



**State of Oklahoma
Department of Central Services
Central Purchasing**

Awarded Vendors Information

Vendor Name: South Central Industries, Inc.

Vendor ID#: 0000073953

Vendor Address: Address: PO Box 3766

City: Shawnee

State: OK

Zip Code: 74802-3766

Contact Person Name: Tina Hanna

Phone #: 1 - 405 - 275 - 3851

Title: Executive Director

Fax #: 1 - 405 - 275 - 7001

Email: scithanna@yahoo.com

Website: N/A

Authorized Location: ☐ Locations list attached as *(attachment title)*

☒ Address: 130 N Louisa

City: Shawnee

State: OK

Zip Code: 74802

Contract ID #: 000000000000000000003041

Delivery: Delivery will be made within ten (10) business days after receipt of order by the vendor.

Minimum Order: N/A

P/Card Accepted: ☒ Yes ☐ No

Other: FEI #: 73-1138726

RETURN POLICY:

Unless determined to be the error of the ordering party, the Supplier shall not be entitled to a Restocking fee/Returned Goods charge or return freight costs. Should goods need to be returned due to the error of the ordering part, goods may be returned in the original condition, freight prepaid, with a ten percent (10%) of sales cost for a restocking/returned goods charge. Goods must be returned within ten (10) business days for consideration of this credit

SW320 – Urinal Blocks, Screens & Deodorizers

A. SPECIAL PROVISIONS

A.1. Competitive Bid Not Applicable

According to O.S. 74, Chapter 48 § 3008. Exceptions - Competitive Bid Requirement Not Applicable

Nothing in Sections 3001 et seq. of this title pursuant to purchases of products and services from people with severe disabilities shall be construed to prohibit any department or agency of the state from manufacturing or supplying its own products or services for its own use. Procurements made pursuant to this act shall not be subject to the competitive bid requirements of the Oklahoma Central Purchasing Act, Section 85.1 et seq. of this title.

Any reference to "bid", "bidder", "solicitation" are not applicable. Definitions for the noted terms for the purpose of this document are as follows:

"Bid" means the offered price a Qualified Organization or State Use Vendor can provide the requested product or service.

"Bidder" means a Qualified Organization or State Use Vendor.

"Solicitation" means a request for price or invitation by the State Purchasing Director or a state agency for a bidder to submit a priced offer to provide acquisitions to the State.

"Supplier" means the awarded Qualified Organization or State Use Vendor.

A.2. Contract Term and Renewal

Contract Term: The initial contract is for a twelve month period, commencing September 1, 2011 and ending August 31, 2012. The contract may be renewed for up to three (3) additional one (1) year option periods, with agreement of all parties.

Contract Renewal: Exercise of the renewal option is at the State's sole discretion and shall be conditioned, at a minimum, on the Supplier(s)' satisfactory performance of this Contract. The State, if it desires to exercise its renewal option, will provide written notice to the Supplier(s) no later than thirty (30) days prior to the Contract expiration date. Contract renewals are contingent upon satisfactory performance of the previous contract year.

A.3. Extension of Contract

The State may extend the term of this contract for up to 90 days if mutually agreed upon in writing by both parties.

A.4. Type of Contract

- A.4.1.** This will be a mandatory statewide contract that is available to all state agencies. This contract will be awarded according to the State Use Statute, Title 74, Chapter 48, Sections 3001-3010 et. seq. Other government agencies may avail themselves of this contract.

A.5. Ordering

Any supplies to be furnished under this contract shall be ordered by issuance of written purchase orders by state agencies and authorized entities. There is no limit on the number that may be issued. Delivery to multiple destinations will be required. All orders are subject to the terms and conditions of this contract. Any order dated prior to expiration of this contract shall be performed. In the event of a conflict between a purchase order and this contract, the contract shall have precedence.

A.6. Awarded Supplier(s) Invoices

- A.6.1.** The supplier shall be paid upon submission of proper certified invoices to the ordering party at the prices stipulated on the contract. Invoices shall contain the contract number and purchase order number. Failure to follow these instructions may result in a delay of processing invoices for payment. The Awarded Supplier shall be the only office authorized to receive orders, invoice, and receive payment. Invoicing shall be made in accordance with instructions by agency or division issuing the purchase order.

