulsa, OK. (or approved equal). Sod areas all areas disturbed by construction.
B. Fertilizer: Recommended for grass, with 50 percent of the elements derived from organic sources; controlled-release, granular or pellet form, uniform in composition, slow releasing, delivered in fully labeled sealed packages, and shall conform to applicable state or federal regulations, and a composition of the following: nitrogen 10 percent, phosphoric acid 20 percent, and soluble potash 10 percent.
C. Water: Water shall be provided as a part of the project from the domestic water line or the well. The Contractor shall utilize the water in a conservative manner.
D. Postemergent Herbicide: As manufactured by LESCO or GORDON'S.
E. Sod Stakes: Provide sod stakes on all slopes 2:1 or steeper. Sod stakes shall consist of cedar shake shingles, split lengthwise into narrow strips. Install 4 stakes per 3sq. feet.

2.02 HARVESTING SOD

A. Machine cut sod and load on rolls in accordance with ASPA Guidelines.
PART 3 - EXECUTION

3.01 EXAMINATION
A. Examine installation areas. Report unsatisfactory conditions in writing to Landscape Architect. Do not proceed until unsatisfactory conditions have been corrected.
B. Verify that prepared topsoil is ready to receive the work of this section.
C. Starting installation constitutes acceptance of condition or satisfactory for installation of sod by Contractor, who shall correct damage and defects or unsatisfactory work at no additional cost.

3.02 PREPARATION OF SUBSOIL
A. Comply with SECTION 02923: Landscape Grading

3.03 FERTILIZER AND AMENDMENTS
A. Apply fertilizer (10-20-10) at a rate of 2.5 lbs. per 1,000 square feet. Apply amendments as determined by the soils test.
B. Apply after hand raking smooth of topsoil and prior to installation of sod.
C. Apply fertilizer and amendments no more than 48 hours before laying sod.
D. Mix thoroughly into upper 2-inches of imported topsoil.
E. Lightly water to aid the dissipation of fertilizer and amendments.

3.04 LAYING SOD
A. Hand rake all areas to be sodded, removing stones and debris larger than 1" in diameter.
B. Moisten prepared surface immediately prior to laying sod.
C. Lay sod immediately (within 24 hours of harvesting) after delivery to site to prevent deterioration. Sod will be rejected if not installed within this time period. Sodded areas not hand raked shall be rejected.
D. Place sod parallel with the adjacent streets or buildings.
E. Lay sod tight with no open joints visible, and no overlapping; stagger end joints 12-inches minimum. Do not stretch or overlap sod pieces.
F. Lay smooth. Align with adjoining grass areas.
G. Place top elevation of sod 1/2-inch below adjoining paving and curbs.
H. Water sodded areas immediately after installation. Saturate sod to 4-inches of soil. Water by hand or by the irrigation system daily to prevent the root system from drying. Sod shall be kept moist. Dry sod will be rejected and replanted according to this specification.
I. Once conditions are favorable, roll sodded areas to ensure a good bond between sod and soil and to remove minor depressions and irregularities. Roll sodded areas with a roller not exceeding 250 lbs. Do not roll sodded areas when soil conditions are dry.
J. Stake sodding in place on slopes exceeding 3:1, minimum two stakes per roll of sod. Install stakes flush with soil level of sod.
3.05 MAINTENANCE
A. Maintain and provide adequate water to the grass for a minimum of 90-days after installation or until Final Acceptance of the entire project, whichever period is longer.
B. Mow sodded areas once every 3 weeks and remove all clippings and debris.
C. Water to prevent grasses and soil from drying out.
D. Control growth of weeds. Remove weed growth weekly. Notify the Landscape Architect prior to herbicide application. Apply herbicides (spot treatments only) in accordance with manufacturer’s instructions. Remedy damage resulting from improper use of herbicides.
E. Immediately replant areas that show deterioration or bare spots.
F. Protect sodded and planted areas with warning signs during maintenance period.

