



# SOLICITATION REQUEST

Request for Quote     Request for Proposal     Request for Bid

**Dispatch via Print**

**Dept of Environmental Quality**  
OK DEPT OF ENVIRONMENTAL QUALITY  
SHIPPING & RECEIVING  
707 N ROBINSON  
OKLAHOMA CITY OK 73102

<b>Request Quote ID.</b>	<b>Date</b>	<b>Buyer</b>	<b>Page</b>
2920000184	11/01/2013	Irelita Jones	1
<b>Payment Terms</b>	<b>DateTime Quote Open</b>	<b>Closing</b>	
45 Days	11/01/2013 03:30 PM	11/22/2013 02:00 PM	

Requisition Number Reference: COURT REPORTING SERVICES

**Ship To:** OK DEPT OF ENVIRONMENTAL QUALITY  
SHIPPING & RECEIVING  
707 N ROBINSON  
OKLAHOMA CITY OK 73102

**Bill To:** OK DEPT OF ENVIRONMENTAL QUALITY  
ADMINISTRATIVE SERVICES  
PO BOX 1677  
OKLAHOMA CITY OK 73101-1677

**Vendor: NAME**  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
1	82111603 / 1000007149 COURT REPORTING:Original and (1) copy--Depositions - daily copy Original and one (1) copy	1	EA		

Court reporting services to be provided on an as-needed basis.

**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

**COMMENTS:**

Invitation To Bid (2920000184)  
for  
COURT REPORTING SERVICES

Issue Date: October 29, 2013

Pre-Bid Conference: NONE

Pre-Bid Question Response Due Date: November 7, 2013 at 2:00 PM Central Time

Email: DEQPro@deq.ok.gov  
(Reference ITB No. 2920000184 in all e-mails)

All questions are to be submitted in writing before the deadline. Questions received after the deadline will not be responded to.

Bid Response Deadline: November 22, 2013 at 2:00 PM Central Time  
(Late Bids will not be accepted.)

Submittal Location:  
State of Oklahoma - ODEQ  
707 N. Robinson  
P.O. Box 1677  
Oklahoma City, OK 73101-1677

Procurement Contact:  
Irelita Jones, CPPB, CPO  
Contracting and Acquisitions Administrator  
Phone: (405) 702-1116, Fax: (405) 702-1186

**DESCRIPTION:** Bids are being solicited for the purpose of contracting for court reporting services for the State of Oklahoma Department of Environmental Quality (ODEQ).

This solicitation may be downloaded by visiting the State of Oklahoma ODEQ website at:  
[www.ODEQ.state.ok.us](http://www.ODEQ.state.ok.us).

See attached ITB document(s) for Scope and Specifications.

**This is NOT AN ORDER**

All returned quotes and related documents must be identified with our request for quote Number.

**Authorized Signature**