- A.6.2.** In case of partial delivery, the ordering party may make partial payment, dependent on the dollar value, or hold all invoices for final delivery to be completed.

A.7. Contract Usage Reporting Requirements

The vendor shall submit reports quarterly. The report shall be received within 30 calendar days following the reporting period described herein.

A.7.1. Reports shall provide the total dollar amounts sold to all political entities that include but are not limited to State Agencies, Counties, Cities, Schools, Hospitals and Municipalities.

A.7.2. Reports shall be submitted quarterly regardless of quantity.

A.7.3. Usage Reports shall be submitted electronically to Central Purchasing, via email or CD to the contracting officer stated in this solicitation, in an Excel Format using the enclosed spreadsheet within 30 calendar days upon completion of performance quarter period cited in paragraph below of this contract provision.

A.7.4. Contract quarterly reporting periods shall be:

January 1 through March 31
April 1 through June 30
July 1 through September 30
October 1 through December 31

A.7.5. Failure to provide usage reports shall result in cancellation or suspension of contract.

A.7.6. The reports shall include but not be limited to:

A.7.6.1. Order Information: Line Number, Contract Number

A.7.6.2. Customer Information: Agency Name, Location, Customer Number, if any.

A.7.6.3. Product or Service Information: Item ID Number, Product Category, Detailed Product or Service Description, Unit of Measure, Items Per Unit of Measure, Contract Price, Quantity Sold and the Extended Price.

A.8.7. The enclosed spreadsheet must be used in the excel format.

A.9. Stocking Location

The successful bidder must stock or warehouse at one or more distribution points in the State of Oklahoma, an adequate inventory of the most commonly used items. Failure to comply with this section may result in cancellation of contract.

A.10. Remediation

Should an agency report unsatisfactory product or service to the Department of Central Services, State Use Program, the supplier will have thirty (30) days to satisfactorily remedy the issue. Unsuccessful remediation may be cause for contract cancellation.

A.11. Contract Year Evaluations

At the beginning of each contract year the supplier will evaluate the number of people with disabilities working on the awarded contract and the number of hours worked by each person. At the end of the contract period the supplier will conduct another evaluation of the number of people with disabilities working on the awarded contract and the number of hours worked by each person.

According to 75 O.S. § 3003(3) at least seventy-five percent (75%) of the personnel engaged in direct production of products or services offered by the State Use Vendor, must be persons with a severe disability.

The supplier shall provide a detailed work description of the products directly manufactured, produced, processed or assembled or services directly performed, offered or provided by State Use Vendor in relation to the attached product(s) or service(s).

A.12. Contract Levy

Pursuant to 74 O.S., Section 3004.1, a one percent (1%) fee assessment shall be levied against qualified organizations for every contract awarded under the act for products and services of the severely disabled.

A.12.1. Monthly reports and contract levy payments: Qualified organizations shall submit a monthly report by the 15th of each month to the Contracting Officer. The report shall contain the total amount of payments received from state agencies and the one percent (1%) fee assessment based on the total amount of payments stated in the report.

- A.12.2.** Failure to submit monthly reports and payments: Any fee assessment payment that is past due more than sixty (60) days shall be considered delinquent. A written notice of delinquency shall be sent by the Contracting Officer to each qualified organization considered delinquent. The notice shall state the amount due and requirements for compliance.
- A.12.3.** Revocation of a qualified organization: Failure to provide monthly reports and payments will be reported to the Committee and the State Purchasing Director and may result in the revocation of the "qualified organization" procurement schedule and/or termination of their contracts.

B. SPECIFICATIONS

B.1. Introduction

The State of Oklahoma offers this contract for the purchase of urinal blocks and deodorizers for State and Local Government Agencies.

B.2. Products and Services

The Contract resulting from this solicitation is intended to be an instrument that can be used by all Authorized Users for their urinal block and deodorizer needs. Authorized Users for this Contract may include State agencies and other public bodies authorized to purchase off of the contract. Each purchasing entity will place orders directly with the awarded vendor.