3.06 ACCEPTANCE OF SODDED AND PLANTED AREAS
A. When sodding and planting is substantially completed, including maintenance, the Landscape Architect will, upon request, make an inspection to determine acceptability.
B. Sodded lawns will be acceptable, provided requirements, including maintenance, have been complied with, and healthy, uniform, close stand of specified grass is established, free of weeds, bare spots, open joints and surface irregularities.
C. Where inspected work does not comply with requirements, replace defected work, and continue specified maintenance until reinspected by the Landscape Architect and found to be acceptable.
D. Once the work is accepted as complete, the Contractor will maintain the sodded areas until Final Acceptance of the project.

END OF SECTION
SECTION 02950

TREES

1 GENERAL

1.01 SECTION INCLUDES:

A. The work described covers the preparation of soil, installation of trees, accessories, mulching, fertilizing and maintenance of all trees.

1.02 RELATED SECTIONS

A. SECTION 02811 - Underground Sprinkler System.

B. SECTION 02923 - Landscape Grading.

C. SECTION 02938 - Sodding.

1.03 REFERENCES

A. FS O-F-241 - Fertilizers, Mixed, Commercial.

B. AMERICAN NURSERY STANDARDS INSTITUTE (ANSI) Z60.1 - Nursery Stock.

1.04 QUALITY ASSURANCE

A. General: Landscape Contractor: A single firm with over 7-years of documented experience in projects of this size and nature, and experience in all aspects of landscape work; landscape maintenance; irrigation work; irrigation maintenance; capable of installing plant material, lawns, irrigation systems and licensed in the State of Oklahoma to perform such services.

1.05 DEFINITIONS


B. Plants: Living trees specified in this Section and described in ANSI Z60.1.

1.06 OBSERVATION

A. The Landscape Architect reserves the right to examine plant materials at either at the nursery or at the project site, to assure compliance with specifications for name, size and quality. Such examination does no preclude right to reject materials at the project site due to damage in transit. The Architect shall have the option of selecting and tag any or all plants at the nursery before delivery to the project site.

1.07 SUBMITTALS

A. General: Comply with requirements of SECTION 01340.

B. Orders for Plant Materials to identify the source of all plant materials: Submit to Landscape Architect within 7 days from date contract is awarded to General Contractor confirmed orders for materials from approved growers (listed in Paragraph 2.01.A.1). Contractor is responsible for payment of deposits required by growers.

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C. Certification: Submit certificates of inspection or manufacturer's certified analysis at testing compliance with specifications for plant materials.

D. Manufacturer's Literature: Submit manufacturer's literature on Mycorrhizal fungi and water absorbing polymer gel for tree pits.

E. Planting Schedule: Submit planting schedule indicating planting dates for each type of work.

F. Maintenance Instructions: Submit instructions and recommendations for a one year landscape maintenance schedule that includes, but not limited to, pruning - plant material cutting and trimming method; fertilizer - types, application frequency, and recommended coverage; herbicides - types, application, and frequency; watering - amount of application and frequency; and weeding.

1.08 REGULATORY REQUIREMENTS

A. Plant Materials: Certified by state department of agriculture and described by ANSI Z80.1; free of disease or hazardous insects.

1.09 DELIVERY, STORAGE, AND HANDLING

A. Deliver fertilizer in waterproof bags showing weight, chemical analysis, and name of the manufacturer.

B. Protect plants until planted.

C. Deliver plant life materials immediately before placement. Keep plants moist.

1.10 PROTECTION OF EXISTING CONDITIONS

A. The Contractor shall assume responsibility for locating all site utilities, and perform work in a manner to avoid damage. Contractor shall contract with Baker Peterson, LLC utility locate service (405) 318-3693; (or approved equal) to locate ALL utility lines on campus (within areas to be planted). Contractor is responsible for keeping the marked lines updated and protected.

B. Contractor shall repair any damage to existing landscaped areas on campus, this includes the repair of damaged turf, filling of ruts and tree pits from planting operations and sodding over any rutted areas.

