

The following documents and forms are required to be submitted. Incomplete submittals will be returned to the Owner's Representative or Contractor/Construction Manager/Design-Builder for completion and re-submittal. Originals are considered to be documents (1) executed with blue-ink, scanned in color and submitted to [cap@omes.ok.gov](mailto:cap@omes.ok.gov), or (2) executed using electronic signature and submitted to [cap@omes.ok.gov](mailto:cap@omes.ok.gov). Forms can be obtained from our website <https://omes.ok.gov/services/construction-and-properties>.

**Monthly Owner's Representative Invoice(s)** (Submit one (1) electronic original of each document and form)

- CAP Form G129 *Owner's Representative (Consultant) Invoice*;
- Owner's Representative's monthly progress report is to be included.

**Monthly Construction Progress Invoice(s)** (Submit one (1) electronic original of each document and form) -**For Design-Bid-Build & Construction Management Project(s):**

- CAP Form G702 *Contractor Invoice*;
- CAP Form G703 *Contractor Invoice Continuation Sheet(s)*;

**For Design-Build Project(s):**

- CAP Form DB500-D1 *Design-Builder Invoice, and Continuation Sheet(s)*;

**For all Projects:**

When requesting reduction in or partial release of retainage -

- CAP Form G707A *Consent of Surety to Reduction in or Partial Release of Retainage*;

When requesting payment for stored Materials -

- CAP Form G150 *Offsite Stored Materials Statement*;
- Certificate of Insurance with State of Oklahoma, OMES/CAM/DRES Construction & Properties as beneficiary;
- Company Letterhead - itemized listing of materials stored indicating quantities and sizes (if applicable);
- Copies of paid invoices;
- Written Guarantee of delivery to job site; and
- Written Title to all materials covered by payment request.

**Construction Change Order(s)** (Submit one (1) electronic original) -

- CAP Form G701 *Change Order* (include breakdown page).

**Certificate of Substantial Completion** (Submit one (1) electronic original) -**Submission by Contractor/Construction Manager/Design-Builder:**

- Written Notice of Substantial Completion to Owner's Representative/Supervisory Official; and
- Comprehensive list (Punch List) of items that could be completed or corrected within twenty-one (21) days.

**Preparation by Owner's Representative/Supervisory Official:**

- CAP Form G701 *Certificate of Substantial Completion*

NOTE: Owner's Representative/Supervisory Official is **not** to prepare its own Punch List; the Punch List is to be created, maintained and managed by the Contractor/Construction Manager/Design-Builder.

**Final Construction Payment Invoice** (Submit one (1) electronic original of each document and form) -**For Design-Bid-Build & Construction Management Project(s):**

- CAP Form G702 *Contractor Invoice*,
- CAP Form G703 *Contractor Invoice Continuation Sheet(s)*,

**For Design-Build Project(s):**

- CAP Form DB500-D1 *Design-Builder Invoice, and Continuation Sheet(s)*;

**For all Projects:**

- CAP Form G706 *Certificate of Contract Completion (2 pages)*,
- CAP Form G707 *Consent of Surety to Final Payment*
- Certified Copy or Original, Power of Attorney from Surety Company