B.3. Purchasing Process and Pricing

- B.3.1.** Authorized Users will place their own orders with the Supplier. After Contract award, Supplier will interact with Authorized Users on a day-to-day basis for specific issues relating to delivery timeliness, product quality, returns, and similar concerns. The State will designate a Contracting Officer who will be responsible for managing price changes, product modifications, and overall contract management, including addendums and Contract performance.
- B.3.2.** Proposed pricing will remain fixed for the first twelve (12) months of the contract. Price adjustments may be sought in accordance with the State Use Fair Market Policy, based upon documented increases in the Bidder's cost. If pricing for the contract items decreases in the industry, the bidder is required to pass the price decreases on to the State by amending the contract quarterly with new, lower prices.

B.4. Account Management

- B.4.1.** The bidder must include the name of the individual who will be the Account Manager for the term of the contract. The Account Manager will be responsible for operation and administration of the contract by the Supplier. The Account Manager must respond in a timely manner and in writing unless instructed otherwise, to all information requests from the Contracting Officer.
- B.4.2.** It is desirable that the Account Manager's duties include, but not be limited to the following:
 - B.4.2.1.** Regular communications with the Contracting Officer to discuss any shortages and needed substitutions.
 - B.4.2.2.** Demonstrate to the Contracting Officer new products available on the market.
 - B.4.2.3.** Issue credit memos and arrange for return of incorrectly shipped or deficient products.
 - B.4.2.4.** Resolve any problems and/or discrepancies with the order/delivery schedules.
 - B.4.2.5.** Work in conjunction with the Contracting Officer in doing research and making recommendations for product changes to better meet the needs and challenges of the State of Oklahoma.

B.5. Service Level Requirements and Expectations

B.5.1. Mandatory Service Level Requirements

This section of the document contains Mandatory Service Level Requirements that the successful bidder is required to meet at NO extra charge. Bidders are required to indicate any inability to provide the Mandatory Specific Service Level Requirements in a separate document and submit it with the proposed pricing.

- B.5.1.1.** Proposed pricing will remain fixed for the first twelve (12) months of the contract. Price adjustments may be sought in accordance with the State Use Fair Market Policy, based upon documented increases in the Bidder's cost. Any changes in pricing must be submitted in writing, to the Contracting Officer, at a minimum of sixty days prior to a price increase. If pricing for the contract items decreases in the industry, the bidder is required to pass the price decreases on to the State by amending the contract quarterly with new, lower prices.

Central Purchasing • Will Rogers Office Building (2401 N. Lincoln Boulevard), Suite 116 / P.O. Box 528803 • Oklahoma City, OK 73152-8803
Telephone: 405/521-2110 • Fax: 405/521-4475 • www.dcs.ok.gov

If any prices fluctuate between the time of order and delivery, Supplier shall charge the prices in effect as of the order date.

- B.5.1.2.** Supplier's Report of Sales: The vendor shall submit reports quarterly. The report shall be received within thirty (30) calendar days following the end of the quarter as indicated in Section B.15 Contract Usage Reporting Requirements.

An electronic copy of the template in Excel format for the Quarterly Sales Report will be sent to the vendor upon award of the contract.

B.5.2. Desirable Service Level Expectations

This section of the document contains Desirable Service Level Expectations that the Supplier is expected to perform at NO extra charge. Bidders are required to indicate any inability to provide the Desirable Service Level Expectations in a separate document and submit it with the proposed pricing.

- B.5.2.1.** Overall Customer Satisfaction: Supplier should develop a plan to conduct a bi-annual survey of end-users to determine the level of customer service satisfaction experienced by Authorized Users, and should conduct such a survey upon request from the Contracting Officer. Both the raw and analyzed survey results should be provided to the Contracting Officer. The following includes some of the areas to be measured on the survey: Responsiveness, Communication, Courtesy, Competence, Effectiveness, and Overall Satisfaction.