C. Contractor shall repair any damage to existing irrigation systems.

1.11 ENVIRONMENTAL REQUIREMENTS

A. Do not install plant life when ambient temperatures may drop below 35 degrees F or above 90 degrees F.

B. Do not install plants when wind velocity exceeds 30 mph.

1.12 COORDINATION

A. Coordinate with installation of underground sprinkler system piping.
1.13 WARRANTY
A. Provide a one year warranty from date of Final Acceptance of the entire project. Plants will be replaced with like kind and size. Plants will be replaced once during the warranty period.

1.14 MAINTENANCE SERVICE
A. Maintain plant life for a minimum of 90 Days after Date of Substantial Completion until Final Acceptance of the project, whichever period is longer.

2 PRODUCTS

2.01 TREES
A. Trees: Species and size as identifiable in the plant schedule. The plant material will only be obtained from the following companies:
   1. NORTHCUTT Wholesale Nursery, Oklahoma City, OK; TOTAL ENVIRONMENT WHOLESALE NURSERY, Oklahoma City, OK; DEEP FORK TREE FARM, Arcadia, OK; BOLD SPRING NURSERY, Hawkinsville, Georgia; ROSEBROOK NURSERY, Oklahoma City, OK; HAVENYIELD TREE FARM, Oklahoma City, OK; WHITE TAIL TREE FARM, Pauls Valley, OK. Alternate Growers: Alternate growers will be considered by the Landscape Architect only if submitted with photographs of specified material within 3 days prior to bid date.

B. Substitutions: Comply with requirements of INSTRUCTIONS TO BIDDERS and SECTION 01630.

2.02 SOIL MATERIALS
A. Topsoil: As specified in SECTION 02923: Landscape Grading.

2.03 SOIL AMENDMENT MATERIALS
A. Fertilizer: FS O-F-241, Type I, Grade A; with 50 percent of the elements derived from organic sources; slow release; of proportion necessary to eliminate any deficiencies of topsoil to the following proportions: Nitrogen 10 percent, phosphoric acid 20 percent, soluble potash 10 percent.

B. Peat Moss: Shredded, loose, sphagnum moss; free of lumps, roots, inorganic material or acidic materials; minimum of 85 percent organic materials measured by oven dry weight, ph. range of four to five; moisture content of 30 percent.

C. Bone Meal: Raw, finely ground, commercial grade, minimum of 3 percent nitrogen and 20 percent phosphorous.

D. Lime: Ground limestone, dolomite type, minimum 95 percent carbonates.

E. Water: Clean, fresh and free of substances or matter that could inhibit vigorous growth of plants.

F. Herbicide: Treflan or approved pre-emergent equal.

G. Mycorrhizal Fungi inoculum (granular form) for use in tree planting pits only. Sources for mycorrhizal fungi inoculums are as follows: Gro-Life, Gro-Power 15065 Telephone Ave., Chino, CA 91710, (909) 393-3744; Horticulture Alliance, Inc., Sarasota International Business Center, 176 Sarasota Center Blvd., Sarasota, FL. 34240, (800) 628-6373; Plant Health Care, Inc., 440 William Pitt Way, Pittsburgh, PA. 15238, (800) 421-9051; or approved equal.

H. Water Absorbing Polymer Gel Crystals
I. pH Adjusters: Modify pH as required by soils test for each tree specie.

2.04 MULCH MATERIALS
A. Mulching Material (Tree wells): Premium shredded cypress species wood bark, 1 1/2-inch diameter, maximum of 3-inches in length, free of growth or germination inhibiting ingredients.

2.05 ACCESSORIES
A. Wrapping Materials: Kraft Tree Wrap.
   1. Substitutions: Comply with requirements in INSTRUCTIONS TO BIDDERS and SECTION 01630.
B. Stakes: 6-foot steel T-posts, painted green in landscape areas.
C. Tree Straps: 1" Nylon Straps with grommets (light olive green, in color). Manufactured by A.M. Leonard, or approved equal. 12 guage double strand galvanized guywire.
D. Trunk Protectors: grey/taupe in color, by Arbor Guard.

