



# **State of Oklahoma**

## **SW10817 Maintenance, Repair and Operations (MRO) Contract**

### **User's Guide**

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## Overview

This contract is for routine and planned maintenance projects. Due to new Oklahoma legislation, House Bill 1032, the Oklahoma State Government Modernization Act of 2009, shifts the focus of the Department of Central Services from an agency that primarily processes purchases to one that applies more strategy in managing the state's purchasing.

Many of these commodity areas, Electrical, Plumbing, HVAC, Fasteners, Paint, General Maintenance, and Janitorial Supplies, have not been under a managed spend initiative. By mandating State Agencies to use this contract, the State will have better tools to negotiate the highest level of savings. The reduction of acquisition costs will decrease, as negotiated prices have already been set for the State's end user. The reduction of labor hours, and savings from frequent trips in State owned vehicles will increase the total savings.

## Category Descriptions

### **Electrical Supplies**

Including but not limited to: wire, cable, connectors, relays, switches, fans, receptacles, and circuit breakers, light fixtures, etc.

### **Fasteners**

Including but not limited to: nuts, bolts, screws, nails, ties, washers, anchors, rivets, spacers, pins, extractors, etc.

### **General Maintenance Supplies**

Including but not limited to: welding supplies, packaging materials, safety items, fire extinguishers, ladders, etc.

### **HVAC Supplies**

Including but not limited to: motors, fans, ventilators, evaporation coolers/coils, condenser units, blowers, air cleaners, controls, thermostats, portable heaters, ductwork and fittings, gases, etc.

### **Janitorial Supplies**

Including but not limited to: plungers, cleaning products, mops, brooms, trash pickers, etc.

### **Paint and Supplies**

Including but not limited to: paint, brushes, scrapers, dry wall compound, masks, drop cloths, stirrers, rollers, stripping compound, sealers, trays, rollers, etc.

## **Plumbing Materials**

Including but not limited to: filters, faucets, pipes, clamps, seals, sink components, drains, shower and tub components, toilet seats and units, valves, repair parts, PVC pipe, copper tubing, etc.

Certain items generally considered MRO which are currently covered by other mandatory statewide contracts will be considered out of scope of this contract. As of the contract initiation date, excluded items are: light bulbs and ballasts, hand and power tools, MRO services, HVAC services, traffic paints, etc. The State Use Program mandatory contract item listings carry precedence over this contract. Safety Gloves, Air Filters, and some paper products, etc.

Building Materials will be covered under a separate contract, as there was not sufficient product and geographical coverage addressed in the initial solicitation.

## **Explanation of Tier Pricing**

This contract is priced on a multi-tier pricing format.

Tier 1:

Market Basket (fixed price portion). The items listed in Tier 1 pricing grid are some of the State's most commonly used items. Pricing for items on the market baskets will remain fixed pricing for the first twelve (12) months of the contract. After the initial first year, the State will analyze the most frequent purchases, and negotiate better pricing on these items from all awarded vendors.

Tier 2

The discounts offered for Tier 2 is listed by manufacturer. This is intended to carry a broad scope of products, which are not identified in Tier 1 pricing grids. End user's may order by manufacturer listed discount rate.

Tier 3

This pricing tier will cover items which are not covered under Tier 1 or Tier 2 pricing grids. This Tier will cover all items from the awarded suppliers catalog or website. The discount rate is stated in the Tier 3 pricing grid sheet.

## How to use the Pricing Grids

It is the intention that this pricing structure will ensure that all users may purchase the required items they specifically need and that the items will be supported by discounted pricing.

Each category has its own pricing grid. The pricing grid shows all awarded suppliers pricing. These grids are in Excel format, Office 2007 (xlsx) and Office 97 – 2003 (xls). The pricing excel spreadsheet is intended to be maximized. If the sheet is not maximized, the individual tabs at the bottom of the listing will not be visible and these carry additional pricing and/or discounts.

The Tier 1 listing should be reviewed first. If your item is not listed, (the pricing grid is searchable), and you have the manufacturer name, check on tier 2 discounts tab to see if it listed. Tier 3 should be used if the item has not been addressed, and covers everything on the vendors' website and/or catalog.

Each category has shipping information and additional discounts and initiatives listed on the bottom tabs. Standard delivery is included in all pricing quoted.

## Supplier Website

All awarded suppliers will provide the State of Oklahoma a custom website. Each user will need to establish an individual user id and/or password to receive the contract pricing. The websites are still under construction at this time. Further information and training will be provided at the completion of this process

## Green Initiatives

All awarded suppliers have a dedicated information process to ensure the State of Oklahoma receives the best in environmental protective products and practices. These initiatives can be discussed directly with the awarded suppliers, or researched on the respective websites.

## Emergency Preparedness

All awarded suppliers have provided information to assist the State in disaster recovery plans. This implies that if the State of Oklahoma is in a disaster situation, the suppliers will be available to assist in delivery of needed products after hours. By having multiple distribution centers out of the State, Oklahoma will have access to inventories not affected by the same disaster.

## Urgent Purchases

This contract is written for planned and routine maintenance and repair. The Department of Central Services recognizes that urgent needs do occur. This is defined as: Immediate danger to Personnel, State Property, and Livestock. Urgent needs may be defined as running water-broken faucet or water line, broken windows, roof damage, something that cannot be ignored without causing harm to the agencies property. Urgent purchases can also be justified if the cost of utilizing a contract provider causes undue or unreasonable expenses in travel or labor for an item needed the same day to complete a project in process. Central Purchasing requests that an exemption form be completed for each purchase that was made off-contract. This exemption does not have to be requested and approved prior to the urgent need purchase. A formal emergency declaration does not have to be made.

This exemption form will document the off-contract purchase for auditing purposes, and will also identify areas/commodities which are not properly addressed in the contract. A copy of the exemption form should be attached to the end user's invoice, purchase order, or credit card reconciliation. A copy shall also be sent to the Contracting Officer responsible for this contract. The submission should be within 24 hours of the purchase. If the same item is purchased several times off-contract, then it will be identified and addressed. Please reference Attachment A for exemption form.

Please refer to your agencies internal purchasing procedures if further information is required.

## Attachment A (MRO Off-Contract Purchase Log)

### Maintenance, Repair, and Operations Purchase One-Time Exemption Form

*This form must be completed within twenty four (24) hours following each purchase made from other than an awarded supplier. One copy must be placed in the purchase /or p-card file, and one copy must be sent to Department of Central Services, Central Purchasing Division, Attn: Lisa Bradley, Email: [Lisa\\_Bradley@dcs.state.ok.us](mailto:Lisa_Bradley@dcs.state.ok.us), or faxed to (405) 521-4475*

Please complete the fields below:

Date of Purchase: \_\_\_\_\_

1 What item(s) is being purchased:

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2. How long have the repairs been needed?

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3. When will the repairs be performed? For example: today, tomorrow, or the upcoming weekend?

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4. What will be the consequence of waiting for delivery from a contracted vendor?  
Was next day / special/ rush delivery requested?

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5. What vendor are you using other than an awarded vendor?

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6. Was the item available from an awarded vendor: Yes \_\_\_\_\_ No \_\_\_\_\_

7. What was the total cost for this purchase? \$\_\_\_\_\_

Requestor Name: \_\_\_\_\_ Date \_\_\_\_\_

Agency Name \_\_\_\_\_ Job Title \_\_\_\_\_