- B.5.2.2.** Shipping: All products should be shipped in a manner which will enable the receiving person(s) to easily check the shipment with the invoice. Information should include the following fields

- Item ID number
- Short item description
- Unit of Measure
- Quantity

- B.5.2.3.** A packing slip should also be included with each shipment, which should include at least the following information in no particular order:

- Customer/Authorized User Name
- Customer/Authorized User Address
- Ship Date
- Purchase Order number (or purchase method and user name, if there is no purchase order)
- Item ID number, per line item
- Line item description
- Quantity ordered
- Quantity included in shipment
- Unit price
- Any back order items

- B.5.2.4.** Product Availability: The State may not allow cancellation of products without an equal and acceptable replacement approved by the Contracting Officer. Suppliers shall communicate manufacturer's discontinuation of any products to the Contracting Officer in writing within five (5) business days of notification by manufacturer. In such instances, Suppliers shall work with the Contracting Officer to identify and implement alternative options that will maintain or reduce costs associated with the replacements. Suppliers should offer suggested replacements of discontinued products at least thirty (30) days prior to substitution, including replacement product number, description, and final price.

- B.5.2.5.** Emergency Product Substitutions and Out-of-Stock Items: If necessary to complete a shipment on time, Supplier may request a product substitution. The product substituted should be of equal or larger quantity, equal or better quality and/or grade, at no additional cost, and the Authorized User should accept the substitution in writing (email is acceptable) prior to delivery. Invoices shall denote all items and quantities as ordered. Any shorted items shall be noted as "out-of-stock."

- B.5.2.6.** Invoice Requirements: All invoices should reflect the prices and discounts established for the items on this contract for all orders placed by Authorized Users. Before payment is made, the State will verify that all invoiced charges are correct as per the Contract(s). Only properly submitted invoices will be officially

processed for payment. Prompt payment requires that your invoices be accurate, clear and complete in conformity with the instructions below. All invoices must be itemized showing:

- Supplier name
- Remit to address
- Purchase order number (or purchase method and user name, if there is no purchase order)
- Invoice Number
- Release number if given
- Date of order/ release
- Complete item description
- Unit of measure
- Quantity per UOM
- Contract price
- Quantity shipped
- Extended prices
- Shipping charges (if applicable)
- Agency Name
- Purchaser name
- Account number
- Invoice total

Respondent should provide original invoice and requested number of copies to the designated accounts payable representative(s) or address(s) for each Authorized User.

Each invoice should contain only those products covered by the purchase order or other purchase method designated on that invoice. Invoices that have pricing other than approved contract pricing will not be considered valid invoices.

Central Purchasing Point of Contact

Timothy Harvey, State Use Contracting Officer

Phone: (405) 521-2128

Fax: (405) 522-0199

E-mail: Timothy_Harvey@dcs.state.ok.us



CONTRACT

State of Oklahoma

Dispatch via Print

Vendor ID 0000073953
SOUTH CENTRAL INDUSTRIES INC
PO BOX 3766
SHAWNEE OK 74801-3766

Contract ID 0000000000000000000000003041			Page 1 of 5	
Contract Dates 09/01/2011 to 08/31/2012		Currency USD	Rate Type CRRNT	Rate Date PO Date
Description: SW#12320 URINAL BLOCKS/SCREENS			Contract Maximum 0.00	
TYPE: STATEWIDE				

Tax Exempt? Y Tax Exempt ID:736017987

Line #	Item ID/Item Desc	Minimum Order Qty	Amt	Maximum / Open Qty	Amt
1	1000024256 DEODORIZER: Fabric 4oz 12/CA - Fabric Deodorizer, non-aerosol spray, 4oz. spray bottles. Can be used in the air or directly on most fabrics to remove unpleasant odors. 12 spray bottles/case	1.00	0.00	0.00	0.00
	Contract Base Pricing	23.96000	CA	0001	
2	1000024265 DEODORIZER:4oz spray 12/CA Lmn- Spray deodorant, ready-to-use, 4 oz hand powered spray bottle, 12/case. Scent: Lemon	1.00	0.00	0.00	0.00
	Contract Base Pricing	35.40000	CA	0001	
3	1000024269 DEODORIZER:Concentrate 4/CA Dis. - Deodorant Concentrate. Can be used in conjunction with cleaners, disinfectants, or shampoos. 2-4:64 oz dissolution ratio, 4/case. Scent: Cherry	1.00	0.00	0.00	0.00
	Contract Base Pricing	35.60000	CA	0001	
4	1000024257 DEODORIZER:Counteractant Lmn 6/CA - Water Soluble, Odor counteractants, 1-2:64 oz dissolution ratio, 6 per case. Scent: Lemon	1.00	0.00	0.00	0.00
	Contract Base Pricing	50.00000	CA	0001	
5	1000024253 DEODORIZER:Indst Wick 1.5oz 72/CA - Industrial Wick Deodorizers,1.5 oz bottle. 12 bottles/carton, 6 cartons/case (72 total). Scent: Natural	1.00	0.00	0.00	0.00
	Contract Base Pricing	158.62000	CA	0001	
6	1000024254 DEODORIZER:Indst Wick 4oz 36/CA - Industrial Wick Deodorizers, 4 oz bottle. 12 bottles/carton, 3 cartons/case (36 total). Scent: Natural	1.00	0.00	0.00	0.00