3 EXECUTION

3.01 EXAMINATION
A. Examine installation areas. Report unsatisfactory conditions in writing to Architect. Do not proceed until unsatisfactory conditions have been corrected.
   1. Verify that prepared landscape areas are ready to receive work.
   2. Verify the location underground utilities and that the underground sprinkler system is not in conflict with the landscape development and ready for use.
   3. The Landscape Architect shall inspect all plant material before installation. Any plant material that does not meet ANSI Z60.1 requirements, this specification, or as described on the drawings will be rejected and removed from the project site. Notify the Architect 24-hours prior to the inspection.
B. Starting installation constitutes acceptance of condition or satisfactory for installation of plant material by Contractor, who shall correct damage and defects or unsatisfactory work at no additional cost.
C. Stake/Flag the location for each tree. Obtain approval from Landscape Architect prior to installation of any tree.

3.02 PREPARATION OF SUBSOIL
A. Dig tree pits as shown on the plans. Fill 1/3 of the depth with water.
B. Dig gravel drainage sumps in subsoil of tree pits and planting areas that do not percolate within a 24hr period. Gravel sumps shall be 8-10-inches diameter and 35-inches deep. Filled with a coarse gravel (diameter: 3/4 to 1 1/4-inch). Place filter fabric over gravel sump and secure in place.
C. Comply with SECTION: 02923.
3.03 PLACING IMPORTED TOPSOIL MIX
A. Comply with SECTION: 02923 for placement of imported topsoil mix.

3.04 FERTILIZING
A. Apply 2.5 lbs. of 10-20-10 fertilizer in accordance with manufacturers’ instructions.
B. Apply after initial raking of topsoil.
C. Mix thoroughly into upper 2-inches of topsoil.
D. Lightly water to aid the dissipation of fertilizer.

3.05 PLANTING
A. If a discrepancy occurs between the plant schedule and what is shown on the landscape plan, the quantity shown on the landscape plan shall be installed.
B. Place plants for best appearance for review and final orientation by the Architect.
C. Dig tree pits as shown on drawings.
D. Provide a drainage sump in each tree pit if percolation tests dictate.
E. Set plants vertical.
F. Set plants in pits or beds, filled with topsoil as indicated on drawings under each plant. Loosen burlap and remove ropes and wires from the root ball.
G. Thoroughly mix mycorrhizal fungi granules into imported topsoil backfill blend in tree planting pit hole. Amount per tree pit as per manufacturer's recommendations for each tree size specified. LANDSCAPE ARCHITECT MUST BE PRESENT WHEN MYCORRHIZAL GRANULES ARE APPLIED / INSTALLED.
H. Thoroughly mix water absorbing polymer gel crystals into imported topsoil backfill blend in tree planting pit hole. Amount per tree pit as per manufacturer's recommendations.
I. Saturate soil with water when the pit or bed is half full of topsoil and again when full.

3.06 PLANT SUPPORT
A. Brace plants vertically with plant protector straps and stakes to the following:

<table>
<thead>
<tr>
<th>Tree Caliper</th>
<th>Tree Support Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 inch</td>
<td>1 stake</td>
</tr>
<tr>
<td>1 - 2 inches</td>
<td>2 stakes</td>
</tr>
<tr>
<td>2 - 4 inches</td>
<td>3 stakes</td>
</tr>
</tbody>
</table>

3.07 FIELD QUALITY CONTROL
A. Plants will be rejected if the ball of earth surrounding the roots has been disturbed or damaged before or during planting.
3.08 MAINTENANCE

A. Maintain plant life for a minimum of 90 Days after Date of Substantial Completion or until all project work is approved for Final Acceptance, whichever period is longer. Landscape work shall be in place according to plans and specifications and work is determined to be substantially complete. The maintenance shall consist of watering of all plant material and grass, weeding beds and tree wells (weekly), and tightening of tree straps and stakes. Maintenance shall include:

1. Cultivation and weeding plant beds and tree pits.
2. Apply herbicides for weed control in accordance with manufacturers' instructions. Notify Architect prior to herbicide application. Remedy damage resulting from the use of herbicides.
3. Remedy damage from use of insecticides.
4. Hand water plants to sufficiently saturate root system.
5. Pruning, including removal of dead or broken branches, and treatment of pruned areas or other wounds.
6. Disease control.
7. Maintaining wrapping, straps, and stakes (keep tree straps tight). Repair or replace accessories when required.

