



# 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>
2920000183	10/31/2013	Irelita Jones	1
<b>Payment Terms</b>	<b>DateTime Quote Open</b>	<b>Closing</b>	
45 Days	10/31/2013 03:01 PM	11/25/2013 02:00 PM	

Requisition Number Reference:    EVENT PLANNING - BROWNFIELDS

**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	80141607 / 1000025173 SERVICE:Event Planner/Consultant-Orc hestrates and oversees event	1	EA		

FOR AN EVENT PLANNER FOR 2014 OKLAHOMA BROWNFIELDS CONFERENCE TO BE HELD IN OCTOBER OR EARLY NOVEMBER 2014 AT A HOTEL IN TULSA, OKLAHOMA TO BE DETERMINED WITH AN EVENING SOCIAL EVENT HELD THE FIRST DAY OF THE TWO DAY CONFERENCE AS PER ATTACHED PROPOSAL.

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

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

**Supplier Remarks:**

**COMMENTS:**

Request for Proposal (2920000183)

for

EVENT PLANNING SERVICES, BROWNFIELDS CONFERENCE

Pre-Proposal Conference: NONE

Pre-Proposal Question Response Due Date: November 11, 2013 at 2.00 PM Central Time

Email: DEQPro@deq.ok.gov  
(Reference RFP No. 2920000183 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.

Proposal Deadline: November 25, 2013 at 2.00 PM Central Time  
(Late Proposals will not be accepted.)

Submittal Location:  
State of Oklahoma - DEQ  
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:** Proposals are being solicited for the purpose of contracting for event planning services for the State of Oklahoma Department of Environmental Quality (DEQ) 2014 Brownfields Conference.

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

See Attached RFP 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**