Final = The price is final after adjustments
Hard = Apply adjustments regardless of other adjustments
Skip = Skip adjustments if any other adjustments have been applied

Authorized Signature
Scott Schlotthauer, Purchasing Director
Original signature on file at DCS



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Contract ID 0000000000000000000000003041			Page 2 of 5	
Contract Dates 09/01/2011 to 08/31/2012		Currency USD	Rate Type CRRNT	Rate Date PO Date
Description: SW#12320 URINAL BLOCKS/SCREENS			Contract Maximum 0.00	
TYPE: STATEWIDE				

Tax Exempt? Y Tax Exempt ID:736017987

Line #	Item ID/Item Desc	Minimum Order Qty	Amt	Maximum / Open Qty	Amt
	Contract Base Pricing	106.31000	CA	0001	
7	1000024259 DEODORIZER:Metered Arsl 12/CA MntnAir - Concentrated room deodorizers, metered aerosol concentrates. 12/CA. Scent: Mountain Air	1.00	0.00	0.00	0.00
	Contract Base Pricing	44.80000	CA	0001	
8	1000024271 DEODORIZER:Para 16oz hang up 6/CA - Para urine deodorant wall block with hang-up carton, 16 oz block, 6/case. Scent: Cherry	1.00	0.00	0.00	0.00
	Contract Base Pricing	23.34000	CA	0001	
9	1000024272 DEODORIZER:Para 24oz hang up 6/CA - Para urine air deodorant wall block with hang-up carton, 24oz block, 6/case. Scent: Cherry	1.00	0.00	0.00	0.00
	Contract Base Pricing	29.17000	CA	0001	
10	1000024274 DISPENSER:15min Mtrd Arsl Batt - Metered Aerosol Concentrates dispenser, battery operated aerosol, 15 minute incremental spray, covers up to 6,000 sq ft, batteries NOT included Operates with metered concentrated deodorant.	1.00	0.00	0.00	0.00
	Contract Base Pricing	33.65000	EA	0001	
11	1000024258 DISPENSER:Light Actvtd Mtrd Arsl - Metered Aerosol Concentrates dispenser, Light-Activated Dispenser. Turns itself off when light is off in the room. Operates with metered concentrated deodorant.	1.00	0.00	0.00	0.00

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Authorized Signature



Dispatch via Print

Tax Exempt? Y Tax Exempt ID:736017987

Authorized Signature



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SOUTH CENTRAL INDUSTRIES INC
PO BOX 3766
SHAWNEE OK 74801-3766

Contract ID			Page	
0000000000000000000000003041			5 of 5	
Contract Dates		Currency	Rate Type	Rate Date
09/01/2011 to 08/31/2012		USD	CRRNT	PO Date
Description:			Contract Maximum	
SW#12320 URINAL BLOCKS/SCREENS			0.00	
TYPE: STATEWIDE				

Tax Exempt? Y Tax Exempt ID:736017987

Line #	Item ID/Item Desc	Minimum Order Qty	Amt	Maximum / Open Qty	Amt
	Contract Base Pricing	91.08000	EA		0001

COMMENTS:

Final = The price is final after adjustments
Hard = Apply adjustments regardless of other adjustments
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Authorized Signature