3.09 FINAL ACCEPTANCE OF LANDSCAPE AREAS

A. When plant material operations are substantially completed, including maintenance, the Architect will, upon request, make an inspection to determine acceptability.

B. Landscape areas will be acceptable, provided requirements, including maintenance, have been complying with, and healthy, correct type, correct size and installation of plant material have been performed.

C. Where inspected work does not comply with requirements, replace rejected work and continue specified maintenance until reinspected by the Architect.

D. Once the work is accepted as complete, maintain the landscape areas until Final Acceptance of the entire project. Upon final acceptance, the owner will assume responsibility for maintenance of the plant material. Said assumption does not relieve the Contractor of obligations under warranty.

3.10 WARRANTY PERIOD

A. Plant material shall have a one year warranty starting from the date of Final Acceptance of the entire project. Plants will be replaced with like kind and size. Plants will be replaced once during the warranty period.
OKLAHOMA CITY COMMUNITY COLLEGE
7777 S. MAY AVE.
OKLAHOMA CITY, OK. 73159
(405) 682-1611

FY2018 TREE PLANTING PROJECT
DECEMBER 20, 2017
THEATER/ALLEE TWO WIRE TIE IN AND HPC FACILITY NEW CONTROLLER - IRRIGATION PLAN
AG CONTROLLER ADDITION AND PEDESTRIAN PARKING TWO WIRE TIE IN IRRIGATION PLAN

OKLAHOMA CITY COMMUNITY COLLEGE
777 N. XAVIER AVE
OKLAHOMA CITY, OKLAHOMA 73112

TRACT THREE PLANNING PROJECT
NORTHEAST CONTROLLER ADDITIONS AND SOUTH CENTRAL CONTROLLER ADDITIONS IRRIGATION PLAN
APPENDIX B – Reference Sheet

1. Company _______________________________  Contact Person __________________
   Address _______________________________  Telephone ______________________
   E-Mail ________________________________  Fax ____________________________

2. Company _______________________________  Contact Person __________________
   Address _______________________________  Telephone ______________________
   E-Mail ________________________________  Fax ____________________________

3. Company _______________________________  Contact Person __________________
   Address _______________________________  Telephone ______________________
   E-Mail ________________________________  Fax ____________________________
APPENDIX C
REQUIRED FORMS

PLEASE NOTE:
The following forms must be completed, signed and notarized, where applicable, and returned with your submitted response. Any forms not completed will result in disqualification of your proposal.
Supplier Contract Affidavit

Solicitation 2-RFP-18-006

______________________________________, of lawful age, being first duly sworn, on oath says:

In accordance with 74 O.S. 85.42(B), the supplier certifies that no person who has been involved in any manner in the development of this contract while employed by Oklahoma City Community College shall be employed by the supplier to fulfill any of the services provided for under said contract.

_____________________________________________  __________________________________
Signature                                                Date

_____________________________________________  __________________________________
Printed Name                                              Title

STATE OF _____________________________________)

COUNTY OF ______________________________________)

Subscribed and sworn to before me this ______ day of ________________, 20____, by ______________________

Notary Public (or Clerk or Judge) Signature

My Commission Number

My Commission Expires

(Seal)
Certification for Competitive Bid and Contract
(Non-Collusion Certification)

Solicitation # 2-RFP-18-006

A. For purposes of competitive bid or contract, I certify:

1. I am the duly authorized agent of _________________________________________________, the bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials of employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;

2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this stamen is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and

3. Neither the bidder nor anyone subject to the bidder’s direction or control has been a party:
   a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding
   b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
   c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor’s direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of Oklahoma City Community College any money or other thing of value, either directly or indirectly, in procuring this contract herein.

_____________________________________________  _________________________________________
Authorized Signature                          Certified this Date

_____________________________________________  _________________________________________
Printed Name                                    Title

_____________________________________________  _________________________________________
Phone Number                                    Fax Number

_____________________________________________
Email
CERTIFICATE OF COMPLIANCE

IMPORTANT: THIS MUST BE READ, SIGNED AND RETURNED WITH BID DOCUMENTS

Certificate of Compliance with Executive Order 11246 as amended for Contract in Excess of $10,000.

In entering into any resulting contracts over $10,000, the contractor agrees to comply with the Equal Employment Opportunity requirements stipulated in Executive Order 11246 as amended by Executive Order 11375. These specific requirements state:

I. “Equal Opportunity Clause”
   During the performance of this/these contract(s) the contractor agrees as follows:

   A. The contractor will not discriminate against any employee or applicant for employment because for race, creed, color, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and employees are treated during employment, without regard to their race, creed, color or national origin. Such action shall include, but not be limited to the following:

      Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

   B. The contractor will, in all solicitation or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color or national origin.

   C. The contractor will send to each labor union or representative or workers with which he has a collective bargaining agreement or other contractor understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers representative of the contractors commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

   D. The contractor will comply will all provisions of Executive Order 11246 of September 24, 1965, and the rules, regulations and relevant orders of the Secretary of Labor.

   E. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and the rules, regulations, and order of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

   F. In the event of contractors noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations or orders, this contract may be canceled, terminated or suspended in whole or part and the contractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965 and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor as otherwise provided by law.

   G. The contractor will include the provisions of paragraphs (A) through (G) in every subcontractor purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter such litigation to protect the interests of the United States.
II. Certification on Non-segregated Facilities

By the submission of this bid and/or acceptance of purchase orders during the above period, the bidder, offeror, applicant, or subcontractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employee to perform their services at any locations, under his control, where segregated facilities are maintained. He further agrees that breach of this certification is a violation of the equal opportunity clause in this contract. As used in this certification, the term “segregated facilities” means any waiting rooms, work areas, rest rooms, and wash rooms, restaurants, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment area, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local customs or otherwise. He further agrees that (except where he has obtained identical certifications from proposed contractors for specific time periods) he will obtain identical certification from proposed subcontractors prior to award of subcontracts exceeding $10,000 which are not tax exempt from the provision of the equal opportunity clause; that he will retain such certifications in his files; and that he will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods).

III. Disabled Veteran and Vietnam Era Veteran Affirmative Action Program Requirements

In entering into any contract that exceeds $10,000, the bidder agrees to comply with the Disabled Veteran and Vietnam Era Veteran Affirmative Action Program Requirements as stipulated in Public Law 93-508 and all amendments thereto. Failure to comply with the requirements of Public Law 93-508, Title 41, CFR60-250 and Title 41, CFR60-741 and all amendments thereto shall be deemed a material breach of this agreement and subject this contract to cancellation and rescission at the option of Oklahoma City Community College.

Certification of Compliance

If awarded this Contract ______________________________ agrees to comply with the provisions of Clauses I and II above.

____________________________________  ______________________________
Signature                                      Date

____________________________________  ______________________________
Printed Name                                      Title

STATE OF _________________________________ )

COUNTY OF _________________________________ )

Subscribed and sworn to before me this _____ day of _________________, 20____, by ____________________________

Notary Public (or Clerk or Judge) Signature ________________________________
My Commission Number ________________________________
My Commission Expires ________________________________

(Seal)
Appendix D – Please complete if no response will be submitted.

NO BID RESPONSE FORM

Solicitation #2-RFP-18-006

Please be advised that our company does not wish to submit a proposal in response to the attached referenced Invitation to Bid for the following reasons:

_____ Too busy at this time
_____ Not engaged in this type of work
_____ Project too large/small
_____ Cannot meet mandatory specifications (Please specify below)
_____ Other (Please specify)

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

_______________________________ ________________________________
Company Name Date

______________________________
Signature Title

______________________________
Printed Name Address

______________________________
Phone Number Email

Please return to:
Mr. Craig Sisco, Director of Purchasing
Oklahoma City Community College
Purchasing Office, JMC Room 140
Oklahoma City, Oklahoma 73159
michael.c.sisco@occc.edu